

Constitution

The London Region of U3As is an unincorporated members association. It is a forum of wholly self-funded and operationally independent U3As operating within the London Area. It exists for the mutual benefit of those U3As and their members. It is separate from the geographical administration area of the Third Age Trust's London Region.

Definitions

U3A - University of the Third Age. The term may refer to individual U3As or the U3A movement.

Third Age Trust or **Trust** - A registered charity and company limited by guarantee (company number 01759471) that acts as the national representative body for U3As throughout the UK, each U3A being a registered charity in its own right.

London Region of U3As - A forum for all U3As in the London Area that facilitates regional collaboration as well as providing a regional channel for communication with and support from the Third Age Trust. Whilst covering the same geographical area as the Trust's London Region, the London Region of U3As is not part of the Trust's governance arrangements.

London Area - comprises the 32 London Boroughs, that are administered by the Greater London Authority, and the City of London Corporation.

Participating U3A - Any U3A wholly or partly within the London Area that wishes to participate in the London Region of U3As forum.

Grouping – the generic term covering all the various types of U3A networks, forums, clusters, consortiums, etc. that are formed by U3As for mutual benefit.

Delegate - a representative of each of the Participating U3As that wishes to participate in the forum.

The Trust's London Region - One of the regions of the Third Age Trust as determined in accordance with the Articles of Association of the Trust and consisting of all the U3As that operate either wholly or partly in the London Area. All U3As in the London Area are automatically members of the Trust's London Region.

Regional Trustee - The Director of the Third Age Trust elected by individual U3As within the Trust's London Region to represent them on the Trust's National Executive Committee, and conversely to provide a channel for Trust support and communication at regional and local levels.

1. Aims

- 1.1 To support all U3As in the London Area in 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.
- 1.2 To support the exchange of experience and knowledge amongst Participating U3As.
- 1.3 To support the exchange of experience and knowledge between Participating U3As and the Third Age Trust.
- 1.4 To encourage and support U3A growth and development activities in the London Area.
- 1.5 To reinforce and support the overall aims and objectives of the U3A movement and the Third Age Trust.
- 1.6 To promote the diversity of membership of all U3As in the London Area.

2. Objectives

- 2.1 To provide a forum in which all U3As in the London Area have the opportunity to liaise with each other and with the Third Age Trust.
- 2.2 To assist the Third Age Trust and all the U3As in the Trust's London Region by facilitating the election of the Regional Trustee and supporting the work of the Regional Trustee.
- 2.3 To promote effective communications and act as a focal point of contact and information about U3A activities in the London Area.
- 2.4 To ensure that links are forged and expanded with educational, Third Age, and other relevant organisations for the benefit of all U3As in the London Area and their members, and to ensure a strong representation of the U3A movement in the London Area.
- 2.5 To assist development activities by working with the Regional Trustee, Trust staff, and specially trained U3A volunteers, as appropriate, for the formation and support of new or potential U3As in the London Area.
- 2.6 To encourage or instigate joint events and other activities that improve the efficiency and effectiveness of U3As in the London Area and enhance the U3A experience of their members.
- 2.7 To publicise events and activities of the Third Age Trust, London Region of U3As, individual U3As in the London Area and local U3A Groupings, for the benefit of U3As and their members in the London Area.
- 2.8 To report regularly to and consult with Participating U3As.

3. Delegate Meetings

- 3.1 A meeting of the Delegates will be held at least four times a year.
- 3.2 All U3As in the London Area are entitled to appoint and send up to two named Delegates, but they only have one vote per Participating U3A. At the discretion of the Executive Committee additional U3A members, or representatives of local U3A Groupings, may attend as observers or guests but such observers or guests shall not have a vote.
- 3.3 The Agenda for the Delegate Meeting shall be set by the Executive Committee in advance, and shall include suggestions from Delegates, presentations by the Third Age Trust's officers, staff, other U3A members, and external speakers as appropriate. It is also expected to allow time for Delegates to discuss issues relevant to the London Area and Participating U3As. Delegates may put forward suggestions, problems, ideas etc. with a view to seeking or providing mutual benefit and assistance between Participating U3As and Participating U3As and the Trust.
- 3.4 The Regional Trustee will report to the meeting on current Trust activities at national, regional and local level.

4. Annual and Extraordinary General Meetings and Rules of Election

- 4.1 One of the Regional Meetings shall be designated as the Annual General Meeting (**AGM**) with the Officers reporting to the Delegates on the preceding 12 months' activities. A minimum of 21 days' notice of the AGM shall be given to Delegates.
- 4.2 At the AGM an election shall be held for new members of the Executive Committee as well as confirmation of returning members of the Executive Committee.
- 4.3 The election shall be held on a simple count of Delegate votes in the room (one vote per Participating U3A) and a simple majority shall be sufficient to elect a candidate.
- 4.4 Any Participating U3A may request that the Executive Committee should call an Extraordinary General Meeting (**EGM**) to discuss a specific proposal related to either the constitution or the governance of the London Region of U3As. Such a request for an EGM and the resolution must be seconded by a different Participating U3A and be supported by the Delegates of at least one quarter of Participating U3As. A minimum of 21 days' notice of both the resolution and the date of the EGM shall be given to Delegates.
- 4.5 A quorum for an AGM or EGM shall be Delegate representation of 40% of the current Participating U3As. If a quorum is not achieved another AGM or EGM will be formally called, with at least 21 days' notice, and the Participating U3As that are represented at that meeting shall be deemed to represent a quorum.
- 4.6 All changes to the Constitution require a 67% majority of Delegates present and voting to be passed.
- 4.7 An Independent Examiner shall be elected at the AGM.

