

Constitution of the Mansfield and District University of the Third Age

1. NAME & STATUS:

1.1 The organisation shall be called 'The Mansfield & District University of the Third Age' or abbreviated to Mansfield and District U3A (hereinafter referred to in this Constitution as the U3A) and will be a member of the Third Age Trust but only as an affiliate.

2. OBJECTS & POWERS

2.1 OBJECTS

The Objects of the U3A are:

2.1.1 to advance the education of its members in the spirit of the Third Age Trust.

2.1.2 to provide the facilities for leisure time and recreational activities with the object of improving the conditions of life for the members in the interests of their social welfare. Where there is space in interest groups Mansfield U3A will welcome into the interest groups members of other neighbouring U3As.

2.1.3 to operate in a charitable nature as a group, to give support to both its own members and those organisations in whatever way it chooses.

2.2 POWERS

2.2.1 In furtherance of the above, the U3A may purchase, take on lease or in exchange hire and otherwise acquire and sell or dispose of real or personal property and any rights and privileges which the U3A may think necessary for the promotion of the objects, subject to such consents as may be required by law.

2.2.2 Publish books, pamphlets, reports, leaflets, journals, films, videos and instructional matter

2.2.3 Found and carry on schools and training courses and run lectures, seminars, conferences and courses.

2.2.4 Encourage and assist in the formation and operation of area and regional groupings of other U3As.

2.2.5 Receive donations, endowments, sponsorship fees, subscriptions and legacies from persons desiring to promote the Objects of the U3A or any of them and to hold funds in trust for the same.

2.2.6 Do all such other lawful things as may be necessary for the attainment of the above Objects or any of them.

3. MEMBERSHIP

3.1 All persons will be allowed to join as members subject to the following:-

3.1.1 the approval of the Committee

3.1.2 the person will be over the age of 50 (fifty) and not in full time employment

3.1.3 upon payment of a membership subscription that will either be the full amount required after the Annual General Meeting (AGM), normally September, or reduced amount after the 1st. May as determined by either the Committee or the membership at the AGM.

3.1.4 the member shall consent to the holding of relevant personal data as shall be required to maintain details of the membership thereby enabling the distribution of information to its members

3.1.5 the member shall agree to abide by this Constitution and any conditions properly imposed by the Committee

3.1.6 the member is already a full member of another neighbouring U3A. In this case they may join as an associate member with full voting rights if space permits. Their subscription will be that of all other full members less the Third Age Trust capitation fee.

3.2 The Committee may terminate membership of any member if:

3.2.1 there is any money owed to the U3A in respect of membership subscription or other fees after a time period approved by the Committee taking account of Note 3.2.2 below,

3.2.2 subscriptions will be due at, or immediately after, the Annual General Meeting in September and if members have not paid their subscriptions by the third Tuesday in November (the November

General Meeting), then their membership will be deemed to have lapsed and consequently those members will be asked to leave unless those members have a plausible reason which will be adjudicated by the Committee.

3.2.3 that 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.

4.1.1 The Committee shall consist of at least 5 (five) and not more than 12 (twelve) members [excluding those who are co-opted] but including the principal officers [Chairman, Vice-Chairman, Secretary and Treasurer].

4.1.2 The principal officers shall be elected at an Annual General Meeting.

4.1.3 Only one member of a family shall be allowed to stand as a principal officer at any one time.

4.1.4 Not more than 2 (two) ordinary members may be co-opted to the Committee: they shall have full voting rights and their term of office shall expire at the next following Annual General Meeting.

4.1.5 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 service shall expire at the next following Annual General Meeting.

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

4.2.1 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.

4.2.2 The newly elected Committee shall take office at the conclusion of the Annual General Meeting.

4.2.3 There shall be no less than 4 (four) Committee meetings a year.

4.2.4 Committee members shall serve for a period of 2 (two) years and Principal Officers also for a period of 2 (two) years except the Chairman who may serve for 2 (two) years but is given the option to choose to serve for only 1 (one) year.

4.2.5 Retiring officers may stand for re-election. No one may hold the office of Chairman or Vice-Chairman for more than 2 (two) consecutive years without an intervening period of at least one year, except that a retiring Vice-Chairman may stand immediately for the post of Chairman.

4.2.6 Committee members may resign office by giving not less than 21 (twenty-one) days' notice in writing to the Secretary or the Chairman. The Committee has power to fill casual vacancies from the membership. Such an appointee shall complete the term of service of the member he or she is replacing and shall be eligible for re-election.

4.2.7 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.

4.2.8 The quorum for any Committee meeting shall be 4 (four) or one third of the Committee whichever is the greater.

4.2.9 A member of the Committee shall cease to hold office if he or she is absent without good cause accepted by the Committee from three consecutive meetings and the Committee resolves that his or her office be vacated.

4.3. Special Committee meetings may be called at any time by the Chairman or by any 2 (two) members of the Committee upon 7 (seven) clear 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 the transaction of such matters and the performance of such acts as it thinks fit and the Committee shall exercise supervision over the proceedings and acts of such sub-committees. Sub-committees shall report back to the Committee as soon as possible on actions taken under delegated powers.

