



Llandeilo Town Twinning Association

Gefeillio Tref Llandeilo

Jumelage de Llandeilo et du Conquet

## Constitution

(revised 4 November 2019)

### 1. Name

1.1 The name of the organization shall be the *Llandeilo Town Twinning Association* (hereafter referred to as the Association).

### 2. Aims and Objectives of the Association

2.1 The aims of the Association are to promote social, cultural and educational links between the communities of Llandeilo and Le Conquet in Brittany, France. Specific objectives to achieve these aims are as follows:

- a. To foster friendship and cultural understanding between the residents of Llandeilo and Le Conquet.
- b. To organise an annual visit, alternating between Llandeilo and Le Conquet, for members of the Association.
- c. To encourage additional visits by individuals and groups between the twin towns.
- d. To facilitate visits for children and young people by the provision of bursaries to assist with travel costs.
- e. To organise fund raising activities to assist with funding the other objectives.

### 3. Membership

3.1 Membership shall be open to all persons within the Llandeilo area who agree with the aims of the Association as stated above. Existing members of the Association residing outside the Llandeilo area will remain eligible for membership.

3.2 New members shall be proposed by an existing member, and must be endorsed by the Committee.

3.3 Membership shall entail an obligation to host visitors from Le Conquet during the biennial visit. Hosting shall include accommodation, meals and entertainment. These obligations will be

waived in the case of illness which prevents families hosting on a return trip. Ex-Officio members of the committee are not expected to host visitors unless they choose to do so.

3.4 Staff and families of pupils of Ysgol Bro Dinefwr are eligible for membership of the Association. Parents / guardians of children are expected to bring their children to Llandeilo when necessary to participate in twinning activities.

3.5 The membership form is at Annex A.

#### **4. Committee and Executives**

4.1 The affairs of the Association shall be conducted by the Committee. %\$&\$\$ The Committee will be made up of 10 elected Members aged 18 or over, plus the Mayor of Llandeilo and Headteacher of Ysgol Bro Dinefwr, or their representatives, as Ex-Officio members. Election to the Committee shall be at the Annual General Meeting (AGM) from Members of the Association.

4.2 At the discretion of the Chair, the Committee may co-opt further members to the committee above the stipulated 12. Co-opted Members shall have the right to vote during their tenure. Co-opted members may be stood down by the Chair, or by a vote of over half the Committee.

4.3 The full Committee shall meet at least once every 3 months. The quorum of the Committee shall be 8.

4.4 The Committee shall include 5 Executives as follows;

- a. Chair.
- b. Vice Chair.
- c. Treasurer.
- d. Secretary.
- e. Vice Secretary.

Terms of Reference for these officers are at Annexes B - F respectively.

4.5 The Executives shall be elected at the AGM, and will be expected to serve in their role for 2 years. Due to the complexities of changing authority of the Association's bank account, the Treasurer may be invited to stand for a longer period. Nominations for any Executive role due for election must be received by the secretary a minimum of 14 days before the AGM. The current incumbent of a post may be nominated for continuation in role beyond 2 years.

4.6 The Executives shall meet as required to undertake business on behalf of the Committee. Meetings of the Executive shall be quorate when 3 Executives are present.

4.7 All decisions of the Executive shall be presented to the full Committee for endorsement.

4.8 In the event of any sub committees being formed, the Chair, Secretary and Treasurer shall be ex-officio members with voting rights.

## **5. General Meetings**

5.1 The Committee shall call an Annual General Meeting (AGM) of the Association, normally in November each year, giving each member at least 28 days' notice in writing.

5.2 Matters for discussion at the AGM shall be sent to the Secretary no later than 14 days before the AGM. The Secretary will produce an agenda which will be made available to the members 7 days before the AGM.

5.3 Standing items for the agenda at the AGM shall include the following:

- a. Minutes of previous AGM and any EGM in the past year.
- b. Matters arising.
- c. Chair's report.
- d. Treasurer's report including annual accounts.
- e. Election to the Committee and/or Executive if required.
- f. Ratification of, and welcome to, new members.
- g. Review of membership subscriptions for the forthcoming year.
- h. Amendments to the Constitution.
- i. Arrangements for next annual exchange visit.
- j. Any other business.

5.4 Only Members of the Association shall be entitled to vote at the AGM. Each Member shall be entitled to one equal vote. The Chair shall have the casting vote in the event of a tie.

5.5 An Extraordinary General Meeting (EGM) of the Association may be called at any time on a written request signed by a minimum of 25% of the Membership of the Association. The request must be delivered to the Secretary, and must contain details of the matter to be discussed.

