

**CONSTITUTION OF THE COVENTRY SHERBOURNE GROUP OF THE UNIVERSITY
OF THE THIRD AGE (U3A).
A MEMBER OF THE THIRD AGE TRUST AS AN UNINCORPORATED U3A.**

1. NAME

The name shall be **COVENTRY SHERBOURNE U3A**
(In this constitution called 'the U3A')

2. OBJECTS AND POWERS

2.1. Objects

The objects 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.

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, subject to such consents as may be required by law.
- (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 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 2 months
- (ii) 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

The management of the U3A shall be vested in a Committee consisting of 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

- (i) The Committee shall consist of at least six and not more than twelve members (excluding those who are co-opted) including the principle officers (Chairman, Vice-Chairman, Secretary and Treasurer).

The principle 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 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.
2. The election of 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 in one year.
 - (iv) Officers shall serve for a period of **ONE** year and Committee members for a period of **THREE** years. A third of the Committee members to retire each year. Retiring committee members and officers may stand for re-election provided that no-one may hold the office of Chairman or Vice-Chairman for more than **TWO** consecutive years and the office of Secretary and Treasurer for more than **FOUR** 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. If because of personal reasons, any principle officer wishes, he or she may share their office with another ordinary Committee Member with the approval of at least $\frac{2}{3}$ of the Committee.

- (v) Committee members may resign office by giving not less than twenty on (21 days notice in writing to the Secretary. 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.
 - (vi) At committee meetings matters shall be decided by simple majority of votes of Committee Members present. In the case of equality of votes, the Chairman of that meeting shall have a second or casting vote.
 - (vii) The quorum for any committee meeting shall be three (3) or one third of the Committee whichever is the greater.
3. Special Committee meetings may be called at any time by any two members of the Committee upon seven (7) clear days' notice being given to all the Committee members of all the matters to be discussed.
 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 proceeding and acts of such sub-committees. Sub-committees shall report back to the committee as soon as possible on actions taken under delegated powers.
 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.
 6. The Secretary shall ensure that minutes are kept of all sub-committee, Committee and General Meetings.

5. ANNUAL AND SPECIAL GENERAL MEETINGS

- 5.1.** The Annual General Meeting shall be held once in each year and not later than 15 months after the preceding Annual General Meeting. At least 21 days' notice shall be given in writing to all members. A quorum shall be 20% of the paid up members. The business of the Annual General Meeting shall include:-
 - (i) Receiving and approving the Annual Report.
 - (ii) Receiving and approving the audited accounts.
 - (iii) Electing a Chairman, Vice-Chairman, Secretary, Treasurer 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.

- (vi) 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 other members 14 days' notice of such a meeting. There shall be a quorum when 20% of members are present. The Chairman of the meeting shall have a casting vote.
- 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 said 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. 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 principle 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 and otherwise. Any monies 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 shall end on 31 December in each year and not more than eight (8) weeks 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 the 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 and membership of the Third Age Trust may be defrayed from the funds of the U3A.
- 6.6. The Treasurer shall keep accounts of all 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 directives of the Committee.
- 6.7. No Committee members 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, 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 wrongdoing 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 Coventry Sherbourne U3A shall 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 the constitution be dealt with by the Committee.

9. ALTERATION TO THE CONSTITUTION

- 9.1. The provisions of this constitution other than Clauses 2 and 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 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 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 shall decide.