

Constitution of Bridlington Millau Twinning Association

Preamble

The Bridlington Millau Twinning Association was formed in 1991 originally as part of a tripartite twinning arrangement with Millau (France) and Bad Salzflen (Germany). Since this time, Millau has developed additional twinning arrangements with Sagunto (Spain), Mealhada (Portugal), Plopeni (Rumania) and Louga (Senegal). Our Association holds regular meetings and organises a wide range of social activities. Every 2 years a Bridlington Association group visits Millau for a week of activities and visits; with a return visit from Millau in the alternate years.

Name and Status

The Association shall be called 'The Bridlington Millau Twinning Association' with the work of the Association centred on Bridlington and local area. (Hereafter called 'the Association')

Venues

The Association holds monthly meetings on the first Monday of every month and the Annual General Meeting in January every year whilst social events are held in a wide range of other venues.

Aims of the Association are to

- promote and foster friendships and understanding between the people of Bridlington and District and those of Millau and district, and those of other towns within the Twinning links
- encourage visits and exchanges by individuals and groups to and from our linked towns; particularly children, young people and families
- encourage individual and groups to develop personal contacts and by doing so to broaden the mutual understanding across the European Community
- to promote the full participation in cultural, educational, recreational and commercial activities of our linked towns
- encourage local schools and colleges to develop annual exchanges with similar educational establishments in the twinned town
- provide hosting families and a wide and varied programme for visiting host towns
- organise and foster these aims within our local community by organising regular social activities to enhance the philosophy of Twinning

The Membership of the Association shall

- be accessible to individuals (over the age of 18) who are interested in furthering the work of the Association and the spirit of twinning, irrespective of gender, race, religion or economic standing
- be accessible to families with children below the age of 18
- register membership after the receipt of the annual minimum membership fee
- welcome any corporate body or association interested in furthering the aims of the Association and who have paid an annual 'corporate' fee and requires such organisations to appoint named persons who can vote on their behalf
- allow every paid up member the right to one vote on matters raised by the Committee

- the Committee/Trustees may unanimously and for good reason terminate the membership of any individual or organisation. The individual or organisation shall have the right to be heard by the Committee and maybe accompanied by another adult member
- not have any members below the age of 18 unless accompanied by a responsible adult member over the age of 18, except as observers at designated meetings or at social functions
- only have members who are fully paid up Association members
- have the power to set up sub committees of no more than 5 members to pursue and report on items from within the aims of the Association

Administration

Subject to the matters set out below the Association shall be managed and administered in accordance with this constitution by the members of the elected committee constituted by the following clauses

Powers

Further to the aims of the Association the Committee may exercise the following powers but not exceed them

- to raise funds and to invite and receive contributions provided that in raising funds the committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law
- to buy, lease, exchange or acquire any property necessary for the achievements of the aims of the Association and to maintain and equip it for further use
- powers subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Association
- to cooperate with and engage in joint activities with other organisations with similar aims and to exchange information, social activities and advice
- to do all such other lawful things as are necessary to achieve the aims of the Association
- consult the membership with regards to changes in the constitution or other matters that could affect the membership and the running of the Association

Committee Structure

At the Annual General Meeting of the Association fully paid members may elect from amongst themselves the following posts for one year

Elected Officers

- President
- Chairperson
- Vice chair
- Secretary
- Treasurer

In addition there shall be identified

- Ordinary nominated members
- Co-opted members for working parties

- 1 Representative from associated bodies
- Association members who wish to attend any open meetings and to use their entitlement to vote

The Committee shall

- consist of the elected officers and other members up to a maximum of 15
- retire from office at the Annual General Meeting but may be re elected
- not have its business disrupted by the absence of any member of the committee
- meet on the first Monday of each Calendar month with a minimum quorum number of 5 members including a chair and secretary
- inform Committee members in advance for cancellation of a meeting with reasons and agenda items held over to the next meeting
- in the absence of the Chair and or President then the appropriate vice will take the chair
- have the power to remove any elected or nominated member who has not attended any meetings in the year
- have the power to terminate the membership of any individual or member organisation unanimously and after hearing the case for and against such actions
- have one vote per committee member with the President and/or Chair having the casting vote if there is a tie in the voting
- not accept executive policy changes without consultation with other members of the Committee

The Committee will communicate with the membership and potential members by

- regular newsletter via email or post
- committee minutes via email and post
- calendar of events via email or post
- newspapers and other media outlets
- website :- <http://www.bridlington.gov.uk> - Millau Twinning Association page

Accounts

The Committee of the Association has a duty to

- keep accounts for the members of the Association
- prepare annual statements of account for the Association
- have all accounts made available to the members of the Association
- set an annual minimum membership fee
- all cheques to be countersigned by 2 of elected secretary, chair and/or treasurer

Annual General Meeting

The Association has an obligation to

- call an AGM within 1 calendar month of the beginning of the New Year unless stated in the programme of events
- all members of the Association are entitled to attend and vote on proposals raised by the Committee
- have all outgoing Committee members at the meeting

- select Elected Officers and other members of the Committee from a proposal list received by the secretary no longer than 14 days prior to the meeting with a ballot if nominations exceed posts available
- receive annual reports from the former Chair and Treasurer

Annual Strategic Objectives

The Twinning Committee shall each year set a number of realistic strategic objectives for the coming year and report to the membership on achieved targets at the next AGM

Special General Meeting

The Association may call such a meeting if

- there is a request from at least 10 Association members in writing giving the reasons for such a meeting
- the secretary must inform the membership at least 28 days prior to the meeting date

Procedures at a General Meeting

The Association has an obligation for

- the secretary (or substitute) to keep an accurate record of the meeting
- minutes to be sent to members of the Committee and to be available to all members of the Association if requested

Adoption of and/or changes to the Constitution

The Association has a duty to

- instruct the Committee to discuss and ratify any changes in an open Committee meeting
- once these changes/adoption are agreed then the revised constitution is put to the membership at an Annual General Meeting or Special General Meeting
- allow a free vote on any of these changes

Dissolution of the Association

In the event of dissolution of the Association, the committee have a duty to

- call a Committee meeting to ratify this dissolution
- and then a Special General Meeting for ratification by the membership
- ensure that all parties or organisations are informed of the dissolution
- transfer audited funds to local charities or organisation agreed to by the Committee and ratified by the members of the Association