

THE CONSTITUTION AND RULES OF THE WREA GREEN TWINNING GROUP

1. NAME

The Group shall be called The Wrea Green Twinning Group

2. AIM

The aim of the Group shall be to honour the spirit of the Twinning Agreement signed with St Bris le Vineux on 12th November 2005.

3. OBJECTIVES

The Objectives of the Group shall be:

- To foster friendly relations between the people of St Bris and the people of Wrea Green into the future.
- To build on these relations by making an alternating annual visit to each other's twin village.
- To foster, with the support of the schools and the parents in each village, good communications and an exchange of ideas between the children of the two villages.
- To give assistance to the development of initiatives between clubs, societies and groups in each twin village.

4. THE COMMITTEE

The Twinning Group shall be administered by a Committee consisting of 10 members.

Committee Members shall be elected at the Annual General Meeting (AGM). Ordinary Members shall serve for a period of not more than three years, after which period they shall either stand down or be re-elected. If required, one Extraordinary Committee Member may be elected for a period of one year, after which period he or she shall either stand down or be re-elected for either one or three years.

Nominations are to be received by the secretary one week before the AGM. If a member resigns before an AGM, the Committee may second an additional Member until the next AGM.

The role of the Committee shall be to administer all activities which support the aims and objectives outlined in the Twinning Agreement.

The Committee shall elect the following Officers:

Chairman
Vice-Chairman (optional)
Secretary
Treasurer

Officers shall be elected for a period of one year at the first ordinary meeting after the AGM. If more than one Member stands for an Office it shall be decided by secret ballot under the scrutiny of Chairman or Secretary.

Three named members of the Committee shall be empowered to sign cheques on behalf of the Group, at least two of whom shall be Officers. Any cheque shall be signed by two of those people.

5. THE ANNUAL GENERAL MEETING (AGM)

The Financial Year of the Twinning Group shall commence on 1st October each year. The AGM shall be called by the Secretary giving 2 weeks notice of the date of the meeting. All residents of Wrea Green shall be invited to attend. An annual Statement of Accounts shall be audited by a suitably qualified person prior to presentation at the AGM.

The agenda for the AGM shall include the following:

1. Welcome by the Chairman.
2. The Chairman's report for the past year and plans for the next.
3. Presentation of the Audited Accounts by the Treasurer/Auditor.
 - 3a Questions from the floor
 - 3b Vote of acceptance.
4. Secretary's report.
5. Election of Officers.
6. Election of Committee Members.
7. Any motions submitted by the Committee or Residents a week before the AGM
8. Meeting closure

Items may be added to this agenda with the agreement of the Chairman.

6. THE USE OF FUNDS

Wherever possible, expenditure shall be agreed at Committee Meetings and records shall be maintained identifying the use to which funds are put. Where a substantial sum is required it may be necessary to vote for agreement to the expenditure.

The purpose of any expenditure shall be at the discretion of the Committee, but the following guidelines could be used to assist decisions for expenditure:

- To provide hospitality, events, refreshments, etc, to the visitors from our Twin village of St Bris when they come to Wrea Green on their biennial visit.
- To finance events, fundraising or publicity.
- To support any effort which will facilitate the achievement of the Twinning Objectives.

The funds of the Twinning Group shall not be used to the benefit of any individual member of the Twinning Group.

7. DISSOLUTION OF THE GROUP

In the event of the dissolution of the Group the assets shall be disposed of for the best price possible within a reasonable time. Thereafter, surplus funds shall be transferred to such charity or charities as a majority of the Committee shall decide, save that any unspent grant from the Wrea Green Parish Council shall be returned to that Council.

CONSTITUTION AND RULES AGREED BY:

CHAIRMAN

SECRETARY

TREASURER

DATE

Amendment(s) to this constitution shall be submitted in writing prior to the AGM so that they can be agreed or rejected at that AGM.

APPENDIX 1

Job Descriptions for the Officers of the Twinning Group General Committee shall be as follows:

CHAIRMAN

1. To chair the ordinary meetings of the Twinning Committee.
2. With the assistance of the Committee Member responsible for publicity, to set out publicity criteria and to agree publicity scripts.
3. To maintain a continuous liaison with the Chairman of the Twinning Group in St Bris le Vineux.
4. To make decisions, if necessary outside Committee meetings, having consulted and reached agreement with as many Committee members as possible within the time available.
5. To liaise with external bodies in the quest for grants to support the Twinning initiative

VICE CHAIRMAN

1. To assist the Chairman in any way required
2. To act as Chairman in any required activity in the absence of the Chairman, including chairing Committee Meetings

SECRETARY

1. To record the significant discussions and decisions made at the Committee Meetings.
2. To set and distribute the agenda for Committee Meetings.
3. To correspond where necessary with outside people/bodies.
4. To call and administer the AGM
5. To maintain the records of the Twinning Group

TREASURER

1. To record the individual incomes and expenditures of the Twinning Group.
2. To maintain a balance and cash flow statement for presentation at Committee meetings.
3. To issue cheques for counter signature.
4. To produce an audited balance sheet for the financial year which can be agreed at the AGM.
5. To liaise with the bank on any current account matters, including any changes to the authorised signatories.

JOB DESCRIPTION FOR ALL MEMBERS OF THE COMMITTEE

Undertake specific projects or tasks as decided by the Committee.