5.6 Once notified, the Secretary shall arrange a suitable date within the next 56 days, giving members a minimum of 28 days' notice.

5.7 Only the topic notified shall be discussed at the EGM.

5.8 Voting and other arrangements at an EGM shall be as for an AGM.

## **6. Communication.**

6.1 The primary means of communication between the Association and its members shall be via e-mail. For the purposes of the Association, any communication sent by e-mail shall be taken to have been made in writing. Members shall be deemed to have received e-mails sent to the current e-mail address held by the Secretary. It is individual Members' responsibility to check their own junk mail and spam filters.

6.2 All Members shall be responsible for ensuring that any changes to their contact details, including e-mail address, are notified to the Secretary as soon as practicable.

6.3 The Secretary shall provide a list of current contact details held for all members at the AGM for individual members to check. Those not attending the AGM may ask the Secretary to send details of the information held about them to check once a year.

## **7. Accounts**

7.1 Accounts shall be maintained by the Treasurer in accordance with Terms of Reference at Annex C.

7.2 Accounts shall be audited if it is requested by the Committee or 25% of the Membership. In this instance, an auditor should be selected from those in the local area.

7.3 Accounts shall be made up to the 31st October. A Statement and Balance Sheet shall be presented to the subsequent AGM.

## **8. Finances**

8.1 All monies received on behalf of the Association shall be kept in safe custody by the Treasurer.

8.2 All cheques drawn for the Association shall be signed by the Treasurer and one other designated signatory. In exceptional circumstances, if the Treasurer is unavailable to sign, 2 of the designated signatories may sign. Online banking transactions may be conducted by the Treasurer individually, or if not available, another designated signatory.

8.3 Subscriptions may be levied for membership on an annual basis at a rate decided at the AGM each year. Any subscriptions agreed are due for any member who is aged 18 or over at or on 1 January.

8.4 Any subscriptions agreed shall be due on 1 January each year, and must be paid by the end of that month. Membership will lapse in the event of non-payment of an agreed subscription.

8.5 Members shall be expected to pay for their own travel and associated costs during visits to Le Conquet. No financial assistance shall be given towards hosting guests from Le Conquet during reciprocal visits.

8.6 No food, travel or accommodation expenses shall be payable to committee members, including the Executives, in pursuance of their roles.

8.7 Monies received specifically for the bursary fund shall be allocated to that fund in their entirety.

## **9. Bursary**

9.1 The Association may make available funds, subject to availability, to assist students in full time education who are eligible to be members of the Association to travel to Le Conquet. All local students in full-time education are eligible to apply. Priority shall be given to:

- a. Those studying French or French history and culture; and /or
- b. Existing members of the Association; and /or
- c. Those with the greatest financial need.

9.2 Applications shall be made in writing to the Chair through the Secretary, and may be supported by a letter from their school teacher or educational supervisor outlining the anticipated benefits of such a visit.

9.3 Funding shall be capped at a maximum of 50% of travel costs, and is subject to the Association having sufficient funds in the Bursary account. To be considered, travel must be via reasonably economic means.

9.4 Applications shall normally be considered by the full committee. Where requests are made at short notice, and travel is planned before the committee next meets, the Executive is empowered to authorise travel.

9.5 The full amount available in the bursary fund may be spent subject to the conditions above.

## **10. Amendments to the Constitution**

10.1 Amendments to the Constitution shall only be made at the AGM, or an EGM called for this purpose. Notice of proposed amendment shall be given in writing to the Secretary in accordance with guidance on timing above. The Secretary shall include details of the proposed amendments with the agenda.

10.2 Amendments to the Constitution shall be approved if at least two thirds of the members present and voting at the meeting are in favour.

## **11. Dissolution of the Association**

11.1 In the event of the dissolution of the Association, once any debts are settled, all surplus funds, including those in the Bursary fund, shall be transferred to a charity or good cause chosen by the Membership.

11.2 All records shall be offered to the archivist at Carmarthen County Council.

**LLANDEILO TOWN TWINNING ASSOCIATION MEMBERSHIP FORM**

Please fill in a separate form for every adult over 18. Complete both sides and sign the form.

