

# **Constitution of the Newark & District University of the Third Age (U3A), a member of the Third Age Trust, as an unincorporated association, formally adopted on**

## **1. NAME**

The name of the charity is NEWARK & DIDTRICT U3A hereafter referred to as “The U3A”

## **2. ADMINISTRATION**

Subject to the matters set out below the U3A and its property shall be administrated and managed in accordance with this constitution by the members of the elected Executive Committee, herein referred to as “The Committee,” constituted by Clause 6 of this constitution.

## **3. OBJECTS**

The Objects of The U3A are:

The advancement of education and, in particular, the education of older people and those who are retired from full time work by all means, including associated activities conducive to learning and personal development.

## **4. POWERS**

In furtherance of the Objects but not otherwise, the Committee may exercise the following powers to:

- i. Raise funds and invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any requirements of the law.
- ii. Receive donations, endowments, sponsorship grants legacies and subscriptions from persons desiring to promote all or any of the Objects of The U3A and to hold funds in trust for the same.
- iii. Buy, take on lease or exchange any property necessary for the achievement of the Objects and to maintain and equip it for use.
- iv. Sell, lease or dispose of all or any part of the property of the U3A, subject to any consents required by law.
- v. Co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or of similar charitable purposes and exchange information and advice with them.
- vi. Support any charitable trusts, associations or institutions formed for all or any of the Objects.
- vii. Appoint and constitute such advisory committees as the Committee may think fit.
- viii. Organise and run conferences, lectures, seminars and courses.
- ix. Publish books, pamphlets, reports, leaflets, journals and instructional matter and to produce films and videos.
- x. Participate in and assist in the development of area and regional groupings of U3As.
- xi. Do all such other lawful things as are necessary for the achievement of the Objects.

## **5. MEMBERSHIP**

- i. Membership of the U3A shall be open to individuals interested in furthering the work of "The U3A," provided that they agree to abide by this constitution and any conditions properly imposed by The Committee and to pay the annual subscription as determined by The Committee and confirmed by the membership at an Annual General Meeting.
  - ii. Every individual member shall have one vote.
  - iii. The Committee may and for good reason terminate the membership of any individual member if annual membership or other fees are unpaid 3 months after the due date or if the member acts in such a way which is prejudicial to The U3A or to the running of the U3A or brings it into disrepute, provided that the individual concerned shall have the right to be heard by the Committee accompanied by a friend who may also speak, or make written representation before a final decision is made.
6. THE COMMITTEE

The management of The U3A shall be vested in a Committee, consisting of members whose duty it shall be to carry out its general policy and provide for the administration, management and control of the affairs and property of The U3A.

- i. Honorary Officers  
At the Annual General Meeting of the U3A the members shall elect from amongst themselves a chairman, vice-chairman, a secretary and treasurer who shall hold office from the conclusion of that meeting.
- ii. The Committee  
The Committee shall consist of not less than 5 and not more than 12 members, being:
  - i. The honorary offices specified in the preceding sub-clause.
  - ii. Not less than 1 and not more than 8 members elected at the Annual General Meeting who shall hold office from the conclusion of that meeting.
- iii. The Committee may in addition appoint not more than 2 co-opted members who shall have full voting rights and have tenure until the next Annual General Meeting.
- iv. Persons, who need not to be members may be invited by the Committee to serve because of their special expertise. They shall have no voting rights and their term of service shall expire no later than the next Annual General Meeting.
- v. Vacancies on The Committee which arise through resignation or termination during the year can be filled from the membership and such an appointee shall complete the term of service of the member he or she is replacing and shall be eligible for re-election, in the prescribed manner, at the next Annual General Meeting.
- vi. The proceedings of The Committee shall not be invalidated by any vacancy amongst its number or by any failure to appoint or any defect in the appointment, election or co-option of member .
- vii. A member of The Committee shall cease to hold office if he or she:-
  - i. Is disqualified from acting as a member of The Committee by virtue of Section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision)
  - ii. Becomes incapable by reason of mental disorder, illness or injury of managing or administering his or her own affairs.

