

# **Britain Palestine Friendship and Twinning Network Constitution**

## **Adopted at Annual General Meeting 2014**

### **Name**

The association shall be called: Britain Palestine Friendship and Twinning Network (BPFTN). The BPFTN is made up of non-profit-making associations in Britain which have friendship and twinning links with Palestine.

### **Aims**

1. To facilitate friendship links between cities, towns, villages and institutions in Britain and Palestine.
2. To support members of the BPFTN in setting up and maintaining twinning and friendship groups with Palestinian partners.
3. To encourage existing twinning groups to join the BPFTN.
4. To engage in activities which promote and expand BPFTN membership in Britain and Palestine through cooperative practices.
5. To raise the profile of the BPFTN to the wider public in Britain and Palestine.
6. To organise fundraising events which foster the aims of the BPFTN.

### **Membership**

1. Membership is available to twinning and friendship groups (hereinafter 'member groups') who accept the BPFTN Aims and Constitution. The first year of membership is free and thereafter the agreed fees shall be payable.
2. Each member group shall nominate at least one main contact.
3. Individual membership is available to individuals who are not members of a friendship and twinning association (hereinafter 'individual members'.) No fee is required from individual members. Individual members shall not have voting rights and shall be encouraged to become members of existing twinning groups or form a new twinning group.

### **Committee**

1. The affairs of the BPFTN shall be administered by a Committee elected annually by members at the Annual General Meeting of the BPFTN.
2. The Committee shall have responsibility for maintaining the website and for monitoring the BPFTN email and Facebook group and for keeping these up to date. The Committee shall have an obligation to keep member groups informed and to make every effort to ensure that information reaches all members.
3. The Committee shall consist of a minimum of six and a maximum of ten.
4. The Committee shall hold such meetings as it deems appropriate to effect its business.
5. The quorum for meetings of the Committee shall be four.
6. Minutes shall be taken at all meetings of the Committee and shall be retained for BPFTN records.

7. The Committee shall elect from among its members a Chair, Vice Chair, Secretary, Treasurer and other such officers as it deems necessary.
8. The Committee is authorised to take action that it deems desirable in accordance with the Aims and Constitution of the BPFTN.
9. The Committee shall arrange such meetings of the Committee (in person or virtual by Skype) as it considers necessary to further the Aims. Such meetings shall be convened with a minimum of seven days' notice. Should the elected Chair be unavailable, the Vice Chair or another Committee member shall chair the meeting.
10. Decisions by the Committee shall normally be by consensus or by simple majority.
11. Members of the Committee shall be eligible for re-election.
12. The Committee shall have the power to co-opt to the Committee such members or non members as they deem appropriate for a specified purpose.
13. The Committee shall have the power to appoint from the Committee or the BPFTN membership such subcommittees as they deem appropriate for a specified purpose. Quorums for meetings of such subcommittees shall be determined when they are appointed.

### **Meetings of BPFTN**

1. An Annual General Meeting (AGM) of the BPFTN shall be held annually on a date to be determined by the Committee. The location of the AGM should vary, ideally at a different venue each year. Notice of the AGM and business items for the agenda shall be sent to members not less than twenty-one days prior to the specified date and members invited to submit items for the agenda.
2. At the AGM the Committee officers shall submit reports and independently examined accounts for the preceding year.
3. An Extraordinary General Meeting (EGM) shall be called by the Secretary on the instruction of the Committee or on a requisition to the Committee to that effect signed by no fewer than nine member groups (represented by the main contact) of BPFTN. Such requisition shall specify the matter or matters to be considered. Within twenty-eight days of receipt of such instruction or requisition, the Committee shall convene an EGM. Notice of the EGM and the matters for discussion shall be sent in writing to members not less than twenty-one days prior to the specified date.
4. No business shall be transacted at an AGM or EGM unless a quorum is present. A quorum for the AGM or EGM is one-quarter of the member groups or nine member groups (whichever is the larger number).
5. Minutes shall be taken at all AGMs and EGMs and such minutes shall be sent to all member groups and retained for BPFTN records.

### **Voting**

1. Only member groups represented at meetings shall be entitled to vote.
2. Each member group shall have one vote.
3. A vote at an AGM or EGM shall be carried by a simple majority, except in the matter of amendment to Constitution where approval from two-thirds of the member groups present is required.

## **Termination of Membership**

1. The Committee shall have the power to terminate membership if the agreed fees are not paid within six months of becoming due and after appropriate reminders have been sent.
2. The Committee shall have the power to terminate the membership of any member group which is deemed to be acting in a manner which is contrary to the Aims and Constitution of BPFTN and which may be liable to bring the BPFTN into disrepute. Such termination shall be preceded by such inquiry as the Committee considers appropriate. In the event of such termination, any fees which have been paid shall not be reimbursed.

## **Finance**

1. BPFTN shall maintain a bank account.
2. All monies received by the BPFTN shall be kept in safe custody by the Treasurer and normally deposited in the bank account. The Treasurer, Chair and one other member of the Committee shall be authorised signatories for withdrawals on the bank account and withdrawals by cheque or other means shall require two signatures out of the three authorised persons.
3. The treasurer shall keep proper financial accounts of the association and shall at the AGM submit accounts for the financial year.
4. The Committee shall appoint an independent examiner each year.
5. The financial year of the BPFTN shall be 1 November to 31 October. Membership subscriptions shall be annual and become due at the beginning of the financial year.
6. No debts shall be incurred.
7. Should there be surplus funds, these may be invested at the discretion of the Committee. Such invested monies must remain instantly available for use in furthering the aims of the BPFTN.

## **Amendment of Constitution**

1. Amendment to this Constitution can only be made at an AGM or an EGM called for the purpose. The nature of the amendment shall be specified in notices. All due notices shall be observed as specified above.
2. The amendment must be approved by not less than two-thirds of member groups present at the AGM or EGM.

## **Dissolution**

1. A proposal to dissolve BPFTN can only be passed at an AGM or EGM.
2. If the motion to dissolve BPFTN is passed the whole funds and assets of BPFTN, after settlement of outstanding obligations, shall be disposed of by the Committee in the spirit of this Constitution to a cause that is similar to the BPFTN.

## **Signatures**