

CONSTITUTION OF THE SIDCUP & DISTRICT

UNIVERSITY OF THE THIRD AGE (U3A)

A MEMBER OF THE THIRD AGE TRUST AS AN UNINCORPORATED ASSOCIATION

1. NAME The name shall be : **The Sidcup & District U3A**
(in this constitution called “the U3A”)

2. OBJECT:-

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.

3. MEMBERSHIP

- 3.1. All persons interested in supporting the objects of Third Age Trust shall be admitted to membership at the approval of the Committee and upon payment of the annual subscription as determined by the Committee provided that they agree to abide by this constitution and any conditions properly imposed by the Committee.
- 3.2. The Committee may terminate membership of any member if :
- (i) there is any money owed to the U3A in respect of membership or other fees after a time lapse of 2 months.
 - (ii) that a member acts in a way which is prejudicial to the U3A or brings it into disrepute : PROVIDED THAT the individual concerned shall have the right to be heard by the Committee before a final decision is made.

4. MANAGEMENT

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

The Committee shall consist of :-

- (i) at least five and not more than ten members (excluding those who are co-opted) including the principal officers (Chairman, Secretary and Treasurer). The principal officers shall be elected at an Annual General Meeting.
- (ii) not more than two (2) ordinary members may be co-opted to the Committee : they shall have full voting rights and terms of office shall expire at the next Annual General Meeting.
- (iii) persons who need not be members may be invited by the Committee to serve because of their special expertise : they shall not have voting rights and their term of office shall expire at the next following Annual General Meeting.
- (iv) The Chairman should serve 2 years, and would be eligible for re-election for a further 2 years, making a total of 4 years.

4.2 The election of the members of the Committee shall be held at the Annual General Meeting of the U3A.

- (i) Nominations to the Committee duly agreed by the nominee shall be proposed and seconded and delivered in writing to the Secretary at a date specified by the Committee.
- (ii) The newly elected Committee shall take office at the conclusion of the Annual General Meeting.
- (iii) There shall be no less than four (4) Committee meetings a year.
- (iv) Committee members may resign office by giving not less than twenty-one (21) days' notice in writing to the Secretary or Chairman. Any casual vacancy in the Committee may be filled by a member appointed by the Committee.
- (v) At Committee meetings matters shall be decided by a simple majority of votes of Committee members present. In the case of an equality of votes the Chairman shall have a second or casting vote. The quorum for any Committee meeting shall be three (3) or one third of the Committee whichever is the greater.

4.3 Special Committee meetings may be called at any time by the Chairman or by any two (2) members of the Committee upon seven (7) days' notice being given to all the Committee members of all the matters to be discussed.

4.4. The Committee may appoint sub-committees to which it may from time to time, and for such time as it determines, delegate such of its functions and powers as it thinks fit. Sub-committees shall report back to the Committee as soon as possible on actions taken under delegated powers. No expenditure shall be incurred by any sub-committees on behalf of the U3A without the prior consent of the Committee.

4.5 The proceedings of the Committee shall not be invalidated by any defect in the appointment, election or co-option of any members of the committee or sub-committee.

4.6 The Secretary shall ensure that minutes are kept of all Committee Meetings.

5. MEETINGS

5.1 The financial year of the U3A shall end on December 31 in each year and an Annual Meeting of members of the U3A shall be convened as soon thereafter as possible for the purpose of receiving the Annual Report, the accounts and of electing the Committee and Auditor for the ensuing year and to consider any other business as may be necessary. At least twenty-one clear days' notice shall be given in writing by the Secretary to the members. There shall be a quorum when 20% of members are present.

5.2 A Special General Meeting may be convened at any time by a resolution of the Committee or upon a requisition signed by one-fifth or more of the members stating the object of the meeting. A meeting held on such a requisition shall be called by the Secretary giving the other members 14 days' notice of such a meeting, there shall be a quorum when 20% of members are present.

5.3 Accidental omission to give notice to any member shall not invalidate the proceedings of any General Meeting.

6. FINANCE

6.1 All the income and property of the U3A shall be applied solely towards the Objects of the said U3A and none of it shall be paid or transferred in any way to its Committee members provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of the U3A and repayment of out-of-pocket expenses to members or Committee members incurred in the course of their work of the U3A. A bank or building society account shall be opened in the name of the U3A and withdrawals shall be made on the signature of two committee members, one of whom is a principal officer.

6.2 The U3A shall have power to collect and accept donations and to issue appeals for donations and to raise money by bequest or otherwise. Any money raised and received may be retained by the U3A and be used at the discretion of the Committee. No form of permanent trading shall be undertaken in the raising of funds.

6.3 The Committee may appoint employees not being members of the Committee as may from time to time be found necessary for carrying out the work of the U3A and may fix their duties and remuneration.

6.4 All proper costs, charges and expenses incidental to the management of the U3A may be defrayed out of the funds of the U3A.

6.5 The Treasurer shall keep accounts of all monies received and expended on account of the U3A and shall present audited accounts at its Annual General Meeting.

6.6. No Committee member shall be chargeable or responsible for loss caused by anything or act done or omitted to be done by his/her or any agent employed by him/her or by any other Committee member thereof provided reasonable supervision be exercised over any such agent, or by reason of any mistake or omission made in good faith by any other Committee member or by reason or any other matter or nothing other than wilful and individual fraud or wrong-doing or wrongful omission on the part of the Committee member who is sought to be made liable.

7. POWERS OF THE COMMITTEE

All matters not provided for in this Constitution relating to the U3A and not involving an amendment to the Constitution may be dealt with by the Committee.

8. ALTERATIONS TO THE CONSTITUTION

The provisions of this constitution other than Clauses 2 & 9 and this clause may be amended with the assent of not less than two-thirds of the members at a General Meeting of the U3A. 21 clear days' notice shall be given to the members stating the intention to put forward such a resolution.

9. DISSOLUTION

The branch may at any time be dissolved by a resolution passed by a three-quarters majority of those present and voting at a meeting of the U3A of which at least twenty-one clear days' notice, stating the intention to put forward such a resolution, shall have been sent to all members of the U3A. If any assets remain after the satisfaction of all debts and liabilities, such property held by or in the name of the U3A shall be transferred to such charitable institution or institutions having objects similar to the U3A as the U3A shall decide.

Last amended 17th May 2018

Transcribed May 21st 2018.