

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

THIS IS A CHARITY IN ENGLAND AND WALES
REGISTERED CHARITY NUMBER: 1036049

This constitution was accepted by the membership at the EGM held on **3 December 2019**

1. NAME

The name shall be the 'Lincoln University of the Third Age.' (In this Constitution called '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 Executive Committee.

3. CHARITABLE PURPOSE

The charitable purpose of The U3A is:

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 Lincoln and its surrounding locality.

As The U3A is registered as a charity in England and Wales, the charitable purposes of The U3A may only be altered with the prior consent of the Charity Commission.

4. POWERS

In furtherance of the charitable purposes but not otherwise, the Executive Committee 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 Executive Committee 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 network) and The Third Age Trust in any way;
- xi. 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 Executive Committee and to pay the annual subscription as determined by the Executive Committee and approved by the membership at an Annual or Special General Meeting. No individual may be admitted to membership if the Executive Committee 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 Executive Committee may terminate the membership of any individual:
 - (a) if the annual membership or other fees are unpaid 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 Executive Committee, accompanied by a friend acting in their personal capacity, who may also speak or make written representation before a final decision is made.

6. HONORARY PRESIDENT

The members of The U3A may (but do not have to) elect an Honorary President at the Annual General Meeting. If they do so, the person appointed will serve until the next Annual General Meeting. A retiring Honorary President may be re-appointed for a further term. There is no limit on the number of terms that may be served. the Honorary President shall not be deemed a charity trustee and shall not be a member of the Executive Committee but may be invited to attend any Executive Committee meeting at the decision of the Executive Committee and shall be entitled to attend the Annual General Meeting as a guest.

7. EXECUTIVE COMMITTEE AND OFFICERS

- i. The management of The U3A shall be vested in the Executive Committee, which shall be the governing body of The U3A and its board of trustees for the purposes of Charity law. The Executive Committee 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 5 and not more than 12 U3A members appointed to the Executive Committee. No person may be proposed for the appointment or serve as an Officer or as a non-Officer member of the Executive Committee if they are currently servicing as an Officer or non-Officer member of the Executive Committee of any other local U3A.

iii. *Officers*

The Officers are the Chairman, not more than two Vice Chairmen, Treasurer and Secretary. The Officers shall by virtue of holding their office be members of the Executive Committee. An individual may only serve in one Officer role at a time.

iv. *Chairman – terms of office and limit on period of service*

The term of office of the Chairman is one year from the Annual General Meeting at which he/she is appointed until the next Annual General Meeting. An individual may serve not more than three (3) consecutive terms as Chairman.

v. *Limit on periods of service of the other officers*

The following limits apply to periods of service of Officers:

- (a) An individual may serve not more than six (6) consecutive years as Treasurer. He/she may not then be appointed to any other Officer role. For the avoidance of doubt, if a Treasurer serves less than this period, he could then stand for appointment as Chairman or for another Officer role.
- (b) An individual may serve not more than three (3) consecutive years in any other Officer role.
- (c) An individual may serve not more than six (6) consecutive years in various Officer roles (subject to the provisions regarding the terms of office of the Treasurer). For the avoidance of doubt, an individual who has served as a non-Officer member of the Executive Committee is permitted to then serve up to that six (6) year period in various different Officer roles.

vi. *Non-Officers*

An individual may not serve more than three (3) consecutive terms of office as a Non-Officer member of the Executive Committee.

vii. *Nomination and Election of Candidates*

Prior written nomination of any candidate for appointment as an Officer or a non-Officer member of the Executive Committee at an Annual General Meeting shall normally be required, made by a proposer and seconder from amongst the membership of The U3A (not being themselves Officers or non-Officer members of the Executive Committee), to be in the hands of the Secretary of The U3A at least 28 days before the meeting. Should nominations exceed vacancies, the decision about appointments shall be taken by ballot. 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 insufficient candidates standing for the vacancies, the Chairman of the meeting may, as a last resort, appeal for any willing member present 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 him/herself and be proposed to the meeting for appointment in accordance with the Constitution.

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

viii. *Casual vacancies – Officers and Executive Committee*

- ix. The Executive Committee may fill any vacancy arising amongst the Officers or the non-Officer Executive Committee 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 appointment to a first full term at that meeting.

x. *Co-Options to Executive Committee*

The Executive Committee may in addition appoint not more than two co-opted U3A members to the Executive Committee, 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 appointment to a first full term on the Executive Committee in accordance with the relevant provisions of this constitution. An individual cannot be co-opted more than three (3) times in succession.

8. MANAGEMENT

i. *Life President*

The Life President(s) shall be invited to all formal meetings. Should they retire, the position of Life President(s) may be offered to another member(s) who has served The Lincoln U3A and who the membership wish to honour for their contribution to the life of The Lincoln U3A. The position of Life President is an honour and is the award of the membership at the AGM.