<b>Surname</b>		<b>Forename(s)</b>		<b>Title</b>	
<b>Address (including postcode)</b>			<b>Date of Birth</b>		
			<b>Gender</b>		
			<b>Date joined</b>		
<b>Phone - landline</b>		<b>Drivers Licence?</b>		<b>Yes</b>	<b>No</b>
<b>Phone - mobile</b>		<b>UK/EU Passport?</b>		<b>Yes</b>	<b>No</b>
<b>E-mail address</b>					
<i>Please note - E-mail is the primary means the Association uses for communication</i>					
<b>Would you like to join the Association's WhatsApp group?</b>				<b>Yes</b>	<b>No</b>
<b>Are you disabled?</b>				<b>Yes</b>	<b>No</b>
<b>If yes, please give details</b>					
<b>Do you have any allergies / special dietary requirements?</b>				<b>Yes</b>	<b>No</b>
<b>If yes, please give details</b>					
<b>Family details - only one adult per household need enter children's details</b>					
<b>Spouse / Partners name (if any) (for cross reference only)</b>					
<b>Child 1</b>	<b>Gender</b>		<b>Forename</b>		<b>Date of Birth</b>
<b>Child 2</b>	<b>Gender</b>		<b>Forename</b>		<b>Date of Birth</b>
<b>Child 3</b>	<b>Gender</b>		<b>Forename</b>		<b>Date of Birth</b>
<b>Child 4</b>	<b>Gender</b>		<b>Forename</b>		<b>Date of Birth</b>

In case of an emergency, who should be informed?				
<b>Name</b>		<b>Contact No</b>		
<i>Members are expected to host visitors from Le Conquet during the biennial visit</i>				
<b>Are you able to host visitors?</b>	<b>Yes</b>	<b>No</b>	<b>If no, please state reasons below:</b>	
<b>Can you host -</b>	<b>Individuals?</b>		<b>Yes</b>	<b>No</b>
	<b>Couples?</b>		<b>Yes</b>	<b>No</b>
	<b>Families with children?</b>		<b>Yes</b>	<b>No</b>
	<b>People with disabilities?</b>		<b>Yes</b>	<b>No</b>
	<b>People with allergies or specific dietary requirements?</b>		<b>Yes</b>	<b>No</b>
<i>The details you provide will be held on a database. From time to time, it may be necessary to pass some of your details to other members of the Association and/or to the Organising Committee of Le Conquet. Only the minimum information required will be passed on. You will be able to check what data is held at the Annual General Meeting each year, and at other times by request.</i>				
<b>Do you consent to your details being held on a database?</b>			<b>Yes</b>	<b>No</b>
<b>Do you consent to your details being passed to:</b>				
<b>Other members of the Association?</b>			<b>Yes</b>	<b>No</b>
<b>The Organising Committee of Le Conquet?</b>			<b>Yes</b>	<b>No</b>
<b>For publicity purposes, the Association may use photographs on the website or in the press. Do you consent to photographs showing you to be used in this manner?</b>			<b>Yes</b>	<b>No</b>
<b>How well can you speak French (please tick)?</b>				
<b>Not at all</b>		<b>Basic phrases only</b>		<b>Conversational / I can get by</b>
<b>Fluent</b>		<b>School level but rusty</b>		<b>Tick if you speak Welsh</b>

I will abide by the rules of Llandeilo Town Twinning's Association.

I consent to my information being used as indicated above.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**TERMS OF REFERENCE – CHAIR LLANDEILO TOWN TWINNING ASSOCIATION**

1. The Chair's primary responsibility is to ensure that the Association is run in accordance with the Constitution, as currently amended. Specific responsibilities are listed in the following paragraphs.
2. Committee and General Meeting Management.
  - a. Chair meetings of the full Committee, Executive meetings and General Meetings. The Chair has the casting vote in all meetings. In exercising this privilege, they are to consider which course of action will be most in accord with the Aims and Objectives of the Association.
  - b. Ensure that an Annual General Meeting (AGM) is held each year, no more than 13 months after the previous AGM. The Chair is to prepare and present a report on the Association's recent activities at the AGM.
  - c. Ensure that the full Committee meets at least every 3 months, and that the Executive meets as required to support the activities of the Association.
  - d. Ensure that, if they are unable to attend a meeting, the Vice-Chair is aware and able to attend.
3. Exchange visits.
  - a. Take the lead in organising the annual visit between Llandeilo and Le Conquet, liaising with the Chair of the Le Conquet association.
  - b. Prepare a welcoming address to be given during the annual twinning visit. This should ideally be delivered in both French and English. If necessary, the Chair is to ensure that a suitable translator is present.
  - c. Prepare a speech to be given at the Gala dinner during the annual twinning visit. This should ideally be delivered in both French and English. If necessary, the Chair is to ensure that a suitable translator is present.
  - d. Chair the Joint Committee meeting held during the annual visit when hosted in Llandeilo.
  - e. Prepare a report on the Association's activities to present at the Joint Committee meeting each year.