- iii. Is absent without the permission of The Committee from 3 consecutive meetings and The Committee resolve that his or her office be vacated.
- iv. Is subject to a vote of no confidence from The Committee as a result of actions which bring The U3A into disrepute or conduct prejudicial to The U3A or failure to abide the terms of the constitution or decisions of The Committee
- v. Notifies in writing to the Committee a wish to resign (but only if at least four members of The Committee will remain in office when the notice of resignation is to take effect which shall be at least 21 days from receipt of the notification)

#### 7. ELECTION OF MEMBERS OF THE COMMITTEE

- i. The election of members of The Committee shall be held at the Annual General Meeting of the U3A.
- ii. The newly-elected Committee shall take office at the conclusion of the Annual General Meeting.
- iii. Officers and Committee members shall serve for a period of 2 years. Retiring Officers may stand for re-election provided that no-one may hold the office of Chairman or Vice-Chairman for more than 4 consecutive years without an intervening period of at least 1 year, excepting that a retiring Vice-Chairman may stand immediately for post of Chairman.
- iv. If insufficient nominations are received to fill the vacancies for Officers and /or Committee Members, the Committee may as a last resort, appeal to the assembled members at the Annual General Meeting for permission to ask whether anyone present is willing to reconsider and put themselves forward as a candidate for one of the vacancies. A vote must be taken on this motion and must be carried by not less than two thirds of the members present for the request to be made.
- v. In the event of no nominations being received for one or more of the Honorary Officer posts a majority decision can be taken by The Committee to ask the retiring Officer to stay until the next AGM.

#### 8. MEETINGS AND PROCEEDINGS OF THE COMMITTEE

- i. The Committee shall hold at least 4 ordinary meetings each year
- ii. A special meeting may be called at any time by the Chairman or by any two members of the Committee upon not less than seven days' notice being given to other members of the Committee of the matters to be discussed unless it concerns the appointment of a co-opted member, in which case, not less than twenty one days' notice must be given.
- iii. The Chairman shall chair meetings and in his or her absence the Vice-Chairman shall take over or if he or she is also absent, The Committee shall choose one of its number to be chairman of the meeting before business is transacted.
- iv. There shall be a quorum when at least one third of the number of members of The Committee for the time being or three members of The Committee whichever is the greater, are present at the meeting.
- v. Every matter shall be determined by a majority of votes of the members of The Committee present and voting on the question but in the case of equality of votes the Chairman of the meeting shall have a second or casting vote.

- vi. The Committee shall keep minutes of the proceedings of its meetings which should incorporate reports of any sub-committees and these minutes shall be available for inspection, should any member request them.
- vii. The may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and custody of documents. No rule may be made which is inconsistent with this constitution.
- viii. The Committee may appoint sub-committees consisting of at least one of its members for the purpose of performing any function or duty which in the opinion of The Committee would be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceedings of any such sub-committees shall fully and promptly reported to The Committee.
- ix. No Committee member shall be chargeable or responsible for loss caused by any act done or omitted to be done by him/her or by any other Committee member or by reason of any mistake or omission made in good faith by any Committee member or by reason of any other matter other than wilful and individual fraud or wrongdoing or actions knowingly beyond the scope of specific authority or limit thereon on the part of The Committee member in question.

#### **9. FINANCE**

- i. The financial year of The U3A shall end on such date as the Executive Committee shall decide, provide always that the financial year must be in accordance with applicable charity law requirements and the annual accounts and trustees' report must be submitted to the Charity Commission (if required by law) within relevant statutory time limits.
- ii. The funds of The U3A shall be paid into such accounts as the Executive Committee may open in the name of The U3A. All transactions on such accounts shall be carried out in accordance with the terms of that account as agreed with the account provider and approved and accepted by the Executive Committee from time to time. Only members of the Executive Committee, authorised by the Executive Committee to do so, may arrange and authorise any transaction on any of The U3A's accounts and dual authorisation shall normally be required for all transactions.
- iii. The Executive Committee shall determine the financial controls and procedures to be followed by The U3A, including but not limited to, controls and procedures in relation to accounts and transactions on them, and those shall be observed at all times.
- iv. The funds belonging to The U3A shall be applied only in furthering the charitable purposes.
- v. No funds shall be transferred in any way to Executive Committee members, provided that nothing herein shall prevent the payment in good faith of reasonable and proper out of pocket expenses incurred by a member of the Executive Committee in the discharge of his duties for The U3A.
- vi. All proper costs, charges and expenses incidental to the management of The U3A and membership subscriptions in respect of the Third Age Trust may be defrayed from the funds of The U3A.

