

HORDLE & DISTRICT TWINNING ASSOCIATION CONSTITUTION FROM 2011 draft constitution

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1. TITLES

The Association shall be known as the Hordle & District Twinning Association (abbreviated to H&DTA).

The Association committee shall be known as the Hordle & District Twinning Association Management Committee (hereinafter referred to as the Committee, or abbreviated to HTC).

2. OBJECTIVES

The objectives of the Association are:

- to sustain and strengthen positive links between Hordle and the town of Yerville, Normandy;
- to maintain permanent bonds between the linked towns;
- to promote positive exchanges of all kinds between the towns' inhabitants with the aim of building friendships and fostering through greater mutual understanding, the spirit of European fraternity;
- to combine the efforts of the linked towns to maintain for the sake of mutual peace, prosperity and friendship;
- where appropriate, to establish additional links between Hordle and other European towns as the Association sees fit;
- to encourage an appreciation and interest amongst the membership in the ways, customs, culture, language, produce and history of our twin town(s);
- to engender friendship, mutual support and trust amongst the Association's membership.

The objectives of the Committee are:

- to uphold the objectives of the Association in all its business;
- to represent and serve the membership wishes in good faith and as best it can;
- to be inclusive in all its business;
- to develop and strengthen the Association for the benefit of the communities of Hordle & Yerville;
- to foster and maintain good working relations with the Yerville committee members for the benefits of both associations, and with the association committee of any European town the Association may in future twin with.

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- to liaise as appropriate with the Parish Council, District Council, Hordle Community Association and other twinning associations.

3. MEMBERSHIP

Eligibility

The Association shall be open to all residents and scholars of Hordle and its surrounding district. Membership shall also be open to:

- any (together with their family members) whose occupations or leisure activities have a strong connection with Hordle; and
- to those members who subsequently move out of the area and wish to retain their ongoing membership.

Subscription

Membership will be dependent upon payment of an annual subscription, set by the Committee. The Committee may set a pro-rata subscription for membership of part of a year.

Ending membership

Any member wishing to resign their membership should do so in writing to the Membership Secretary.

Any member who fails to pay their annual subscription within a reasonable timescale following notification to that member that their subscription is outstanding and membership may lapse, will be deemed to have surrendered their membership of the Association.

Misconduct

Any member, whose actions are deemed to be wholly inappropriate to another member, or who has undermined the reputation or standing of the Association, may be called in by a tribunal of the Committee to account for these actions.

If the tribunal determines that the member's conduct is not compatible with the objectives of the Association, then it may withdraw or restrict membership of the Association from that member. The Secretary will confirm the tribunal's decision in writing to the member in question.

Any such tribunal of the Committee will contain no less than one of the Honorary Officers, and any other member of the Committee.

4. HONORARY OFFICERS & MANAGEMENT COMMITTEE MEMBERS

The Association shall elect a Chair and Vice Chair of the Management Committee together with a Secretary and Treasurer as Honorary Officers.

The Committee, which shall have executive powers, will be comprised of:

- Chair
- Vice Chair
- Secretary
- Treasurer

The Honorary Officers of the Association shall be elected/re-elected at the Annual General Meeting on an annual basis.

Other Committee Members

In addition to the Honorary Officers a maximum of ten other Committee members may form the committee. One position will be reserved for a nominated representative of the Parish Council, but in the absence of any nomination, this position will be offered to the general membership.

From the ten, a total of two other positions may be given to representatives of organisations and schools within the area of the Association. The organisation or school may change those representatives if it so wishes during the membership year.

The Committee may co-opt up to a maximum of a further five members and may fill vacancies due to resignation between AGMs. The Honorary Officers, other officers and other Committee members of the Association shall be elected at the Annual General Meeting by nomination (proposed and seconded) and a ballot of the members at the AGM.

Roles and Responsibilities

The roles and responsibilities of the Honorary Officers, other officers, other Committee members and Sub-Committees are laid out in the document:

Description of roles and responsibilities of Committee Members and management of Sub-Committees.

