

CONSTITUTION OF THE NORFOLK & NORWICH ROUEN FRIENDSHIP ASSOCIATION

1 TITLE

The Association shall be called the Norfolk & Norwich Rouen Friendship Association.

2 MEMBERSHIP

- a) Membership shall be open to any person who subscribes by the payment of the prescribed enrolment fee and/or subscription from time to time determined by the Committee.
- b) Each member shall register with the Honorary Secretary to the Association.
- c) A member shall cease to be a member if he/she resigns by written notice to the Honorary Secretary or fails to pay by the due date such subscription as is required.

3 OBJECTS

To promote and foster informal links between persons resident in the City of Norwich and in the County of Norfolk and those residents in the Ville de Rouen by arranging exchange visits, social activities, discussions, study courses and such other events as may be desirable, and by cooperating with the authorities and education institutions involved in the development of twinning links between Norwich and Rouen.

4 FINANCIAL YEAR

The Association's financial year shall run from 1 January to 31 December.

5 OFFICERS

- a) The Lord Mayor shall be invited to be President.
- b) Vice-President(s) if desired, Chairman, Vice-Chairman, Honorary Secretary and Honorary Treasurer shall be elected annually by an Annual General Meeting.

6 COMMITTEE

- a) The Association's affairs shall be managed by a Committee of not more than ten members including the Chairman, Vice-Chairman, Honorary Secretary and Honorary Treasurer. The Committee shall be selected by an Annual General Meeting of the Association.
- b) The Committee shall have powers to do anything necessary for the conduct of the Association's affairs (unless otherwise directed by the Association in General Meeting in a specific case) in accordance with its objects. In particular the Committee may fill any casual vacancy arising among the Officers of the membership of the Committee.

7 COMMITTEE MEETINGS

- a) A meeting of the Committee shall be convened by at least seven days' notice delivered to the members in writing.
- b) Four members present at a duly convened meeting of the Committee shall constitute a quorum.

- c) The Committee shall meet at least four times a year and additionally as required. The Chairman shall preside at such meetings. All issues shall be determined by a simple majority of those members present and voting. Each member, including the Chairman, shall have one vote, and in the case of equality of votes, the Chairman shall have a second or casting vote.

8 ANNUAL AND SPECIAL GENERAL MEETINGS

- a) An Annual General Meeting of the Association shall be held each year at such time and place as the Committee may determine. The business of the Annual General Meeting shall be:
 - (i) To elect Vice-President(s) for the ensuing year if desired, a Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, other members of the Committee and an Honorary Auditor for the ensuing year;
 - (ii) To receive the report of the Committee for the previous year;
 - (iii) To consider the accounts for the previous year;
 - (iv) Items for discussion may be notified in writing to the Honorary Secretary fourteen days prior to the meeting.
- b) Not less than twenty-one days' notice of the Annual General Meeting shall be given to all members of the Association.
- c) A Special General Meeting can be convened through the Honorary Secretary by the Chairman of the Association, or upon the written request of not less than one-third of the membership of the Association or twenty members thereof, whichever is the less. Not less than fourteen days' notice of any such meeting shall be given to all members of the Association stating the purpose for which it is called.
- d) At least one-third of the membership of the Association or fifteen members thereof, whichever is the less, shall constitute a quorum at Annual General Meetings and Special General Meetings.
- e) The President, or in his absence, the Chairman, shall preside at Annual and Special General Meetings. All issues shall be determined by a simple majority of those members present and voting. Each member, including the person presiding, shall have one vote and in the case of equality of votes, the person presiding shall have a second or casting vote.

9 BANKING AND AUDIT

All sums collected shall be handed to the Honorary Treasurer who shall pay the same into a bank account in the name of the Association. Cheques shall be signed by any two members of the Committee but must include the Honorary Treasurer. The accounts of the Association shall be independently audited.

10 ALTERATIONS

Any alteration to the Constitution or proposal to wind up the Association shall only be effective when passed by a resolution of a duly convened General Meeting of the Association.