CONSTITUTION

1.Name

The name of the charity is Romsey Twinning Association (hereinafter referred to as 'the Association').

2. Objects

The advancement of education of the public in the culture, languages, history and way of life of other countries with which Romsey is twinned from time to time, in particular France, Germany and Italy.

3. Powers and activities

In furtherance of its objects the Association may:

a) organise and support exchange visits, hospitality and educational and cultural events;
b) promote language learning and school links;
c) help other organisations to establish links with counterparts in the twin towns;
d) raise funds and cooperate with other bodies.

4. Membership

Membership of the Association shall be open to all members of the public who live in the Romsey area and who support the objects of the Association.

All applications for membership shall be made on an official application form and submitted to the Treasurer. The Committee shall reserve the right to refuse membership to any applicant.

The incumbent Town Mayor of Romsey shall be the **President** of Romsey Twinning.

Countess Mountbatten of Burma shall be the **Patron** of Romsey Twinning subject to annual mutual agreement.

Honorary membership may be granted at the discretion of the Committee and will be subscription-free.

5. Management

The management of the Association shall be vested in the Committee consisting of a Chair, Vice-Chair, Secretary, Treasurer, and up to 7 members. All members of the Committee shall be elected at the Annual General Meeting. Duties such as Minute Secretary, Membership Secretary, etc. may be allocated by agreement within the Committee.

A different member of the Committee shall be responsible for each of the links with our twin towns. The main responsibility of each such member shall be to organise the visits to Romsey and travel plans for visits to the relevant twin town.

The Chair and/or the Secretary of Romsey Twinning may invite to any meeting, person(s) in a consultative capacity. Such persons will not be entitled to vote.

Decisions of the Committee shall be made by a majority of votes of those present at the meeting entitled to vote. In the event of equality of votes, the Chair shall have a casting vote at all meetings, whether they have previously voted or not.

The Committee shall have the power to appoint sub-committees, also to co-opt members of Romsey Twinning to the Committee to fill any Committee vacancy that may arise during the year. Such a co-opted member will have normal voting rights in the committee but will be subject to the election procedures at the following Annual General Meeting. No person shall hold more than one office at the same time.

6. Fees

Annual subscriptions will be set at the Annual General Meeting.

Annual subscriptions are payable as from the first day of January. Any member failing to pay by the end of March may be deemed to have forfeited their membership.

The Treasurer will review the scale of fees annually and make recommendations to the Committee at their meeting before the AGM.

7. Meetings

a) **Annual General Meeting**. The Committee shall call for an Annual General Meeting to be held in the autumn of each year, and in any

event before the end of the calendar year. The business of the Annual General Meeting shall include:

- confirmation of the minutes of the preceding Annual General Meeting;
- Chair's report
- Treasurer's report and adoption of accounts
- Confirmation of Patron
- Election of Officers and Committee
    - Chair
    - Vice-Chair
    - Secretary
    - Treasurer
    - Committee members (up to 7 in number)

At least 21 days' notice shall be given to all members of the Annual General Meeting. A quorum of an Annual General Meeting shall be not less than 15 members of the Association.

Election of officers will proceed as follows:
Nominations for each post shall be made (preferably in writing) to the Secretary before or at the meeting. Nominations shall be supported by a nominator and seconder who are members of the Association. The nominator shall confirm that the nominee is willing to stand. If there is more than one nomination for each post, the Secretary will organise a ballot in the meeting, with prepared voting slips. (See also "Voting Rights" below). The candidate scoring most votes will be elected; (in the event of a tie, the Chair will cast a deciding vote). If only one candidate is nominated for a post, they will be deemed elected. If an existing officer is willing to continue and there are no rival candidates, they will be deemed elected. If all the existing officers are willing to continue and there are no alternative candidates, the meeting will be asked to re-elect them en bloc.

Election of committee members:
The same procedure as for the election of officers applies.

b) **Committee meetings**. The Committee shall meet as necessary to conduct the business of the Association, but not less than 4 times a year. The Secretary or Chair shall give all members of the Committee not less than 7 days' notice in writing of the date and place of the meeting, and an agenda of business to be transacted. A quorum shall consist of 5 committee members.

c) **Special General Meetings**. A Special General Meeting of Romsey Twinning may be convened on written application to the Secretary by at least 10 members of Romsey Twinning specifying the business to be transacted. At least 21 days' notice of such meeting shall be given to the members of the Association.

d) **Sub-Committee**. The Committee shall have the power to appoint sub-committees as and when necessary. The chair of any such sub-committee shall be a member of the main Committee, and the remainder members of the Association, or other persons co-opted for the specific purpose. A quorum of a sub-committee shall consist of one third of the members of the subcommittee.

8. Voting Rights

Each member shall have the right to a vote on any resolution at an AGM or SGM, provided membership has been registered for a period of at least three months. Honorary members are not entitled to vote.

9. Finance

The Association's financial year shall run from 1 May to 30 April.

The income and property of the Association shall be applied solely towards the carrying out of the objects of the Association, as set out in the Constitution.

A full statement of accounts and balance sheet shall be presented to members at the Annual General Meeting. The Association's bank account shall be held at a suitable banking institution to be decided by the Committee.

All payments from the Association's account are to be signed and counter-signed by two Officers, one of which shall be the Treasurer.

10. Responsibilities of Officers

1. Chair: To chair meetings. To represent the Association. To issue an annual report;
2. Vice-Chair: To stand in for the Chair when they are unavailable;
3. Secretary: To assist with the convening of meetings, to conduct general correspondence, to make bookings of halls etc, and to act as a point of liaison with other organisations

4. Treasurer: To be responsible for all financial transactions of Romsey Twinning. To keep the accounts and present regular statements.

11. Amendment of Constitution

Amendment of the Constitution may be made only at an Annual General Meeting or a Special General Meeting of the Association, by a majority of not less than two-thirds of the votes of those present and entitled to vote. Notice of the proposed amendment(s) shall be circulated to all members not less than 14 days before the said meeting
No amendment shall be made which would have the effect of making the charity cease to be a charity at law.

12. Dissolution of the Association

In the event of the dissolution of the Association, following the satisfactory settlement of all debts and liabilities any remaining assets shall be applied directly for the Association's Objects; or else be transferred to one or more charities with purposes similar to the Objects; or else to a charity or charities for particular purposes falling within the Objects.

Amended and adopted at the Annual General Meeting 28 October 2026

Signed ……

Name (print) ……(Chair)

Signed ……..…..

Name (print) …… (Secretary)

Signed ……..……

Name (print) ……(Treasurer)