

# COMBERTON TWINNING ASSOCIATION

## CONSTITUTION

[2023 edition]

### NAME:

1. The Association shall be called 'Comberton Twinning Association' (CTA).

### AIMS

2. The principal aims of the Association shall be:
  - a) To gain an understanding of cultures and practices in another country and, where possible, use them to mutual advantage.
  - b) To promote exchanges of educational, cultural and sporting activities.
  - c) To improve knowledge of our respective languages.
3. These aims shall be pursued initially in relation to our formally twinned partner, the French village of Le Vaudreuil, by means of reciprocal visits, correspondence and other interactions designed in our common interests.

### POWERS

4. To further these aims the committee of CTA shall have power to:
  - d) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of CTA.
  - e) Engage residents and organisations of the Comberton area in a common effort to carry out the aims of the Association.
  - f) Do all such lawful things as will further the aims of the Association.

### MEMBERSHIP

5. Membership of CTA shall be available principally to residents of Comberton and its surrounding villages. At the discretion of the Association's committee, it may also be made available to individuals residing elsewhere, such as members of residents' families and of local schools, sporting clubs and businesses.
6. The committee shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the committee before a final decision is made.
7. The annual adult membership subscription, due on the first of January each year, shall be set by the committee, and approved by the Annual General Meeting. Children under 18 years of age in full time education shall be admitted free of charge.
8. Past members of the association who are no longer active in twinning activities but wish to be kept informed of twinning association progress and social events, may opt to become Affiliates of the Association to receive such information for free by occasional email. Affiliates do not have voting rights and cannot take part in twinning trips without re-joining as full members.
9. The committee shall ensure that a policy is in place for care of personal data of members and affiliates, in compliance with data protection directives such as the EU GDPR.

10. The committee shall arrange adequate insurance cover for the Association.

### **MANAGEMENT**

11. A management committee shall be elected annually at the Annual General Meeting (AGM). The committee shall consist of a chair, secretary, treasurer, and up to seven other members.
12. In the event of a member's retirement during service, the committee may co-opt a suitable replacement to serve until the following AGM.
13. The committee shall meet at least three times each year to plan the Association's activities. At least 3 committee members must be present at a committee meeting to be able to make decisions. Minutes of committee meetings shall be kept.
14. Email, telephone and/or video conferencing shall be used between meetings to facilitate communication and agreement between committee members. Email, web pages and social media posts may be used to communicate decisions and event information with members.

### **GENERAL MEETINGS**

15. An Annual General Meeting (AGM) shall be held each year in May or June, at which the Treasurer shall present an audited statement of the Association's financial affairs. Notice of place, date, time and agenda for the AGM shall be sent to members at least three weeks before the AGM.
16. A Special General Meeting may be called at any time at the request of the committee, or not less than one quarter of the membership. A notice explaining the place, date, time and reason shall be sent to members at least three weeks beforehand.
17. One sixth of membership or four members being present, whichever is the greater, shall enable a General Meeting to take place.
18. Proposals to change the constitution must be given in writing to the secretary at least 28 days before a general meeting and approved by a majority of those present and voting.

### **ACCOUNTS**

19. The funds of the Association including all donations, contributions and bequests, shall be paid into an account operated by the committee, and administered by the Treasurer. All cheques drawn on the account must be signed by two members of the committee (including past committee members until bank authorities can be updated).
20. The funds belonging to the Association shall be applied only to further the aims of CTA. A current record of all income, funding and expenditure will be kept by the committee.
21. Committee members may claim a refund of allowable incidental expenses incurred on behalf of the Association and authorised by the committee.

**DISSOLUTION**

- 22. The Association may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.
  
- 23. If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable association(s) or organisation(s) having aims similar to the CTA.

Signed by Chair..... Date.....

Signed by Secretary..... Date.....

Signed by Treasurer..... Date.....

This Constitution shall come into effect when approved by majority vote at the Annual General Meeting in 2023.

*[PGH 2003-05-18 for AGM of 2023-06-02]*