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*CONSTITUTION OF BURGESS HILL U3A, AN UNINCORPORATED MEMBERS ASSOCIATION
A MEMBER OF THE THIRD AGE TRUS
REGISTERED CHARITY, ENGLAND AND WALES, NUMBER 1037044*

This constitution was adopted by the membership at the AGM held on 6 March 2018.

1. NAME

The name of the charity is Burgess Hill U3A, hereinafter referred to as 'The U3A'

2. PROPERTY AND ASSETS

Subject to the matters set out below, The U3A and its property and other assets shall be administered and managed in accordance with this constitution by the members of The Board of Trustees of Burgess Hill U3A, referred to hereafter as The Board

3. CHARITABLE PURPOSES

The charitable purposes 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, in Burgess Hill and its surrounding locality"

4. POWERS

In furtherance of the charitable purposes but not otherwise, The Board may exercise the following powers to

- i. raise funds and to invite and receive contributions for The U3A by any lawful means, provided that in doing so any applicable requirements of the law shall be met
- ii. receive donations, gifts, endowments, sponsorship, grants, legacies and subscriptions from persons desiring to support The U3A and its charitable purposes and to hold and apply any funds so acquired for the charitable purposes (subject to any restricted funds being applied to the relevant restricted purposes)
- iii. buy, take on lease or in exchange or otherwise acquire, hold and make use of any property (real or personal)
- iv. sell, lease or otherwise 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
- vi. support any charitable organisations with regard to the pursuit of The U3A's charitable purposes
- vii. appoint and constitute such advisory Committees as The Board may think fit
- viii. organise, promote and participate in conferences, lectures, seminars, courses and educational events
- ix. publish, supply and make available books, pamphlets, reports, leaflets, journals, instructional matter, educational materials and aids of all kinds, whether in printed, electronic or any other forms
- x. associate and collaborate with other U3As and groupings of U3As (such as regional associations and networks) and The Third Age Trust in any way
- xi. provide facilities for leisure time and recreational activities with the object of improving the conditions of life for the above persons in the interests of their social welfare
- xii. do all such other lawful things as are appropriate to the pursuit of the charitable purposes and the delivery of benefit to the public in accordance with the charitable purposes

5. MEMBERSHIP

- i. Membership of The U3A shall be open to individuals who are in their Third Age and are interested in participating in and furthering the work of The U3A, provided that they agree to abide by this constitution and any membership conditions properly imposed by The Board and

- to pay the annual subscription as determined by The Board and approved by the membership at an Annual or Special General Meeting. No individual may be admitted to membership if The Board considers that they do not meet these conditions
- ii. Every individual member shall have one vote
 - iii. Members are bound by and shall observe any membership conditions and any disciplinary code of The U3A
 - iv. The Board may terminate the membership of any member:
 - (a) if annual membership or other fees are unpaid one month after the due date
or
 - (b) by way of expulsion at the end of a disciplinary procedure for breach of any membership condition or for breach of any disciplinary code of The U3A

Provided that in the case of proposed expulsion at the end of a disciplinary procedure, the individual concerned shall have the right to be heard by The Board, accompanied by a friend acting in their personal capacity, who may also speak, or make written representation before a final decision is made

6. THE BOARD AND OFFICERS

- i. The management of The U3A shall be vested in The Board, which shall be the governing body of The U3A and its board of trustees for the purposes of charity law. The Board shall be responsible for the strategy and policies of The U3A, may exercise all the powers of The U3A and shall deal with the administration, management and control of the affairs and property of The U3A
- ii. There must be at least five (5) and not more than fourteen (14) U3A members elected to The Board. No person may be proposed for election as a member of The Board if they are currently serving as a member of The Board of any other local level U3A
- iii. *Principal Officers*
The Principal Officers are the Chairman, not more than two Vice Chairmen, Treasurer and Secretary.
An individual may only serve in one Principal Officer role at a time
- iv. *Appointment of Principal Officers*
The Principal Officers shall be appointed by The Board at its first meeting after each Annual General Meeting
- v. *Terms of Office and limits on periods of service*
 - a) the Chairman, Vice-Chairmen and Secretary shall serve for a maximum period of three consecutive years, subject to the provisions of sub-clauses 6v (c) and (d)
 - b) the Treasurer shall serve for a maximum period of six years, subject to the provisions of sub-clauses 6v (c) and (d)
 - c) on their completion there shall be an intervening period of at least one year before they may serve again upon The Board in any capacity
 - d) in order to avoid the simultaneous retirement of the Chairman, Vice-Chairmen and Secretary The Board may in its absolute discretion extend the term of one of them by one year, such extension to be reported to the next following Annual General Meeting
 - e) Board members, unless appointed as Principal Officers, are appointed for three years and may then be re-elected
- vi. *Nomination and election of candidates*
The election of members of The Board shall be held at the Annual General Meeting of the U3A
 - (a) Nominations to The Board duly agreed by the nominee shall be proposed and seconded and delivered in writing to the Secretary at a date specified by The Board
 - (b) the newly elected Board shall take office at the conclusion of the Annual General Meeting

