

The Friends' of Chartres Constitution

1. NAME

The name of the Association shall be The Friends of Chartres.

2. OBJECTS

The Association is established for the following purposes:

(a) To promote and maintain friendly relations and to encourage economic, cultural and social exchanges that may draw the citizens of Chichester and Chartres to each other; and

(b) to encourage the citizens, of Chichester and Chartres to speak each other's language, and to appreciate each other's history, traditions and customs, and thus pave the way to an even better understanding between the peoples of Great Britain and France.

The Association is hereafter referred to as "The Friends".

3. MEMBERSHIP

Membership of The Friends' shall be open to all residents of Chichester and neighbourhood who are interested in actively furthering the interests of The Friends'. No member shall have power to vote at any meeting of The Friends' if his subscription is in arrears at the time, or by proxy. Junior members shall be those aged less than 18 years at the time their subscription is due and they shall not be entitled to vote at any meeting of The Friends'.

4. SUBSCRIPTIONS

The subscriptions shall be determined from time to time at an Annual or Special General Meeting. Subscriptions shall be payable on or before the 1st day of January of each year provided however that the subscription of a member joining The Friends' in the 3 months preceding January shall be regarded as covering membership for the year commencing on the 1st day of January following the date of joining The Friends'. Membership shall lapse if the subscription is unpaid by the 1st April, i.e. 3 months after it is due.

5. OFFICERS AND COMMITTEE

The President of The Friends' shall be the Mayor of Chichester for the time being, and shall be entitled to attend any meeting of The Friends', but not have the right to vote thereat. Vice Presidents may also be elected at a General Meeting of The Friends' for periods to be decided at such a meeting and, shall be entitled to attend any meeting of The Friends' but not to vote thereat.

(b) In addition to the President the other Officers of The Friends' shall be the Chairman, the Vice-Chairman, the Honorary Secretary and the Honorary Treasurer.

(c) The management and administration of The Friends' shall be entrusted to a Committee which shall consist of the President, the Honorary

5. OFFICERS AND COMMITTEE (continued)

Secretary, the Honorary Treasurer, the Chairman and the Vice-Chairman of The Friends' and not more than 6 other members elected annually at the Annual General Meeting and 2 members nominated by the City Council or their alternate members so nominated.

(d) All Officers and Committee members, including the Chairman and Vice Chairman shall relinquish their offices each year at the Annual General Meeting but shall be eligible for re-election by eligible voting members at the AGM. No member shall be Chairman for more than 3 years in succession. Casual vacancies in the offices of Honorary Secretary and Honorary Treasurer may be filled by the Committee until the next Annual General Meeting. The out-going Chairman shall be invited to be an ex-officio member of the Committee for one year.

(e) Nominations for those Officers and Members to be elected at the Annual General Meeting shall be made in writing at least 10 days before the Annual General Meeting. They shall be supported by a seconder and the consent of the proposed nominee must first have been obtained in writing. If the nominations exceed the number of vacancies, a ballot shall take place in such manner as the meeting shall agree.

(f) The Committee shall have power to co-opt not more than 4 members, and to invite other persons to serve in an advisory capacity for specific purposes.

(g) The Committee shall meet not less than 4 times a year at regular intervals, the dates to be decided by the Committee and the Honorary Secretary shall give members, of the Committee not less than 7 days' notice of each meeting.

(h) At meetings of the Committee 5 shall form a quorum and in the case of an equality of votes the Chairman shall have a second or casting vote.

(i) The Committee shall have power to appoint such Sub-committees as may be deemed necessary and to regulate their activities or to dissolve them. The Chairman shall ex-officio be a member of all Sub-committees.

(j) Officers, other than the President, acting together may be delegated such powers of decision as may be considered necessary by the Committee to enable The Friends' to function effectively and efficiently between Committee meetings. Any delegated decisions so made shall be formally reported to the next meeting of the Committee.

6. HONORARY AUDITOR/CERTIFIER OF ACCOUNTS

The Honorary Auditor/Certifier of Accounts of The Friends' shall be elected at the Annual General Meeting in each year. In the event of the Honorary Auditor/Certifier of Accounts not being available at the time of the "audit", the Committee shall appoint a suitable alternative.

7. MEETINGS OF THE FRIENDS'

An Annual General Meeting of The Friends' shall be held in or about

the month of March of each year to receive the Committee's Report and audited or certified Accounts for the preceding year ending 31st December and to elect Officers and members of the Committee. All members of The Friends' shall be given at least 14 days' notice of each Annual General Meeting.

Special General Meetings of The Friends' shall be held on the instructions of the Committee or at the written request of members representing not less than 10% of the existing membership whose subscriptions are fully paid up. No business shall be considered except the special matters for which the meeting has been called on not less than 14 days' notice and of which a brief description is contained in the notice convening such a meeting.

15 members whose subscriptions are fully paid up and personally present shall constitute a quorum for any meeting of The Friends'.

8. DECLARATION OF INTEREST

It shall be the duty of every Officer or member of the Committee who is in any way directly or indirectly interested financially or professionally in any item discussed at any Committee or Sub-Committee meeting at which he or she is present to declare such interest and unless invited to do so by all those present shall not discuss such item or vote thereon.

9. BANKERS

The Bankers of The Friends' shall be Barclays Bank plc of East Street, Chichester, or such other bankers as the Committee may from time to time appoint.

10. CHEQUES

All cheques drawn on such Bankers shall be signed by 2 of the following 3 Officers, namely the Chairman, the Honorary Treasurer and the Honorary Secretary for the time being, and all documents requiring endorsement of The Friends' shall be sufficiently endorsed if signed by any 2 of the above-mentioned Officers.

11. PAYMENTS

No cheques shall be drawn except under the authority or a resolution of the Committee but the persons referred to in 10 above shall have joint authority to pay all expenses arising out of the management of The Friends' business as and when the same fall due and shall apply to the meeting of the Committee held next after such payments have been made, for the Committee's covering approval thereto. No member of The Friends' or any other person, may pledge the credit of The Friends' or incur expenses without the express permission of the Committee.

12. AMENDMENT TO THE CONSTITUTION

This Constitution may be amended by a two thirds majority of members present at an Annual General Meeting or Special General Meeting of The Friends' provided that 28 days notice of the proposed amendment has been given to all members.

13. NOTICES

Any notice required to be given hereunder shall be deemed to be duly given if left at or sent by pre-paid post addressed to the address of that

member, last notified to the Honorary Secretary.

14. WINDING UP

The Friends' may be dissolved by a two thirds majority of members voting at an Annual General Meeting or Special General Meeting of The Friends' confirmed by a simple majority of members voting at a further Special General Meeting held not less than 14 days after the previous Meeting. If a motion for the dissolution of The Friends' is to be proposed at an Annual General Meeting or a Special General Meeting this motion shall be referred to specifically when notice of the Meeting is given. In the event of the dissolution of The Friends' the available funds of The Friends' shall be transferred to Chichester City Council provided such Council is able and willing to accept such funds for objects similar or reasonably similar to those hereinbefore declared and/or to such one or more Institutions having objects similar or reasonably similar as aforesaid as shall be chosen by The Friends' and approved by the Meeting at which the decision to dissolve The Friends' is confirmed. On dissolution the Minute Books and other records of The Friends' shall be deposited with the County Records Office.

As amended at Annual General Meeting 18.03.2004 Item 10