



Rules and Constitution

Name: The Friends of Montclair

Aims & Objects:

1. To promote and foster friendship, goodwill, and understanding between the communities of The London Borough of Barnet (LBB) and The Township of Montclair, New Jersey.
2. To encourage and arrange contacts and exchange visits between the two communities for both adults and students.
3. To liaise with other interested organisations within the LBB to further the ideals of international co-operation and understanding.

Membership:

1. Open to anyone willing to support the Aims & Objects.
2. Personal annual membership runs from 4th July to 3rd July.
3. Annual Membership subscription to be agreed and set at the Annual General Meeting (AGM) and can only be changed at an AGM.
4. New joining members who join between 5th April and 3rd July will be paid-up members until 4th July of the following year.
5. The Committee are allowed to amend or enlarge upon categories of membership only at an A.G.M.

Finance:

1. The Committee and its supporters are empowered to raise funds necessary to carry out the aims and objects of the organisation.
2. The Hon. Treasurer will present full financial accounts at the AGM and copies of same will be available to all members attending the AGM.

Annual General Meeting:

1. The date of the AGM is to be fixed as near as possible to American Independence Day, 4th July. This date to be advised to all members by the Honorary General Secretary (HGS) but must be within plus or minus one month of this date each year.
2. Officers and Committee to be elected at the AGM.
3. The Committee may co-opt a committee member during the year. Co-opted members can be elected or will lapse at the next AGM.
4. The HGS shall give 21 days' notice in writing to all members of the date of the AGM. This notice to include the Agenda and Nomination Papers for election of Officers and Committee.
5. Nominations for Officers and Committee must be Proposed, Seconded, and received by the HGS at least 14 days before the AGM.
6. Proposals to change any part of the Rules and Constitution or any other resolutions must be received by the HGS at least 14 days before the AGM.

Officers and Committee:

1. President – The Worshipful the Mayor of the London Borough of Barnet.
2. President of Honour – The Mayor of the Township of Montclair.
3. Chairman.
4. Vice Chairman.
5. Honorary General Secretary.
6. Honorary Treasurer.

7. Honorary Membership Secretary.
8. Honorary Social Secretary.
9. Exchange Coordinator.
10. In addition to the above elected officers up to six members may be elected as general Committee Members.
11. Co-opted Committee Members have the same rights as elected members.
12. The Committee is authorised to set up any subcommittee as may be deemed necessary, said subcommittee to comprise at least 3 members of the organisation, of which at least one must be a Committee member.

Committee Meetings:

1. A Committee meeting is only quorate if at least 5 committee members are present.
2. The Chairman in consultation with the committee will decide how many committee meetings are needed and when to hold them.
3. The HGS will circulate the minutes of the previous meeting at least one week before a meeting to allow Committee Members to read them.
4. Each Officer will give a report as necessary and when required.

Attendance:

1. Any Committee Member unable to attend a committee meeting should advise the Chairman or the HGS prior to the meeting.
2. If a Committee Member fails to attend three consecutive meetings without apology or reasons acceptable to the committee then that Member will be deemed to no longer be a Committee Member. If this occurs the Chairman will notify the Member in writing.

Amendments to Rules & Constitution:

1. Any proposed amendments to the Rules & Constitution which have been received by the HGS more than 14 days prior to an AGM will be sent by the HGS to all members at least 7 days before the AGM and either refused or adopted by a majority vote from the membership attending the AGM. If necessary the Chairman will have a casting vote.
2. Only paid up members of the organisation in the previous year will be able to vote.
3. A new member cannot vote until they have been a member for 3 months.

Legal Disclaimer:

1. All flyers and other advertisements for events organised by the Friends of Montclair will include the following disclaimer:
“Please Note: Attendance at any function, meeting, or event of this society is entirely at your own risk. No claim or responsibility for injury, damage, or loss of goods will be accepted by the society.”

Auditors:

1. Audited accounts will only be required if the balance of accounts of the Friends of Montclair in any one financial year exceeds £5,000.00.

Disbandment:

1. If for any reason The Friends of Montclair has to disband, then all remaining funds, after required disbursements have been made, will be donated to a children’s charity working within the LBB. Said charity to be decided by the Committee existing at that time.