

**BUXTON BAD NAUHEIM TWINNING ASSOCIATION
CONSTITUTION**

1 NAME

‘Buxton Bad Nauheim Twinning Association’

- (1) Mention of ‘Association’ in this constitution refers to Buxton Bad Nauheim Twinning Association
- (2) Mention of ‘Bad Nauheim’ refers to the group of towns associated with the Bad Nauheim Twinning Association

2 PURPOSES

- (1) To promote and foster friendship and understanding between the people of Buxton and Bad Nauheim.
- (2) To promote and facilitate contact between individuals, groups, organisations, societies and businesses and to hold social events.
- (3) To promote or support such other activities as may further the aims of the Association.

In order to carry out the Association’s purposes, the committee has the power to:

- (i) raise funds, receive grants and donations.
- (ii) apply funds to carry out the work of the Association.
- (iii) co-operate with and support other charities, societies and associations with similar purposes.
- (iv) do anything which is lawful and necessary to achieve the purposes.

3 MEMBERSHIP

The Association shall have a membership. Anyone who agrees with the purposes and supports the work of the Association can become a member. **Members under the age of 18 are non-voting ‘Youth Members’ and will not be invited to contribute any payment.** The committee will keep an up-to-date membership list.

Membership shall run from the end of each AGM to the end of the following AGM and may be renewed annually.

Members are invited to make an annual voluntary contribution at a level to be reviewed and agreed by all members annually at the AGM.

New members joining part-way through the membership year may, at the discretion of the committee and with the approval of the treasurer, be charged a reduced membership fee for the remaining part of the membership year.

Non-members will be admitted to meetings at the discretion of the chairperson or other officer present at the meeting and must accept and support the purposes of the Association. Non-members may contribute to the meeting at the discretion of the chairperson or other officer chairing the meeting but will not be allowed to vote.

The committee may remove a person’s membership if they believe it is in the best interests of the Association. The member has the right to be heard by the committee before the decision is made and can be accompanied by a friend.

4 MANAGEMENT

The Association shall be managed by a committee in accordance with the rules set out in this section.

The committee shall be elected at an Annual General Meeting (AGM) to which all members are invited. The committee shall consist of a minimum of 5 members, which number shall include the officers of chairperson or vice chairperson, secretary, and treasurer. Committee members will be eligible for re-election.

Committee meetings shall be held as deemed necessary by the committee to deal with the Association's business.

Further officers and members may be co-opted onto the committee at the discretion of the committee, to assist with specific issues. Their membership of the committee shall only extend until the next AGM.

The committee may appoint sub-committees or individuals to deal with specific issues as required. The sub-committees shall report to the committee and shall be disbanded after their task has been completed.

A quorum for committee meetings shall consist of 4 members.

If any committee member or officer is unable to attend 3 consecutive meetings the committee has the right to request the member to resign from the committee.

Any matters involving finance shall be referred to the treasurer for comment before a decision is made by the committee.

5 FINANCIAL

The Financial Year shall be from January 1st to the following December 31st.

The Association shall be a not-for-profit organisation and shall not undertake any substantial trading activities.

The Association shall accept donations and raise funds for the furtherance of its purposes, including legitimate expenses agreed by the committee and incurred by members; purchase of necessary equipment, books and documents, room hire, and support of any other activities agreed by the committee and within the constitution.

The Association shall operate a current account with a 'high-street' bank to be agreed by the members at the AGM.

Withdrawals from the account will be signed by any two of the named officers. The Association's bank shall be informed of any change of cheque signatory within two weeks of the change being authorised by the association. Any digital/on-line management of the Association's account will be carried out in accordance with current regulations for 'Clubs and Societies' accounts.

6 ANNUAL GENERAL MEETING (AGM)

- (1) The AGM must be held every year in February, with 14 days' notice given to all members informing them what is on the agenda. Minutes must be kept of the AGM.
- (2) There must be at least **8** members present at the AGM.
- (3) Every member has one vote.
- (4) The committee shall present the annual report and accounts.
- (5) Any member may stand for election as a committee member.
- (6) Members shall elect a minimum of 5 committee members to serve for the next year. They will retire at the next AGM but may stand for re-election.
- (7) Changes to the constitution can be made at an AGM.

7 EXTRAORDINARY GENERAL MEETING (EGM)

If the committee considers it necessary to change the constitution, or wind up the association, they must call an EGM so that the membership can make the decision. If winding up of the Association should take place, any money or property remaining after payment of debts must be given to a charity, society, or association with similar purposes to this one.

The committee must call an EGM if they receive a written request from the majority of members. All members must be given 14 days' notice and told the reason for the meeting. All decisions require a majority vote. Minutes must be kept.

The committee may call an EGM to consult the membership on any matter that cannot be resolved in the normal course of a regular meeting.

8 SETTING UP THE ASSOCIATION

This constitution was proposed, seconded, and adopted on June 27th, 2019, at the committee meeting on that date. They are the first members and committee of Buxton Bad Nauheim Twinning Association until the AGM, which must be held within one year of this date.