

THE STEVENAGE-KADOMA LINK ASSOCIATION CONSTITUTION

1. Title

The title of the Association shall be:-

THE STEVENAGE-KADOMA LINK ASSOCIATION

2. Aims and Objectives

The aims of the Association will be to promote friendship and understanding between the towns of Stevenage and Kadoma. Within these aims the objectives shall be:-

- 2.1. to promote awareness and understanding of the cultural, political, spiritual and economic issues which face the two towns through contact between groups and individuals in a spirit of friendship;
- 2.2. to provide a framework through which practical assistance can be offered to serve the needs which have been mutually identified and agreed by the two towns.

3. Membership

- 3.1. Any person who at the time of the granting of membership, is residing, working or studying within the town of Stevenage or who is otherwise connected with Stevenage and who wishes to be associated with the aims and objectives of the Association shall be eligible for membership. Membership is by application to the Association. Membership will be for life.
- 3.2. Businesses and organisations serving the town of Stevenage may apply for corporate membership of the Association.
- 3.3. The Executive Committee may refuse membership to any applicant, business or organisation and may expel any member for any act deemed by the Executive Committee to be in conflict with the aims and objectives of the Association.

4. Organisation

4.1. President of the Association

The Mayor of Stevenage in office shall automatically be the President of the Association.

4.2. Vice-presidents of the Association

Vice-presidents of the Association may be elected at an Annual General Meeting.

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4.3. Officers of the Association

4.3.1. The officers of the Association shall be:-

Chairman - who shall be elected from the members of the Association and would not normally be a Borough Councillor or Council Representative;

Vice-chairman;

Council Representative - who shall be nominated by the Borough Council;

Honorary Secretary;

Honorary Treasurer;

Press and Information Officer;

4.3.2. Officers, apart from the appointed Borough Council Nominees and Liaison Officer, shall be elected at the Annual General Meeting with a ballot when there is more than one nomination for a position.

4.3.3. There shall also be a Liaison Officer who shall be the officer of the Borough Council dealing with Kadoma on the Council's behalf or an officer appointed by him/her. They shall be invited to attend all meetings of the Association and the Executive Committee but shall have no voting rights.

5. Executive Committee

5.1. The affairs of the Association shall be administered by an Executive Committee.

5.2. The Executive Committee shall consist of the Officers of the Association and up to 6 other individual members or representatives of corporate members who shall be elected with a ballot when there are more nominations than places at each Annual General Meeting.

5.3. Executive Committee members shall not be eligible for re-election after a period of 6 continuous year's service on the committee but shall be eligible for election after 1 further year.

5.4. The Executive Committee shall appoint appropriate sub-committees and working groups when necessary to further the aims and objectives of the Association and may dissolve such sub-committees or working groups if necessary. At least one member of each sub-committee or working group shall be a member of the Executive Committee and the remainder shall be members of the Association. The Chairman and Vice-Chairman of the Association shall be ex-officio members of all such sub-committees and working groups, which shall elect their own chairman and secretary, have the power to co-opt members as and when necessary, and shall report to the Executive Committee. Such sub-committees and working groups shall not commit the Association to any financial expenditure without the prior approval of the Executive Committee.

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5.5. The Members of the Executive Committee shall each be indemnified by the Association against any liability claims or demands arising from any action done in good faith by them on behalf of the Association or its Members in the administration of the Association.

6. Meetings

6.1. Executive Committee Meetings

- 6.1.1. The Executive Committee shall meet at least quarterly and the Honorary Secretary shall give all members of the Executive Committee not less than 14 days notice in writing of the date and place of the meeting with an agenda of the business to be transacted at such meetings. Items for the agenda submitted with less than 14 days notice will need to be agreed at the beginning of the meeting.
- 6.1.2. A quorum for any Executive Committee shall be 5.
- 6.1.3. Decisions shall be made by a simple majority and the Chairman of the meeting shall have a casting vote if necessary.
- 6.1.4. All members would normally be invited to attend executive meetings. Members may speak at the meeting if invited to but not vote.

