

Romsey Twinning Constitution

1. Objectives

- To promote friendship and understanding by strengthening the links between the people of Romsey and the citizens of our current three twin towns – Paimpol (France), Battenberg (Germany) and Treviglio (Italy).
- To encourage cultural, social, and educational exchanges and tourism between the people of Romsey and those from our twin towns.
- To encourage other organisations within the town to forge links with like-minded groups in our twin towns.

2. Membership

Individual or family membership shall be open to all persons who reside in and around the Romsey area and who are in agreement with the objectives of Romsey Twinning

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 without reason 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.

3. Management

The management of Romsey Twinning shall be vested in the Committee consisting of a Chairman, Vice-Chairman, 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 Chairman 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 Chairman shall have a casting vote at all meetings, whether or not he/she has previously voted.

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.

4. **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 GM.

5. **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:
1. Confirmation of the minutes of the preceding Annual General Meeting.
 2. Chairman's report
 3. Treasurer's report and adoption of accounts
 4. Confirmation of Patron
 5. Election of Officers and Committee
 - Chairman
 - Vice Chairman
 - 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 Romsey Twinning.

Election of officers shall be done 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 Romsey Twinning. 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 Chairman will cast a deciding vote). If only one candidate is nominated for a post, he/she will be deemed elected. If an existing officer is willing to continue and there are no rival candidates, he/she will be deemed elected. If all the existing officers are willing to continue and there are no rival 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 Romsey Twinning, but not less than 4 times a year. The Secretary shall give all members of the Committee not less than 7 clear 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 Romsey Twinning.
- 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 Romsey Twinning 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.

6. Voting Rights

. Each member, whether individual or an adult member of a family group, 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.

7. Finance

Romsey Twinning's financial year shall run from 1st May in each year to the 30th of April in the following year.

The income and property of Romsey Twinning shall be applied solely towards the carrying out of the objectives of Romsey Twinning, as set forth in this constitution.

A properly prepared statement of accounts and balance sheet shall be presented to members at the Annual General Meeting. Romsey Twinning's bank account shall be held at a suitable banking institution to be decided by the Committee. All cheques are to be signed by two officers from the Committee, one of which shall be the Treasurer.

8. Responsibilities of Officers

1. Chairman: To chair meetings. To represent Romsey Twinning generally. To issue an annual report.
2. Vice-Chairman: To stand in for the Chairman when he/she is 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 e.g the Town Hall.
4. Treasurer: To be responsible for all financial transactions of Romsey Twinning. To keep the accounts and present regular statements.

9. Amendment of Constitution

Amendment of the Constitution may be made only at an Annual General Meeting or a Special General Meeting of Romsey Twinning, 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.

10. Dissolution of Romsey Twinning

In the event of Romsey Twinning being dissolved, if, after the satisfactory settlement of all debts and liability, there shall remain any assets whatsoever, the same shall be disposed of in accordance with the wishes of the members of Romsey Twinning at a Special General Meeting.

Amended and adopted at the Annual General Meeting 24 September 2025