

Malvern and Bagnères Twinning Association

Constitution

1. NAME

- (i) The name of the association is the MALVERN-BAGNERES-TWINNING ASSOCIATION, abbreviated in this document as MBTA or Association.

2. OBJECTIVES OF THE ASSOCIATION

- (i) To promote friendship and understanding, to encourage commercial activity and to establish social and educational links between Malvern and Bagnères-de-Bigorre.
- (ii) To support cultural, recreational and community-based activities consistent with the promotion of Objective (i).
- (iii) To facilitate and encourage visits by individuals and groups between the two towns.
- (iv) To seek opportunities for Malvern residents of all ages to have first-hand experience of the life and culture of Bagnères and its region.

3. MEMBERSHIP

- (i) Membership of the Association will be open to any individual who supports the Association's objectives. Each member will automatically become a Friend of MBTA.
- (ii) All Friends will pay an individual annual subscription, the amount being decided annually at the AGM. Each individual Friend will have one vote on all Association matters.
- (iii) Students and young people under 18 will be exempt from fees.
- (iv) The Committee will have the power to refuse membership without obligation to give reason or explanation.

4. ORGANISATION OF THE ASSOCIATION

- (i) The Association will be managed by a Committee elected annually from among the Friends of MBTA. The Committee will also include a nominated representative of Malvern Town Council (MTC).
- (ii) The designated roles of Committee members will be as follows:
 - President / Chair
 - Secretary and Vice-Chair
 - Treasurer
 - Business & Marketing Officer
 - News & Media Officer
 - Friends' Liaison OfficerOther roles will be as agreed with individual members.
- (iii) This list is not definitive and the committee may co-opt other members on a temporary basis to carry out specific tasks as the need arises.

5. TERMS OF OFFICE

- (i) All positions will be subject to election/ re-election at the AGM.
- (ii)** Each officer will be elected for an initial period of two years, renewable for a further period of two years. Thereafter an officer may apply for re-election as indicated under point (i).
- (iii) The representative of MTC will be nominated annually by MTC.
- (iv) If a vacancy occurs the Committee will have the authority to co-opt a nominee from among the Friends of MBTA, who will serve until the next AGM.

6. MEETINGS

- (i) The AGM will be held in November of each year. The Agenda will be circulated by the Secretary by email to all Friends (& MTC representative) at least 10 days before the date of the meeting, together with venue details and the Minutes of the previous meeting.
- (ii) Any motions for the AGM must be submitted by email to the Secretary no later than 14 days before the date of the meeting.

- (iii) Decisions will be made by majority vote. In the event of a tied vote the Chair will have a casting vote (except on the matter of election of the Chair).
- (iv) The Committee will meet at least 5 times a year. The Agenda for these meetings will be circulated by the Secretary by email at least 7 days before the date of the meeting, along with the Minutes of the previous meeting.
- (v) Sub-committees may be convened as and when required for specific tasks. Each sub-committee will be led by an Officer of the Committee.
- (vi) A Quorum for the AGM will be one third of the total number of Friends of MBTA.
- (vii) A Quorum for Committee meetings will be 4 officers.
- (viii) A Quorum for Sub-Committee meetings will be 2 members.

7. FINANCE

- (i) Assets of the Association will only be used to further the objectives of the Association.
- (ii) All monies shall be held in the Association's Current Account at Lloyds Bank PLC.
- (iii) An audited statement of the Accounts for the year ending on 30th September prior to the date of the AGM will be presented by the Treasurer at each AGM.
- (iv) All cheques drawn on the Association's Current Account will require the signature of any two of three authorised signatories.

8. AMENDMENTS TO THE CONSTITUTION

- (i) Proposed amendments may only be considered through a written motion presented at the AGM.

9. DISSOLUTION OF THE ASSOCIATION

- (i) In the event of the Association being dissolved all surplus funds will be distributed at the sole discretion of the Committee in line with the Objectives of the Association.