

CONSTITUTION OF THE WOLDS BRANCH UNIVERSITY OF THE THIRD AGE (U3A).
A MEMBER OF THE THIRD AGE TRUST AS AN UNINCORPORATED ASSOCIATION.

1. NAME.

The name shall be “**The Wolds Branch**” University of the Third Age
(In this constitution called “the U3A”).

2. OBJECTS AND POWERS.

2.1 OBJECTS.

The objects of the U3A are to advance the education of the public and in particular the education of the middle aged and older people who are not in full time gainful employment in Driffield and its surrounding locality.

2.2 POWERS.

- (i) 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 promotion of the objects.
- (ii) Publish books, pamphlets, reports, leaflets, journals, films, videos and instructional matter.
- (iii) Found and carry on schools and training courses and run lectures, seminars, conferences and courses.
- (iv) Encourage and assist in the formation and operation of area and regional groupings of other U3A's.
- (v) 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.
- (vi) Do all such lawful things as may be necessary for the attainment of the above objects or any of them.

3. MEMBERSHIP

3.1 All persons interested in supporting the Objects of the Third Age Trust shall be admitted to membership at the approval of the Committee and upon payment of the annual subscription as determined by either the Committee or the membership at the Annual General Meeting provided that they agree to abide by this constitution and any conditions properly imposed by the Committee.

3.2 The Committee may terminate the membership of any member if

- (i) There is any money owed to the U3A in respect of membership or other fees after the time lapse of two months approved by the Committee.
- (ii) The member acts in a way that is prejudicial to the U3A or brings it into disrepute.

4. MANAGEMENT

4.1 The Honorary office of President may be conferred on an individual as a mark of esteem for particular service to the U3A.

- (i) The Committee will consist of at least 5(five) and no more than 11(eleven) member (excluding those who are co-opted) and shall comprise of the Chairperson, Secretary, Treasurer, Membership Secretary, the immediate Past Chairperson for the period of one year following his/her period of office as Chairperson and up to 6(six) Committee members. The Committee shall appoint a Vice Chairman. Other members may attend by invitation or by request. The Officers shall be elected at the Annual General Meeting. Any necessary elections shall be by ballot papers.

- ii) Not more than two (2) members may be co-opted to the Committee; they shall have full voting rights. Their term of office shall expire at the next following 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 service shall expire at the next following Annual General Meeting.

4.2 Elections shall take place from time to time as the Committee shall direct.

- (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) Officers shall serve for a period of one (1) year and Committee members for a period of one (1) year.
- (v) Retiring officers may stand for re-election provided that no-one may hold the office of Chairman or Vice Chairman for more than four (4) consecutive years without an intervening period of at least one (1) year, except that a retiring Vice Chairman may stand immediately for the post of Chairman.
- (vi) Committee members may resign office by giving not less than twenty one (21) days notice in writing to the Secretary or the Chairman. The Committee has powers to fill casual vacancies from the membership. Such an appointee shall complete the term of service of the member he or she replaces and shall be eligible for re-election.
- (vii) At Committee meeting matters shall be decided by simple majority votes of the members present. In case of an equality of votes the Chairman shall have a second or casting vote.
- (viii) 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 clear notice being given to all Committee members of 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 power as it thinks fit. 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 the minutes are kept of all sub-committee, committee and general meetings.

5. ANNUAL AND GENERAL MEETINGS.

- 5.1** An Annual General Meeting shall be held once in each year at a date to be arranged not more than three (3) Months after the end of the financial year. At least twenty one (21) days notice shall be given in writing to all members. A quorum shall be 10% of the paid up members attending. The business of the Annual General Meeting shall include:-

- (i) Receiving and approving the Annual Report.
- (ii) Receiving and auditing the Annual Accounts.
- (iii) Electing a Chairman, Secretary, Treasurer and Membership Secretary and the members of the Committee.
- (iv) Appointing an auditor for the accounts.
- (v) Considering proposals to alter the constitution subject to the requirements of clause 9 (nine).
- (vi) Considering any other business which has been published in the agenda of the meeting shall have a second or casting vote.

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 10 or more members stating the object of the meeting. A meeting held upon such a requisition shall be called by the Secretary of the U3A giving the other members 14 days notice of such a meeting. There shall be a quorum when 10% 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. In his/her absence the members shall elect a member for the meeting. The Chairman of the meeting shall have a second or 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 the property of the U3A shall be applied solely towards the objects of the 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 said U3A (other than a committee member) and repayment of out-of-pocket expenses to members or committee members incurred in the course of the work of the U3A.

6.2 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 shall 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 financial year of the U3A shall end on 31st March each year and not more than three (3) months later the Annual General Meeting shall be convened for the purpose of receiving the Annual Report and audited accounts.

6.4 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 U3A and may fix their terms and conditions of employment. For purposes of employment law the Committee shall be the employer.

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

6.6 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 audited at the Annual General Meeting. All monetary transactions shall be made through properly authorized accounts in accordance with the directives of the Committee.

6.7 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 by any agent employed by him/her or by any other Committee member although the employment of such agent was strictly not necessary or expedient 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 on the part of the Committee member who is sought to be liable.

7. PROPERTY.

Any property of the Wolds Branch U3A shall be vested in Trustees appointed for this purpose or where The appointment of Trustees is not appropriate shall be deemed to be held jointly by all members of the Committee.

8. POWERS OF THE COMMITTEE.

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

9. ALTERATIONS TO THE CONSTITUTION.

The provisions of this constitution other than clauses 2 and 10 and this clause may be amended with assent of not less than two-thirds of the members of the U3A present and voting at a General Meeting of the U3A. Twenty one (21) clear days notice shall be given to members stating the intention to put forward such a resolution. (No resolution shall be made which could cause the U3A to cease to be a charity)

10. DISSOLUTION.

The U3A may at any time be dissolved by a resolution passed by three quarters majority of those present and voting at any meeting of the said U3A of which at least twenty one (21) 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 U3A shall be transferred to such charitable institution or institutions having objects similar to the U3A as the U3A shall decide.

U3A 08-11-2015.