

Helston District Town Twinning Association

Constitution

1. Objectives

The Helston District Town Twinning Association (hereafter referred to as The Association) is established to promote and coordinate the development of twinning links between the town of Helston and communities in other countries. It works in cooperation with the Helston Town Council to receive and consider town twinning proposals. It acts as a point of contact and cooperation for Town Twinning Groups (hereafter referred to as Group/s) which are responsible for the direct communication and organisation of twinning activities with specific communities.

2. Organisation and Membership

The membership of The Association comprises an Umbrella Group and all the members of the individual Town Twinning Groups. Membership is open to all citizens of Helston and its environs.

3. Umbrella Group

The Umbrella Group of The Association comprises:

- The Mayor of Helston as President.
- Three nominated representatives of each Town Twinning Group.

The Umbrella Group is a forum for the sharing of information and ideas, and the promotion of joint activities of the Groups. It has the authority to receive and recommend to Helston Town Council proposals to form new Town Twinning Groups, and to make proposals for the closure of any defunct Groups.

The Umbrella Group may raise funds and apply for grants for The Association and may disburse them to the Groups at its discretion.

The Umbrella Group shall meet regularly to ensure that there is an active link between the individual Groups. A quorum shall be not less than three Umbrella Group members including at least one representative of each active Town Twinning Group. Information shared at these meetings shall be circulated to all the members of the individual Groups. Final decisions shall be made by each individual Group.

4. Town Twinning Groups

Town Twinning Groups may be formed to promote and coordinate twinning links with any other community in another country. A Group is responsible for maintaining contact with their partner community and for all arrangements and costs associated with twinning activities with their partner community. It will provide encouragement and assistance to any local community group wishing to make contact with the twinned community.

The membership of a Group comprises all those persons who have expressed a wish to be associated with the Group and participate in its activities by entering their names into the Friendship Book. The Friendship Book shall constitute a central register of the members of the Association.

Each Group is responsible for its own organisation, membership and fund-raising activities, and shall elect a Chairman, Secretary and Treasurer at its Annual General Meeting.

A Town Twinning Group shall meet within two months of its AGM, and thereafter as required. Not less than 7 days' notice of a meeting and its agenda shall be made available to members of the Group. A quorum shall be five Group members, including at least two office-holders, and a simple majority shall be required for approval of any proposal.

5. Annual General Meetings of the Groups

Each Group shall hold an Annual General Meeting once in each year, at which all members of that Group are entitled to attend and vote.

Not less than two weeks' notice of the AGM together with an agenda stating the business and providing any supporting documents shall be made available to the Group members and Umbrella Group members. A quorum at an AGM shall be two office-holders plus three other Group members. Voting at the AGM shall be by a show of hands and a simple majority of those members present and voting shall suffice. In the event of a voting tie, the Chairman shall have a second casting vote.

The business of the AGM shall include:

- A report from the Chairman of the activities of the Group
- A financial report for approval by the meeting
- Election of a chairman, treasurer, secretary, safeguarding officer and social secretary,
- Appointment of an accounts verifier
- Review and approval of any annual membership fees if applicable
- Fix the dates of the scheduled meetings for the following year
- Any other business notified and documented in the notice of the meeting.

The AGM shall be open to attendance by members of other Groups in a non-voting capacity. The press and public who are not members of The Association may attend but may not vote and may be asked to withdraw from the meeting during discussion of private or confidential matters, at the discretion of the Chairman.

7. Financial Arrangements

Each Group may raise and retain funds in support of its activities. The distribution of the assets of any defunct Group shall be equally divided amongst the remaining Groups.

In the event that the Town Twinning Association ceases to function, its assets shall revert to the Helston Town Council.

8. Extraordinary General Meetings

An Extraordinary General Meeting (EGM) of all the members of The Association may be convened by the Umbrella Group. Not less than two weeks' notice of an EGM together with an agenda stating the business and providing any supporting documents shall be made available to all members and posted in the local press. A quorum at an EGM shall be one representative of each Group plus five other members of The Association. A Chairman of the meeting shall be elected by those attending. Any decision taken shall require the support of not less than two-thirds of those present and voting.

9. Amendment of the Constitution

Amendment of this constitution may be proposed by the Umbrella Group for consideration by an Extraordinary General Meeting of all the members of The Association, explicitly convened for that purpose.

Annexes (not forming part of the Constitution)

1. List of active or prospective Town Twinning Groups @ *month/year*
2. Town Twinning Association Friendship Book form
3. List of community groups engaged in town twinning activities @ *month/year*
