

## **Constitution of the Swindon Twins or More (Storm)**

### **Name**

The name of the organisation is "Swindon Twins or More (Storm)"

### **Aims**

1. 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
2. To provide or facilitate activities and play opportunities for children of local multiple birth families

### **Membership**

1. Membership shall be open to all parents/carers of twins or more although it is expected that most members will be from Swindon and surrounding areas
2. All members shall have an equal vote
3. An annual membership fee will be charged, per family, to cover costs like the newsletter, postage and other expenses. This fee will be reviewed annually.
4. The membership year for each member will be a rolling one from the date the member first joined Storm.
5. 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 any one way of raising multiples, but members can give advice and say what has worked for them.

### **The Committee**

1. A Committee shall be elected to carry out the business of the club.
2. The committee shall be made up of a Secretary, a Chair, Vice Chair, Membership Secretary, Website Co-ordinator, a Treasurer and up to 3 elected members
3. The Committee may co-opt a further 3 members, as required
4. The Committee shall be elected at the Annual General Meeting
5. Officers shall carry out the duties given to them by Committee Meetings
6. The Committee shall not meet less than 4 times a year
7. The decisions made at Committee meetings shall be published on the Storm website.
8. 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.

## **Finance**

1. All money raised by or on behalf of the Club is to be used only to further the aims of the Club
2. 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
3. The financial year shall run from 1 April to 31 March.
4. The Treasurer shall produce a summary of income and expenditure for each financial year. An independent person with adequate financial experience should check this. The accounts do not need to be subject to formal audit.
5. The income and expenditure summary shall be made available to members at the AGM.
6. Any expenditure of more than £20.00 shall be authorised by the Committee.

## **Annual General Meetings**

1. 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.
2. The AGM shall elect the Officers and Committee for the next year
3. The AGM shall vote on any recommendations and amendments to the Constitution
4. 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**

1. A Committee Meeting will be held at least every three months, to report on current activities
2. 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
3. The Secretary will publicise Committee Meetings at least five days in advance, either in the newsletter or by way of separate notification.

## **Quorum**

1. No AGM shall take place if less than 10% of members are present
2. No Committee meeting shall take place if fewer than half the members are present

**Change to Constitution**

1. The Constitution may only be altered at an AGM or at a SGM called for that purpose
2. Suggested changes must be handed to the Secretary 14 days before the meeting
3. Changes must be agreed by two thirds of the members present

**Voting**

1. Any member may make a proposal, which must be seconded or supported by someone else
2. Only members present may vote
3. No member may exercise more than one vote
4. In the event of equal vote, the Chair shall have the casting vote

**Dissolution**

1. The Group may only be dissolved at a special General Meeting called for that purpose and advertised 14 days before the Meeting
2. A Proposal to dissolve the Group shall take effect only if agreed by two thirds of the members present
3. Any assets remaining after the payment of all debts and liabilities shall be given to charitable purposes, as agreed by the members at the meeting

**SIGNED:**..... **Chair**

**Date:**.....