

Constitution of Walton & District Twins Club

Name

The name of the organisation is "Walton & District Twins Club"

Aims

To provide information and support to local parents/carers of twins or more (i.e. twins, triplets and quadruplets) and expectant parents of twins or more

To provide or facilitate activities and play opportunities for children of local multiple birth families

To work in conjunction with the Twins and Multiple Births Association in support of research and campaigning to improve the lives of local multiple birth families

Membership

Membership shall be open to all parents/carers of twins or more although it is expected that most members will be from Walton on Thames and surrounding areas

All members shall have an equal vote

An annual membership fee will be charged, per family, to cover costs such as insurance and, hire of hall for playgroup and other expenses although exceptions can be made for individual families depending on their circumstances. The final decision rests with the Chair.

Members will be expected to be considerate to other members, through listening and not criticising, as there will be many different ways that people cope and act. The club does not advocate anyone way of raising multiples, but members can give examples of and explain what worked for them.

The Committee

A Committee shall be elected to carry out the business of the club.

The committee shall be made up of a secretary, a Chair, a Treasurer and up to 3 elected members

The Committee may co-opt a further 3 members, as required

The Committee shall be elected at the Annual General Meeting

Officers shall carry out the duties given to them by Committee Meetings

The Committee shall not meet less than 4 times a year

The decisions made at Committee meetings shall be published in the next newsletter to be issued following the meeting

Vacancies arising during the year can be filled by an election at a Committee Meeting.

Between Committee meetings, vacancies can be filled temporarily by another Committee officer.

The committee will run the club in accordance with appropriate legislation and in line with best practice as supplied by the Twins and Multiple Births Association or other relevant bodies.

The committee will register the club with the Twins and Multiple Births Association and keep updated on the latest information and research relevant to multiple birth families.

Finance

All money raised by or on behalf of the Club is to be used only to further the aims of the Club

A Bank Account is held in the name of the Club. Cheque signatories will be nominated by the Committee, one of whom must be the Treasurer. There shall be three signatories. All cheques and instructions to the Club's Bankers shall require two of the agreed signatories

The financial year and membership year shall run from 1 April to 31 March.

The Treasurer shall produce a summary of income and expenditure for each financial year. This should be checked by an independent person with adequate financial experience, but need not be subject to formal audit.

The income and expenditure summary shall be made available to members at the AGM.

Annual General Meetings

There shall be an Annual General Meeting held every year (preferably within 3 months of the end of the financial year), at which the Committee will report on its work, present a statement of accounts, and resign.

The AGM shall elect the Officers and Committee for the next year

The AGM shall vote on any recommendations and amendments to the Constitution

The Secretary will notify all members of the date of the meeting not less than 14 days before the AGM. If the meeting is notified to members in the newsletter, separate notification is not required, provided the newsletter is issued at least 14 days prior to the date of the meeting.

Other Committee Meetings

A Committee Meeting will be held at least every three months, to report on current activities

A Special General Meeting, open to all members, may be called if twelve or more members submit a request for such a meeting to the Secretary. The Secretary will then arrange for such a meeting to take place within 21 days

The Secretary will publicise Committee Meetings at least five days in advance, either in the newsletter or by way of separate notification.

Quorum

No AGM shall take place if less than 10% of members are present

No Committee meeting shall take place if fewer than half the members are present

Change to Constitution

The Constitution may only be altered at an AGM or at a SGM called for that purpose

Suggested changes must be handed to the Secretary 14 days before the meeting

Changes must be agreed by two thirds of the members present

Voting

Any member may make a proposal, which must be seconded or supported by someone else

Only members present may vote

No member may exercise more than one vote

In the event of equal vote, the Chair shall have the casting vote

Dissolution

The Group may only be dissolved at a special General Meeting called for that purpose and advertised 14 days before the Meeting

A Proposal to dissolve the Group shall take effect only if agreed by two thirds of the members present

Any assets remaining after the payment of all debts and liabilities shall be given to the Twins and Multiple Births Association or to other charitable purposes, as agreed by the members at the meeting