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

4.6 The Secretary shall ensure that minutes are kept of all Sub-committee, Committee, and

General / Special Meetings. As soon as possible after such meetings, the Secretary will ensure that members of the Committee and Group Co-ordinators receive a copy of the Minutes and also ensure that a copy of the Minutes is placed on the notice boards at the General Meetings.

5. ANNUAL & SPECIAL GENERAL MEETINGS

5.1 The Annual General Meeting shall be held once in each year (normally the month of September) and not later than 15 (fifteen) months after the preceding Annual General Meeting. At least 21 days' notice shall be given to all members. A quorum shall be 20 (twenty) per cent of the paid up members. The business of the Annual General Meeting shall include:-

5.1.1 Receiving and approving the Annual Report

5.1.2 Receiving and approving the examined accounts

5.1.3 Electing a Chairman, Vice Chairman, Secretary, Treasurer and the members of the Committee

5.1.4. If desired, the Annual General Meeting will also be a time to elect a President. This post will be subject to the following criteria:

5.1.4.1 The appointment to the office of President shall be seen to be in recognition of exemplary service to the U3A.

5.1.4.2 That the duration of office as President will be for a term of 2 (two) years from the appropriate Annual General Meeting.

5.1.4.3 That the President may attend and speak at meetings of the Committee at the invitation of the Chairman, but will have no voting rights at such meetings.

5.1.4.4 The Chairman may ask the President to undertake any duties at any time on an "ad hoc" basis. These duties will exclude any duties currently handled by a Committee Member or Co-ordinator.

5.1.4.5 That the President may be invited to take the chair at the Annual General Meeting and at any Extraordinary General Meeting which could be called.

5.1.4.6 In the event of the premature retirement of the President, or upon the completion of the term of office, there shall be no automatic obligation upon the Committee to recommend, or upon the membership to appoint a successor.

5.1.5 Appointing an examiner for the accounts.

5.1.6 Considering proposals to alter the Constitution subject to the requirements of Clause 9 (nine).

5.1.7 Considering any other business which has been published in the Agenda.

5.2 A Special General Meeting of the U3A 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 of the U3A giving the other members 14 (fourteen) days' notice of such a meeting. There shall be a quorum when 20 (twenty) per cent of members are present.

5.3 The Chairman of the U3A shall be the Chairman of any Committee or General Meeting at which he/she is present

[unless by invitation the President is asked to stand - see Note 5.1.4.5]. In his/her absence the Vice Chairman shall take over. If he or she is also absent, the members present shall choose one of their number to be Chairman for the meeting, before any business is transacted. The Chairman of the meeting shall have a casting vote.

5.4 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 this USA 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 this U3A [other than a Committee member] and repayment of reasonable and proper out-of-pocket expenses to members or Committee members incurred in the course of the work of the U3A.

6.2 Bank accounts shall be opened in the name of the U3A and withdrawals shall be made on the signature of any two of the four Principal Officers.

6.3 The U3A shall have power to collect and accept donations and to issue appeals for donations and to raise money by bequest and 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.

6.4 The financial year of the U3A shall end on 31st July in each year and then, preferably within 8 (eight) weeks, the Annual General Meeting should be convened for the purpose of inter alia receiving the Annual Report and examined accounts.

6.5 The Committee may appoint employees either permanently or on a fixed term contract, who are not members of the Committee, as may from time to time be necessary for carrying out the work of the USA and may fix their terms and conditions of employment. For purposes of employment law the Committee shall be the employer.

6.6 All proper costs, charges and expenses incidental to the management of the U3A and membership of the Third Age Trust may be defrayed from the funds of this U3A

6.7 The Treasurer shall keep accounts of all the monies received and expended on behalf of the U3A and shall prepare and publish such accounts duly examined at the Annual General Meeting. All monetary transactions shall be made through properly authorised accounts in accordance with the directives of the Committee.

6.8 No Committee member shall be chargeable or responsible for loss caused by anything or act done or omitted to be done by him/her or any agent employed by him/her or by any other Committee member, provided reasonable supervision be exercised over any such agent, or by reason of any mistake or omission made in good faith by any Committee member or by reason of any other matter or thing 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. PROPERTY

7.1 Any property of the Mansfield & District U3A shall be vested in Committee Members appointed for this purpose or be deemed to be held jointly by all members of the Committee.

8. POWERS OF THE COMMITTEE

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

9. ALTERATION TO THE CONSTITUTION

9.1 The provisions of this constitution, other than Clause 10 and this clause, may be amended with the assent of not less than two-thirds of the members of the U3A present and voting at a General Meeting of the U3A. 21 (twenty-one) clear days' notice shall be given to the members stating the intention to put forward such a resolution.

10 DISSOLUTION

10.1 The U3A may at any time be dissolved by a resolution passed by a three-quarters majority of those present and voting at any meeting of the said U3A of which at least 21 (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 other liabilities, such assets held by or, in the name of the USA shall be transferred to The Third Age Trust Registered Charity No. 288007.

20 March 2007