Prior written nomination of any candidate for election as a member of The Board at an Annual General Meeting shall normally be required, made by a proposer and seconder from amongst the membership of The U3A, to be in the hands of the Secretary of The U3A at least 28 days before the meeting. Should nominations exceed vacancies, the election shall be by show of hands. Otherwise, nominations of candidates and the conduct of voting for appointments shall be dealt with in accordance with the Standing Orders of The U3A or, if there are no Standing Orders, as determined by The Board. However, if there are insufficient candidates standing for the vacancies, the Chairman of the meeting may, as a last resort, appeal for any willing member present to agree to stand. A vote must be taken and carried by a simple majority for such an appeal for volunteers at the meeting to be permitted. Any willing candidate may then offer himself and be proposed to the meeting for election in accordance with the Constitution

- vii. *Casual vacancies*
The Board may fill any vacancy arising amongst the Officers or the non-Officer Board members, until the following Annual General Meeting. Any such appointee must be a member of The U3A. A person so appointed, who shall have full voting rights, may stand for election to a first full term at that meeting
- viii. *Co-options to Board*
The Board may in addition appoint not more than two co-opted U3A members to The Board, who shall have full voting rights and hold office until the next Annual General Meeting. At that meeting a retiring co-opted member could be proposed for election to a first full term on The Board in accordance with the relevant provisions of this constitution. Provided always that an individual cannot be co-opted more than three times in succession

7. DEFECTS IN APPOINTMENTS

- i. The proceedings of The Board shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment, election or co-option of a member

8. CESSATION OF OFFICE - BOARD MEMBERS

- i. A member of The Board shall cease to hold office if he
 - (a) is disqualified from acting as a member of The Board by virtue of charity law
 - (b) becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs
 - (c) is absent without the permission of The Board from three consecutive meetings and The Board resolve that his office be vacated
 - (d) is removed by resolution of The Board for significant misconduct under the Trustee Code of Conduct, which may only be passed after the completion of the disciplinary procedure set out in that Code
 - (e) notifies in writing to The Board a wish to resign (but only if at least five members of The Board will remain in office when the notice of resignation is to take effect which shall be at least 21 days from the receipt of the notification)
 - (f) ceases to be a member of The U3A
 - (g) becomes an Officer or non-Officer member of The Board of any other U3A

9. MEETINGS AND PROCEEDINGS OF THE BOARD

- i. The Board shall hold at least 4 meetings each year.
- ii. Additional meetings may be called at any time by the Secretary on behalf of the Chairman or by any two members of The Board, upon not less than seven days' notice being given to other members of The Board 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 the meetings and in his absence a Vice-Chairman shall take over or, if there is no Vice-Chairman present, The Board shall choose one of their number to be Chairman of the meeting before any business is transacted
- iv. There shall be a quorum when at least one-third of the number of members of The Board or three members of The Board, whichever is the greater, are present at the meeting
- v. Every decision shall be determined by a majority of votes of the members of The Board present and voting on the question, but in the case of equality of votes, the Chairman of the meeting shall have a casting vote in addition to his own vote
- vi. The Board shall ensure that minutes are taken of all its meetings and those of any sub-committees and are available for inspection should a member of The U3A request it
- vii. The Board 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 (including, but not limited to, the use of electronic communications). No rule may be made which is inconsistent with this constitution
- viii. The Board may appoint sub-committees including at least one member of The Board, for the purpose of performing any function or duty which in the opinion of The Board would be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceedings of any sub-committee shall be fully and promptly reported to The Board. The Board shall authorise the terms of reference of sub-committees and may alter them from time to time. Sub-committees may make proposals to The Board, but may not make decisions and they shall not have any expenditure authority

- ix. No Board member shall be chargeable or responsible for loss caused by any act done or omitted to be done by him or by any other Board member or by reason of any mistake or omission made in good faith by any Board member or by reason of any other matter other than wilful and individual fraud or wrongdoing or actions knowingly beyond the scope of a specific authority or limit thereon on the part of The Board member in question