#### **10. PROPERTY**

- i. All property of The U3A shall be applied solely towards the Objects of the U3A
- ii. Ownership of property is vested in the U3A and items may with the agreement of The Committee be kept on a temporary basis in a nominated member's home in pursuance of his or her designated role until such time as the member's responsibility for that role ceases or The Committee requests their return.

#### 11. ACCOUNTING AND REPORTING

- i. The Executive Committee shall comply with its obligations under charity law, and observe applicable time limits in the case of obligations to file items with the Charity Commission, with regard to:
  - i. the keeping of accounting records for The U3A;
  - ii. the preparation of annual statements of account and a trustees' report for The U3A;
  - iii. the audit or independent examination of the statements of account of The U3A (if required by law);
  - iv. the making of a charity annual return to the Charity Commission;
  - v. the transmission of the statement of accounts and trustees' report of The U3A to the Charity Commission

#### 12. ANNUAL GENERAL MEETING

- i. There shall be an Annual General Meeting of the U3A which shall be held no later than 15 months after the proceeding Annual General Meeting.
- ii. Every Annual General Meeting shall be called by The Committee. The Secretary shall give 21 days' written notice of the Annual General Meeting to all the members of The U3A. All the members of The U3A shall be entitled to attend and vote at the meeting.
- iii. Accidental omission to give notice of any member shall not invalidate the proceedings of the Annual General Meeting.
- iv. The Committee shall present to each Annual General Meeting the report and accounts of the preceding year for approval.
- v. The Committee shall seek approval for the appointment of the examiner for the accounts.
- vi. Nominations for election to The Committee must be made in writing and must be in the hands of the Secretary of The Committee at least 7 days before the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot.
- vii. Any other business published in the agenda.

#### 13. SPECIAL GENERAL MEETING

- i. The Committee may call a Special General Meeting of the charity at any time and if at least 20% of the members request such a meeting in writing stating the business to be considered, the Secretary shall call such a meeting. At least 21 days' notice shall be given. The notice must state the business to be discussed. There shall be a quorum when 15% of the members are present. Accidental omission to give notice to any member shall not invalidate the proceedings.

#### 14. PROCEDURE AT GENERAL MEETINGS

- i. The Secretary or other person specially appointed by The Committee shall keep a full record of proceedings at every General Meeting of the U3A.

- ii. There shall be a quorum when at least 15% of the number of members of the U3A are present at any General Meeting.
- iii. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting if convened at the request of members shall be dissolved. In any other case it shall be adjourned to another day and time, as The Committee direct, provided that 21 days' notice is given to all members. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the members present shall be a quorum.
- iv. The Chairman of The U3A shall be the Chairman of the General Meeting at which he/she is present. In the absence of the proposed Chairman, the Committee shall have power to elect a chairman for the meeting.
- v. If there is a tied vote the Chairman for the meeting shall have a single casting vote.

#### 15. ALTERATIONS TO THE CONSTITUTION

- i. Subject to the following provisions of this clause, the constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a General Meeting. The notice of the General Meeting must include notice of the resolution, setting out terms of the alteration proposed.
- ii. No amendment may be made to clause 1 (Name), clause 3 (Objects), clause 16 (dissolution) or this clause without the prior consent in writing of the Charity Commission.
- iii. No amendment may be made which would have the effect of making The U3A cease to be a charity at law.
- iv. The Committee shall promptly send to the Charity Commission a copy of any amendment made under this clause.

#### 16. DISSOLUTION

If The Committee decides that it is necessary or advisable to dissolve the U3A it shall call a Special General Meeting of all members of the U3A, of which not less than 21 days' notice (stating the terms of the resolution proposed) shall be given. If the proposal is confirmed by a two thirds majority of those present and voting The Committee shall have the power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to other such charitable institution or institutions having objects similar to the Objects of The U3A as a member of The U3A may determine or the Third Age Trust Registered Charity No. 288007. A copy of the statement of accounts, or account and statement, for final accounting period of The U3A must be sent to the Charity Commission.

#### 17. ADOPTION OF CONSTITUTION

This constitution was adopted by the membership at