

CONSTITUTION FOR WEST DARTMOOR U3A (at May 2018)

1. NAME

The name shall be “The West Dartmoor University of the Third Age”. [In this constitution called the U3A].

2.1 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 in West Dartmoor.

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 the promotion of the Objects.
- ii Publish books, pamphlets, reports, leaflets, journals, films, videos and instructional matter, subject to such consents as may be required by law.
- 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 U3As.
- 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 in trust funds for the same.
- vi 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 interested in supporting the Objects of the Third Age Trust shall be eligible for membership at the approval of the Committee and upon payment of the annual subscription as determined by the Committee or the membership of the Annual General Meeting, providing that they agree to abide by this constitution and any conditions properly imposed by the Committee.
 - i The Committee is empowered to offer an Honorary Membership to any person who has given outstanding service to the West Dartmoor U3A.
 - ii The limit on numbers of full membership shall be determined by the Committee. Associate members will be accepted where there are no vacancies. Associate members are entitled to attend all activities other than the monthly General Meeting and will receive the Newsletter.
- 3.2 The Committee may terminate membership of any member, if:
 - i There is any money owing to the U3A in respect of membership or other fees after a time lapse of 2 months.
 - ii A member acts in a way which is prejudicial to the U3A or brings it into disrepute; also any member whose behaviour is persistently detrimental to the enjoyment of others.
 - iii Provided that the member 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 members whose duty is 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 of up to 10 members shall be elected at the Annual General Meeting. From their number they will elect a Chairman, Vice Chairman, Secretary, Treasurer, Groups Co-ordinator, Speakers Secretary, Membership Secretary and a Host and Refreshment Secretary. Nominations for new Committee members must be proposed, seconded and agreed by the nominee in writing by a date specified by the Committee.
- 4.2
 - i The newly elected Committee will take office at the close of the Annual General Meeting.
 - ii There shall be no less than 4 Committee Meetings per year.

- iii Officers and Committee members will serve for a period of 1 year. Retiring Officers may stand for re-election providing that no one may serve on the Committee for more than 3 consecutive years.
 - iv Committee members may resign office by giving not less than 21 days' notice to the Secretary or the Chairman. The Committee has the power to fill casual vacancies from the membership. Such an appointee will complete the term of office of the member who is being replaced and is eligible for re-election.
 - v At Committee meetings matters will be decided by a simple majority of votes of members present. In case of equality the Chairman will have the casting vote.
 - vi A quorum for a Committee meeting will be 3 members or 1/3 of the total number of members, whichever is the greater.
- 4.3 Special Committee meetings may be called at any time by the Chairman or by any 2 members of the Committee upon 7 days' notice being given to all Committee members of all 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 powers and functions as it thinks fit. Sub-committees will report back to the Committee as soon as possible on actions taken under delegated powers.
- 4.5 The proceedings of the Committee will not be invalidated by any defect in the appointment, election or co-option of any member of Committee or sub-committee.
- 4.6 The Secretary will ensure that minutes are kept of all Committee, sub-committee and general meetings.
- 4.7 The Committee has the power to co-opt not more than 2 members.

5 ANNUAL GENERAL MEETING

- 5.1 The Annual General Meeting will be held in July. At least 21 days' notice should be given in writing to all members. A quorum is 20% of the paid up members.
- 5.2 The business of the AGM will be to:
- i Receive and approve the Minutes of the previous AGM.
 - ii Receive and approve the accounts.
 - iii Elect Committee members.
 - iv Appoint an Inspector of Accounts.
 - v Consider proposals to alter the constitution, subject to the requirements in Clause 9.
 - vi Discuss any other business published in the agenda.
- 5.3 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 1/5 or more of the paid up members stating the object of the meeting. A meeting held on such a requisition will be called by the Secretary of the U3A giving other members 14 days' notice of such a meeting. A quorum is 20% of the paid up members.
- 5.4 The Chairman of the U3A will chair any Committee or General meeting at which he/she is present. In the absence of the Chairman, the Vice Chairman will take the Chair. In the absence of the Vice Chairman, the Committee or the meeting will elect a Chairman for that meeting. The Chairman will have the casting vote.
- 5.5 Accidental omission to give notice to any member will not invalidate the proceedings of any General Meeting.

6 FINANCE

- 6.1 All income and property of the U3A is to be applied towards the Objects of that U3A and none of it will 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 powers to collect and accept donations and to issue appeals for donations and 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 financial year of the U3A ends on 31 May, and not more than 8 weeks after that date the AGM will be convened for the purpose of receiving the annual report and inspected accounts.
- 6.4 The annual subscription shall be paid in August. Members joining in or after February will pay only half of the subscription.
- 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 U3A and may fix terms and conditions of employment. For the purposes of employment law, the Committee will be the employer.
- 6.6 All proper costs, charges and expenses incidental to the management of the U3A may be defrayed from the funds of the U3A.
- 6.7 The Treasurer will keep accounts of all the monies received and expended on behalf of the U3A and shall prepare and publish them, duly audited, at the AGM. All monetary transactions are to 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 any thing or act done or omitted to be done by him/her or any agent employed by him/her or by any other Committee member although the employment of such an agent was strictly not necessary or expedient or by reason of 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 wrongdoing on the part of the Committee member who is sought to be made liable.

7 **PROPERTY**

Any Property of the West Dartmoor U3A shall be invested 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 West Dartmoor U3A and not involving an amendment to this Constitution will be dealt with by the Committee.

9 **ALTERATION TO THE CONSTITUTION**

The provisions of this constitution other than Clauses 2, 10 and this Clause may be amended with the assent of not less than $\frac{2}{3}$ of the members present and voting at the AGM of the U3A. 21 clear days' notice is to be given to the members stating the intention to put forward such a resolution. No amendment shall be made which would cause the U3A to cease to be a charity.

10 **DISSOLUTION**

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 clear days' notice stating the intention to put forward a resolution shall have been sent to all members of the U3A. If any assets remain after satisfaction of all the debts and other liabilities, such assets held by or in the name of the U3A shall be transferred to such charitable institutions having Objects similar to the U3A, as the U3A shall decide.

Amended [Para 2.1] and agreed by AGM, 21 July 2016
[Para 2.1] amended by SGM April 2018