10. FINANCE

- i. The financial year of The U3A shall end on such date as The Board shall decide, provided 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 Board 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 Board from time to time. Only members of The Board, authorised by The Board 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 Board 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 Board 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 Board 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

11. PROPERTY

- i. All property of and held on behalf of The U3A shall be applied in accordance with charity law
- ii. Title to any property shall be held on behalf of The U3A in such manner as The Board thinks fit from time to time and in ways permitted by charity law

12. ACCOUNTING AND REPORTING

- i. The Board 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
 - (a) the keeping of accounting records for The U3A
 - (b) the preparation of annual statements of account and a trustees' report for The U3A
 - (c) the audit or independent examination of the statements of account of The U3A (if required by law)
 - (d) the making of a charity annual return to the Charity Commission
 - (e) the transmission of the statement of accounts and trustees' report of The U3A to the Charity Commission

13. ANNUAL GENERAL MEETING

- i. There shall be an Annual General Meeting of The U3A which shall be held on such date as The Board may determine in each calendar year
- ii. Every Annual General Meeting shall be called by The Board. This formal notice shall give at least 21 days' notice of the Annual General Meeting to all the members of The U3A. The notice shall specify that the meeting is the Annual General Meeting and shall set out the business of the meeting, including resolutions to be proposed, and shall provide information about proposals for the election of members of The Board to be made at that meeting. All members of The U3A shall be entitled to attend and vote at the meeting
- iii. The Board shall present to each Annual General Meeting the trustees' report and annual accounts of The U3A for the preceding year.
- iv. The Board shall seek approval for the appointment of any independent examiner or auditor for the accounts from the membership at the Annual General Meeting, if permitted or required to do so by charity law
- v. Any proposals to amend the constitution subject to clause 17 shall be considered at the Annual General Meeting as shall any other business as set out in the notice

14. SPECIAL GENERAL MEETING

The Board may call a Special General Meeting of The U3A at any time and if at least one tenth 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

15. NOTICES, COMMUNICATIONS AND PROCEDURE AT GENERAL MEETINGS

- i. Notices of meetings, documents and other communications from The U3A to a member may be sent by electronic communication provided The U3A wishes to do so and the relevant member wishes to receive them in this way and provides an appropriate electronic address to The U3A. It is the responsibility of that member to notify The U3A of any change to that address and to comply with any security and other procedures determined by The Board for such communications. A member may opt to return to hard copy communications at any time
- ii. Accidental omission to give notice to any member of any General Meeting (including the AGM) shall not invalidate the proceedings
- iii. The Secretary or other person specially appointed by The Board shall keep a full record of proceedings at every General Meeting of The U3A
- iv. There shall be a quorum when at least 10% of the number of members of The U3A are present at any General Meeting
- v. 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 the members shall be dissolved. In any other case it shall be adjourned to another day and time as The Board may direct provided 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
- vi. The Chairman of The U3A shall be the Chairman of any General Meeting at which he is present. In the absence of the entitled Chairman, The Board members present shall have the power to elect a Chairman for the meeting
- vii. If there is a tied vote the Chairman of the meeting has a single casting vote

16. ALTERATIONS TO THE CONSTITUTION

- i. Subject to the following provisions of this clause, the Constitution may be altered in any way 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 the details of the alterations proposed
- ii. The prior consent of the Third Age Trust must be requested for any proposed alterations to The U3A's constitution. The U3A may proceed with the proposed changes:
 - (a) At any time after specific consent has been received from the Third Age Trust; or
 - (b) When four weeks have passed since the consent request was delivered and the Third Age Trust has not notified The U3A of any objection to the proposals
- iii. If The U3A is a registered charity, no amendment may be made to clause 3 (the charitable purposes) without the prior consent in writing of the Charity Commission
- iv. No amendment may be made which would have the effect of making The U3A cease to be a charity at law
The Board shall ensure a copy of any amendment made under this clause is promptly sent to the Charity Commission if The U3A is registered

17. DISSOLUTION

- i. If The Board 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 to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, The Board shall have power to realise any assets held by or on behalf of The U3A. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to:
 - (a) Any one or more local U3As, which are charities and have charitable purposes similar to those of The U3A, as determined by the members of The U3A; or
 - (b) To the Third Age Trust (registered charity in England and Wales no. 288007).
- ii. A copy of the statement of accounts and relevant reports, for the final accounting period of The U3A, must be sent to the Charity Commission if The U3A is registered