

**Helston District Town Twinning Association  
(Hereafter stated as The Town Twinning Association)  
Constitution**

**1. Mission Statement**

The Town Twinning Association seeks to promote the co-ordination and co-operation in the development of Twinning Links with the towns of Helston and (currently, Sasso Marconi, Italy and Plougasnou, Brittany) and in the development of other international friendship links between the people of Helston and communities in other Countries. The Town Twinning Association will adopt and apply a duty of care and Risk Assessment Policy.

**2. Objectives**

The Town Twinning Association will act as a coordinating body for interested groups and individuals seeking to promote Twinning Links between the Twin Towns of Helston (currently Sasso Marconi and Plougasnou) and any other town or community with whom formal Twinning Links may in the future be established.

The Twinning Association will seek to co-ordinate fund raising and publicity in relation to Town Twinning, and will itself, undertake these activities.

The Town Twinning Association will seek to encourage the development of international friendship links and commercial links between the people of Helston and Communities in other Countries by the provision of a forum for discussion and the exchange of information.

The Town Twinning Association will receive and consider applications for Town Twinning Grants, and make recommendations to the Council.

**3. Membership**

Membership of the Town Twinning Association will comprise, those persons and groups interested in developing cultural and social relationships with Sasso Marconi and any other town or Community.

An attempt shall be made to include in the membership :-

- Adult social and cultural groups
- Members of Councils
- Religious Groups
- Educational establishments of all ages
- Business forums and Trade Organisations
- Sporting and Musical Organisations

**4. Meetings and Annual Meeting**

The Town Twinning Association will meet at least three times each calendar year. The following officers shall be elected at the Annual Meeting:

Chair to serve for one year regardless of changes in his/her nomination status to the

Association (i.e. the election of Chair is incontrovertibly personal for one year. Vice Chair and serve for one year regardless of changes in his/her nomination to the Association.

Honorary Secretary, who will arrange for the despatch of notices and for the keeping of minutes and any other duties agreed.

The Honorary Treasurer, who will arrange for the prompt banking of all receipts, accounts to be paid and a set of annual examined accounts to be presented at the Annual Meeting. The Hon. Treasurer will provide members with interim statements of account upon reasonable request. An auditor shall be appointed at the Annual Meeting.

The President who will be the elected and current Mayor of Helston will be appointed for 2 consecutive years, this however will not prevent anyone from re-election at a later date.

Safe Guarding Officer, should the individual groups deem it a necessary position, to be elected each year and conform to regulations for the safeguarding of vulnerable people.

Social Secretary should the individual groups deem it a necessary position, to be elected every year to arrange social events within their group.

## **5. Additional Items**

Nominating bodies shall inform the Association of changes to its nominees. Such information shall appear as an item on the agenda of the Association, at which time the

Association shall decide if it wishes to take its own action in the light of such information.

The quorum for meetings of the Twinning Association shall be five, which shall include two Officers.

## **6. Meetings**

At least three clear days notice of the time and place of an intended meeting of the Town Twinning Association shall be given. Failure to give such notice shall not invalidate the proceedings of any meeting of the Association.

Voting at meetings will be by a show of hands and a simple majority of those members present and voting shall suffice. The Chair shall have a second or casting vote.

The proceedings of the Town Twinning Association shall not be invalidated by any failure to appoint or any defect in the appointment or qualification of a member.

## **7. Financial Arrangements**

The Town Twinning Association shall hold its own funds. Payments may only be by cheques signed by any two of three authorised signatories.

**8. Amendment of Constitution**

Amendments to this constitution can be proposed at the AGM with prior notice of two weeks or more to the next AGM and voted on at the next meeting and passed by a two-thirds majority vote of those present and voting.

**9. Attendance by Press and Public**

Attendance of the press and public at meetings is welcomed, subject to the Association having the discretion to ask those persons to leave when any item marked private and confidential is on the agenda or a report is considered.