This document forms part of the Constitution, however, because it describes the roles and responsibilities of the Committee officers for the proper functioning of the Association's business that may necessarily be changed during the year, amendments and revisions to this

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document will not be construed as an amendment to the Constitution. The Committee will have the ability to make amendments to this document between AGMs.

5. BUSINESS OF MANAGEMENT COMMITTEE

Committee business will be conducted within the following framework:

- the Committee should agree a process for decision-making, which will normally be by majority vote;
- the quorum at a meeting of the Committee shall be 6;
- if a meeting is inquorate, no business may be transacted until such time as the quorum has been achieved;
- the Committee should seek to work by consensus such that all members are able to abide by the Committee's decisions;
- the Committee should meet as frequently as is required to ensure the efficient and effective conduct of business within the Committee's agreed objectives, but this should be no less than 6 times per annum;
- Committee business may be conducted by correspondence and the Secretary is expected to ensure that relevant information and papers are circulated in good time to other members;
- the Committee may consider nominating and appointing lead members with expertise on specific issues or delegating specific matters to a defined Sub-Committee; and
- in relation to Sub-Committees an appropriate scoping document containing objectives, roles, responsibilities, authority and reporting lines will be agreed by the Committee to clearly define the work of the Sub-Committee within a set time-frame.

6. LENGTH OF OFFICE

All Honorary Officers, other officers and members of the committee will be subject to nomination and re-election at the AGM on an annual basis.

7. ANNUAL GENERAL MEETING

The Annual General Meeting shall operate as follows:

- the Annual General Meeting shall be held in January or February each year;
- the Secretary shall give twenty-one days notice of the Annual General Meeting;
- nominations for Honorary Officers and other Committee roles may be received by the Secretary before or at the Annual General Meeting;
- items to be raised as agenda items for discussion at the Annual General Meeting should be forwarded to the Secretary at least 7 days before the meeting;

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- only items previously raised on the agenda will be subject to determination by majority vote at the AGM;
- the agenda will include a statement of the annual account by the Treasurer, the Chair's report, the Secretary's report, and may include a report of the Membership Secretary;
- at the conclusion of the agenda items and at the discretion of the Chair, any other business may be taken from the floor at the meeting for information only;
- members may only vote in person, with one vote per member.

8. EXTRAORDINARY MEETING

The Committee may call an Extraordinary Meeting of the Association membership if there is important and urgent business that is so pressing that waiting for the business to be addressed at the AGM would be seriously detrimental to the Association.

The Secretary will give 21 days notice to the membership of such an Extraordinary Meeting, and will include an agenda of the business to be tabled at the meeting. No other business, apart from that tabled on the agenda, will be conducted at the Extraordinary Meeting.

All decisions at the Extraordinary Meeting will be by majority vote, except for an amendment to the Constitution, which will require a majority vote of at least two thirds of the membership present.

9. AMENDMENTS TO THE CONSTITUTION

The Committee recognises that it is healthy to regularly review the Constitution to ensure that it best meets the needs of the Association. Any changes to the Constitution will only be made within the following framework:

- changes to the Association's constitution may only be made at the Annual General Meeting or an Extraordinary Meeting;
- twenty-one days notice shall be given to the membership of such;
- amendments to the Constitution may be made only by a two third majority of the members voting at the Annual General Meeting or an Extraordinary Meeting;
- the Secretary shall ensure that the amended constitution is promptly published for the attention of the Association membership, and
- a copy circulated to all Committee members.

10. DISSOLUTION OF THE ASSOCIATION

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The Committee may disband at any time upon agreement of two-thirds majority of its members voting at the AGM or an Extraordinary Meeting. The Committee Secretary should give notice of dissolution promptly to the appropriate national organisation for twinned towns in the UK, and to the Secretary of all towns twinned to Hordle.

11. CERTIFICATION

Certified as a true copy of the Constitution as adopted by the Committee at a meeting on

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Chairperson

Francesco (Franco) Casalicchio

Name

Address 15 White Barn Crescent

Hordle

Lymington

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Address

Date

February 2011

Secretary

Christine (Chris) Halling

Name

Everton

26 February 2011

Date

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