6.2. Association Meetings

- 6.2.1. Any other meeting or function undertaken by the Association is accountable to the Executive and shall be reported in the Committee meeting minutes.
- 6.2.2. At least once a year the Association will hold a Forum meeting for members to advise on the Association's aims and objectives.

6.3. General Meetings

- 6.3.1. The Executive Committee shall call an Annual General Meeting in September of each year and the Honorary Secretary shall give all members not less than 28 days notice in writing of the date and place of the meeting with a provisional agenda of the business to be transacted.
- 6.3.2. The Honorary Secretary shall invite nominations for all elected positions on the Executive Committee to be returned no later than 14 days prior to the Annual General Meeting. If there are no nominations for particular posts, they can be accepted at the Annual General Meeting.
- 6.3.3. An Extraordinary General Meeting may be called by the Executive Committee when considered necessary. On receipt by the Honorary Secretary of a written application signed by at least 10 members of the Association setting out motion(s) to be put before an Extraordinary General Meeting the Executive Committee must call such a meeting promptly. The Honorary Secretary shall give all members not less than 28 days notice in writing of the date and place of the meeting with an agenda of the business to be transacted together with all motions submitted for discussion at such meetings.

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- 6.3.4. Notices of motions for Annual and Extraordinary General Meetings shall be received by the Honorary Secretary at least 21 days before the date of the meeting.
- 6.3.5. A quorum for any General Meeting shall be 15 members.
- 6.3.6. Decisions shall be made by a simple majority and the Chairman of the meeting shall have a casting vote if necessary. Each individual member and each corporate member shall have the right to exercise one vote.
- 6.3.7. The Chairman or Honorary Secretary may invite to any Association or Executive Committee meeting in a consultative or advisory capacity any person or persons as they think fit. Such person(s) shall not be entitled to vote.

7. Finance

- 7.1. The Association's financial year shall run from 1 April in each year to 31 March in the following year.
- 7.2. The income and property of the Association shall be applied solely to the carrying out of the aims and objectives of the Association as set out in the Constitution.
- 7.3. At each Annual General Meeting an audited statement of accounts and balance sheet for the previous year shall be presented by the Honorary Treasurer. Quarterly financial reports shall be submitted in writing by the Honorary Treasurer to the Executive Committee.
- 7.4. The Association funds shall be held in accounts in the name of the Association at a bank or building society approved at the Annual General Meeting.
- 7.5. Instructions to the bank or building society and all cheques shall be given over any two signatures of three unrelated Executive Committee officers or members, normally Chairman, Honorary Secretary and Honorary Treasurer.
- 7.6. The Executive Committee shall have the power to invest any of the funds of the Association in any security or securities as the Committee may decide.
- 7.7. The Executive Committee shall have power to seek grants from appropriate funders to support specific activities.
- 7.8. The Executive Committee may recommend to an Annual General Meeting the raising of a subscription from corporate and/or individual members.
- 7.9. Honorary Auditors, not exceeding 2 in number shall be approved at each Annual General Meeting. The Auditors cannot be members of the Executive Committee.

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8. Amendments to the Constitution

Amendments to the constitution may be made only at a General Meeting of the Association and must be passed by not less than two-thirds of the members and corporate members present and entitled to vote. Notice of any amendments duly proposed and seconded must be delivered to the Honorary Secretary of the Association at least 28 days before the date of the said General Meeting and shall be circulated to all members of the Association not less than 21 days before the said General Meeting.

9. Dissolution of the Association

9.1. The Association may be dissolved at any time upon a resolution passed by two-thirds of the members and corporate members present and entitled to vote at a General Meeting of the Association. At least 21 days notice must be given in writing of the date and place of the meeting specifying the purpose of the meeting.

9.2. Such resolutions may give instructions for the disposal of any assets held by or in the name of the Association after the discharge of all debts and liabilities and the refund to any organisations of any grant(s) received and not fully applied to the specific purpose for which the grant(s) was made. If any property remains at that time then it shall not be paid to or distributed among members of the Association but shall be given to such other charitable institution or institutions having similar aims and objectives to those of the Association. If agreement to the disposal of such assets cannot be reached the Charity Commissioners or other Authority having jurisdiction shall be asked to arbitrate.

Approved by an Extraordinary General Meeting of the Association held on

Chairman