- ii. There shall be no less than four (4) Committee Meetings per year.
- iii. Committee members may resign office by giving not less than 21 days notice in writing to the Secretary. The Committee has the power to fill casual vacancies from the membership. Such an appointment shall complete the term of service of the member he or she is replacing and shall be eligible for re-election.
- iv. 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.
- v. The quorum for any Committee Meeting shall be three (3) or one third of the Committee whichever is the greater.
- vi. Special Committee Meetings may be called at any time by the Chairman or 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.
- vii. 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 function as it thinks fit. Sub-Committees shall report back to the Committee as soon as possible on actions taken under delegated powers.
- viii. 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.
- ix. The Secretary or Minute Secretary shall ensure that minutes are kept of all Sub-Committee, Committee and General Meetings.

9. ANNUAL AND SPECIAL GENERAL MEETINGS

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 14 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 Examined Accounts.

- iii. Electing a Chairman, Vice-Chairman, Secretary, Treasurer and Members of the Committee, (and if the need arises, a new Life President as mentioned in 8.i.)
- iv. Appointing an examiner for the accounts.
- v. Considering proposals to alter the Constitution subject to the requirements of Clause 13 below.
- vi. Considering Any Other Business which has been published in the Agenda.
- vii. 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 days notice of such a meeting. There shall be a quorum when 20% of the paid-up members are present.
- viii. The Chairman of The U3A shall be the Chairman of any Committee of General Meeting or which he/she is present. In his/her absence the Vice-Chairman shall chair the meeting. Where necessary the President shall chair the meeting. The Chairman of the meeting shall have a second or casting vote.
- ix. Accidental omission to give notice to any member shall not invalidate the proceedings of any General Meeting.

10. FINANCE

- i. 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 and repayment of out-of-pocket expenses to Members or Committee Members in the course of the work of the U3A.
- ii. The U3A shall have the 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.
- iii. The financial year of The U3A shall end on 31st December in each year and not more than twelve (12) weeks later the annual General Meeting shall be convened for the purpose of receiving the Annual Report and examined accounts.
- iv. 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.
- v. All proper costs, charges and expenses incidental to the management of The U3A may be defrayed from the funds of U3A.
- vi. The Treasurer shall keep accounts of all moneys 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 directives of the Committee.
- vii. 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 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 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.

11. PROPERTY

Any property of the 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.

12. POWERS OF THE COMMITTEE

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.

13. ALTERATIONS TO THE CONSTITUTION

The provisions of this constitution other than clauses 4, 14 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. Fourteen (14) clear days notice shall be given to the members stating the intention to put such a resolution. (No amendment shall be made which would cause The U3A to cease to be a charity.)

14. 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 twenty-one (21) clear days notice stating the intention to put 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 institutions having objects similar to The U3A as the U3A, shall decide.

December 2019

RULES

1. Membership of a U3A is open to all in their third age, which is defined not by a particular age but by a period in life in which full-time employment has ceased.
2. Members should attend all general meetings and all group meetings of which they are a member whenever possible, and if unable to attend a group meeting, advise the host and/or convenor as soon in advance as possible.
3. Each group will have an optimum number of members. Should this be exceeded a further group will be formed as soon as possible.
4. All members will register or re-register with the groups of their choice once a year at a date determined by the committee.
5. A group member not attending regularly may be asked to leave the group by the convenor if there are people on the waiting list.
6. Each member is to:
 - i. Pay 30p for coffee/tea and biscuits at group meetings.
 - ii. Pay £1.00 at monthly meetings towards cost of the meeting and show his/her membership card.
 - iii. Share expenses with driver giving lifts after the journey has been completed.

- iv. Take a turn at making coffee/tea or help to organise the chairs and tables or propose a vote of thanks at the monthly meetings.
 - v. Take part as a speaker, presenter, leader, demonstrator or serve on the committee.
 - vi. Offer hospitality for his/her group meetings where possible.
- 7. No smoking rule applies at all U3A functions.
 - 8. Members may bring a guest or prospective new member to the monthly meeting the host/hostess paying £1 for his/her guest. Anyone wishing to bring a guest to a group meeting must first obtain permission from the host of the day and the convenor. Guests may not attend more than twice in one year.
 - 9. Associate members having paid the associate fee, which will be half the full fee, may attend only theatre or other outings and general social functions. They may not attend the AGM, monthly or group meetings or serve on the committee. Each member may introduce one associate member.
 - 10. Only paid up members may vote at the AGM.
 - 11. Any skills or help offered on the application form should be given when required.

THE PHILOSOPHY OF THE LINCOLN U3A IS:

To encourage members to enjoy sharing their knowledge, skills and experience in the field of learning and to further their own learning to its full potential.

To use best endeavours to achieve this goal by every possible means and to hold house-based group meetings to maintain a good camaraderie.

To expand the membership so as to make these opportunities available to as many of our peer group as is possible.

FORMAT OF THE MONTHLY MEETINGS HELD ON THE FIRST TUESDAY OF EACH MONTH AT:

THE MEMORIAL HALL,
NEWARK ROAD
NORTH HYKEHAM
LINCOLN

PREPARATION 09.00am
SOCIALISING 10.00am — 10.30am
MEETING 10.30am — 11.45am

September 2019