

# LUDLOW TWINNING ASSOCIATION

TWINNED WITH LA FERTÉ MACÉ

## Constitution

**1. Name of the Association:** The name of the association shall be the Ludlow Twinning Association.

**2. Aims of the Association:** To promote and foster friendship and understanding between the people of Ludlow and district and those of La Ferté Macé and district in Normandy, France, and those of other towns with which the association may later form links.

To encourage visits by individual and groups to and from the linked towns, and the development of personal contacts, and by so doing to broaden the mutual understanding of cultural and recreational activities of the linked towns.

To organise social activities to foster the aims of the association.

**3. Membership:** Membership shall be open to all persons or organisations in sympathy with the aims of the association.

There shall be three classes of membership:

-*Individual Membership.*

-*Family Membership.* Family membership being open to all members of a family excepting sons or daughters over the age of eighteen years.

-*Corporate Membership.* Corporate membership does not of itself entitle members or employees of the organisation which is a member to the rights of individual or family members. Corporate membership entitles not more than two named members of the organisation to the rights conferred on individual or family members.

**4. Committee:** The affairs of the association shall be conducted by the Management Committee consisting of not more than twelve and not less than six members to be elected by the members of the association.

The committee shall have the powers to co-opt and co-opted members shall have the right to vote.

The quorum shall be five.

The committee shall have the power to set up a sub-committee which shall have the power to co-opt their membership, with the power to vote.

**5. Election of Committee:** The committee shall be elected at the annual general meeting of the association. The association shall appoint a chairman, honorary secretary, honorary treasurer and such other officers as it seems necessary.

The Chairman of the management committee, the Honorary Secretary and Honorary Treasurer shall be ex-office members of all sub-committees.

The management committee shall call an Annual General Meeting of the association between 1<sup>st</sup> January and 31<sup>st</sup> March each year, giving each member at least fourteen days notice in writing.

**5a: Terms of Office:** Chairman, Secretary and Treasurer may serve for a maximum of three years subject to annual re-election at the annual general meeting at the end of which time they may stand for a further year if re-elected. Thereafter they must stand down for a period of two years before seeking re-election.

**6. Voting at the AGM:** Only members present at the meeting shall be entitled to vote. Each individual member shall be entitled to one vote and each family or corporate member shall be entitled to two votes providing that two members of such family or organisation are present at the meeting. The chairman shall have a casting vote.

**7. Special General Meeting:** A Special General Meeting of the Association may be called at any time on a written request signed by at least twenty members of the association and delivered to the honorary secretary containing details of the matter to be discussed. At least twenty-eight days notice must be given.

**8. Accounts:** Audited accounts to 31<sup>st</sup> December of each year shall be submitted at the annual general meeting.

All monies received on behalf of the Association shall be kept in safe custody by the Honorary Treasurer, and all cheques drawn on the associations' account shall be signed by any two of the Chairman, Honorary Treasurer or Honorary Secretary.

**9. Subscriptions:** All subscriptions shall be determined at the Annual General Meeting and be payable within two months thereof.

**10. Amendments to the constitution:** Amendments to the constitution shall only be made at the Annual General Meeting or a Special General Meeting. Notice of the proposed amendments shall be given in writing to the honorary secretary at least twenty-one days before the meeting and details shall be given in notice convening the meeting. No such amendment shall be carried unless not less than two thirds of the members present and voting at the meeting vote in its favour.

**11. Dissolution of the association:** In the event of the dissolution of the association, all surplus funds shall be transferred to such charity or charities as the committee shall in its absolute discretion decide.

**12. Adoption of Constitution:** The constitution was adopted by the association at its Annual General Meeting at the Feathers Hotel on 18<sup>th</sup> February 1988, by unanimous vote of those present. The constitution was amended at the AGM held at the Bull Inn on 7<sup>th</sup> February 2007. See paragraph 5a on "Terms of Office".