**TERMS OF REFERENCE – SECRETARY LLANDEILO TOWN TWINNING ASSOCIATION**

1. The Secretary's primary responsibility is to ensure that all administrative aspects of the Association's business are conducted in an efficient and timely manner, in accordance with the Constitution as currently amended. Specific responsibilities are listed in the following paragraphs.
2. Committee and General Meeting Management.
  - a. Attend meetings of the Executive and full Committee whenever possible.
  - b. Email details of forthcoming committee meetings to members.
  - c. Prepare and distribute an agenda.
  - d. Write minutes, seek approval of them by the Chair and distribute to relevant parties.
  - e. Keep notes of decisions made by the Executive and present them at the next full committee meeting.
  - f. Liaise with the Chair should an Extraordinary General Meeting (EGM) be required, make the necessary arrangement and inform all Members of the date, venue and matter to be discussed.
3. Membership Administration.
  - a. Maintain an up to date database of Members contact details.
  - b. Seek annual confirmation that details held are correct.
  - c. Process applications by new members.
  - d. Collate nominations for election to the Executive.
  - e. Email any communications required to the members, maintaining the confidentiality of their data.
4. Bursary.
  - a. Receive applications for bursary funding and distribute to the committee for a decision.
  - b. Inform applicants for bursary funding of the outcome.
5. Other.
  - a. Undertake other tasks as agreed with the Chair or Committee.

**TERMS OF REFERENCE – TREASURER LLANDEILO TOWN TWINNING ASSOCIATION**

1. The Treasurer's primary responsibility is to ensure that all financial aspects of the Association's business are conducted in an efficient and timely manner, in accordance with the Constitution as currently amended. Specific responsibilities are listed in the following paragraphs.
2. Committee and General Meeting Management.
  - a. Attend meetings of the Executive and full Committee whenever possible.
  - b. Prepare a brief financial report for each Committee meeting.
  - c. Prepare a full annual financial report for the Annual General Meeting (AGM).
3. Financial Administration.
  - a. Maintain accurate accounts for the Association.
  - b. Advise on any required membership subscription for the forthcoming year.
  - c. Advise the Chair if the Association's funds are likely to reduce by 10% or more in the next 12 months.
  - d. Keep any cash in safe custody until it can be deposited in the bank account.
  - e. Monitor the bank account for signs of unusual activity.
  - f. Sign cheques on behalf of the Association, or advise the Chair if they will not be available to do so when required.
  - g. Monitor levels of interest paid on the Association's funds, and advise if a change of bank account is required.
4. Bursary.
  - a. Advise on the level of grant available from the bursary fund.
  - b. Pay bursary funds to successful applicants as directed by the Committee, or exceptionally the Executive.
5. Other.
  - a. On dissolution of the Association, ensure any debts are paid (subject to there being sufficient funds) and pay the residue to the selected charity or good cause.
  - b. Undertake other tasks as agreed with the Chair or Committee.

**TERMS OF REFERENCE – VICE-CHAIR LLANDEILO TOWN TWINNING ASSOCIATION**

1. The Vice-Chair's primary responsibility is to support the Chair, ensuring that actions are in accordance with the Constitution as currently amended. Specific responsibilities are listed in the following paragraphs.
2. Committee and General Meeting Management.
  - a. Attend meetings of the Executive and full Committee whenever possible.
  - b. Deputise for the Chair in any or all of their responsibilities when the Chair is unable to undertake them.
3. Publicity and public liaison.
  - a. Act as publicity officer for the Association.
  - b. Act as charity liaison for the Association.
  - c. Maintain the Association's website.
4. Other.
  - a. Monitor the Constitution and advise on any changes required.
  - b. Undertake other tasks as agreed with the Chair or Committee.

**TERMS OF REFERENCE – VICE-SECRETARY LLANDEILO TOWN TWINNING ASSOCIATION**

1. The Vice-Secretary's primary responsibility is to support the Secretary. Specific responsibilities are listed in the following paragraphs.
2. Committee and General Meeting Management.
  - a. Attend meetings of the Executive and full Committee whenever possible.
  - b. Deputise for the Secretary in any or all of their responsibilities when the Secretary is unable to undertake them.
3. Association archives.
  - a. Act as the archivist for the Association.
  - b. On dissolution of the Association, offer all records to the archivist at Carmarthen County Council.
4. Other.
  - a. Undertake other tasks as agreed with the Chair or Committee.