5. Executive Committee

5.1 Constitution of the Executive Committee

- a) The London Region of U3As shall be administered by an Executive Committee consisting of:
 - Officers:
 - Chair
 - One or more Vice Chairs
 - Secretary
 - Treasurer
 - Executive Committee members:
 - Other committee members up to a maximum committee size of 11
- b) The Regional Trustee may attend Executive Committee meetings in an ex-officio capacity.

5.2 Election of Executive Committee

- a) The Executive Committee shall be elected annually at the AGM by the Delegates.
- b) Nominations for membership of the Executive Committee, which may include nomination for one of the Officers' posts, shall be made by Delegates or Executive Committee members in writing to the Secretary of the Executive Committee not less than 16 days prior to the AGM. Any nomination must be seconded by a Delegate or Executive Committee member who is from a different Participating U3A to the nominee.
- c) All members of the Executive Committee may not serve a period of more than 6 consecutive years.
- d) Chair and Vice Chair(s) may not serve a period of more than 3 consecutive years in those positions.
- e) Ideally Officers should be selected from different Participating U3As.
- f) In the event of a vacancy the Executive Committee may co-opt an individual to join the Executive Committee until the next AGM when they should stand for election.
- g) Members of the Executive Committee may also be Delegates representing their Participating U3A.

5.3 Functions of the Executive Committee

- a) The Executive Committee shall arrange or encourage events and activities as required, including:
 - Delegate Meetings,
 - Study Days and Workshops,
 - Residential and/or non-residential schools,
 - Open Days,
 - Research, including Shared Learning Projects,
 - Peer-group networking events and social events,
 - Communications, including website, newsletters, email alerts,
 - Any other events and activities which further the aims and objectives of the London Region of U3As and the U3A as a whole.
- b) The Executive Committee can delegate and/or co-opt other individuals or a Participating U3A to organise such events and activities.
- c) The Executive Committee will consider the need for policies and guidance and will be responsible for formulating such policies and putting them before a Delegate Meeting for approval.
- d) The Treasurer has the responsibility to create and monitor budgets for such events and activities. The Executive Committee has the responsibility for the overall financial performance of such events and activities.
- e) The Executive Committee, or the Delegates, can propose Sub-Committees as appropriate. Sub-Committees will work to a budget and brief agreed by the Executive Committee. Sub-Committees can involve Delegates and ordinary U3A members, but must include at least one member of the Executive Committee.

5.4 Finances

- a) Funding in part or in whole may be available from the Third Age Trust for events and activities arranged by the Executive Committee. After accounting for any available funding the Executive Committee should aim for all activities to be self-financing.
- b) The London Region of U3A's financial year will run from 1st September to 31st August each year, or such other dates as may be agreed by the Executive Committee except that no financial year may extend for longer than eighteen months.

5.5 Role of Chair

- a) To chair meetings of the Executive Committee and the Delegate Meetings. The Chair shall have a casting vote at meetings of the Executive Committee when required in the event of an equality of votes.
- b) To support the development of activities that encourage regional networking and enhance the value of membership of the London Region of U3As.
- c) To act as a spokesperson and contact for information about U3A activities in the London Area and promote collaboration with relevant organisations for the benefit of all U3A members in the London Area.
- d) To promote communication and co-operation with and between all U3As in the London Area, local Groupings, and the Third Age Trust.
- e) To keep abreast of developments, activities and various sources of support available from the Trust, National Office, regional or local networking, and communicate these as appropriate to assist individual U3As and their members to get the most from the wider U3A.
- f) To support the work of the Regional Trustee and Third Age Trust in the London Area.

5.6 Role of Vice Chair(s)

- a) To chair the Executive Committee and Delegate Meetings in the absence of the Chair and deputise for or assist the Chair by carrying out other tasks as required by the Chair.
- b) To have a watching brief to monitor U3A activities and needs in a specific geographical area within the London Area and to keep the Executive Committee informed.
- c) To develop good relations with individual U3As and local Groupings in the geographical area of responsibility and encourage participation in the activities of the London Region of U3As.
- d) In conjunction with the Chair, to keep abreast of developments, activities and various sources of support available from the Trust, National Office, regional or local networking, and communicate these as appropriate in the geographical area of responsibility to assist individual U3As and their members to get the most from the wider U3A.
- e) To help maintain up-to-date and accurate records of principal officers and Delegates for U3As in their geographical area of responsibility, in order to facilitate effective communication with Participating U3As.

5.7 Role of the Secretary

- a) To help develop the agendas and maintain the minutes of both Executive Committee and Delegate Meetings and circulate agendas and minutes of Delegate Meetings to all Participating U3As.
- b) To act as the main contact for Third Age Trust mailings and other communications and disseminate as appropriate.
- c) To book the venues and make other necessary arrangements for Executive and Delegate Meetings, and assist where possible with arrangements for other activities organised by the London Region of U3As.

5.8 Role of the Treasurer

- a) To maintain records of income and expenditure on the basis of a financial year and report to the AGM, and present the relevant annual financial statements.
- b) To obtain in liaison with the Regional Trustee any available discretionary funding from the Third Age Trust as required to support London Region of U3As events and activities benefitting all Participating U3As.
- c) To advise the Executive Committee in matters relating to the setting of budgets, charges, etc in connection with events and activities arranged by or for the Executive Committee.
- d) To assist in seeking external funding for activities with partner organisations such as Study Days, Shared Learning Projects and other research projects.
- e) To open and run a bank account with signatories to be members of the Executive Committee – two out of up to four signatures to be required on any cheque.

5.9 Other Executive Committee Members

- a) Other Executive Committee Members elected at the AGM or co-opted during the year may be requested to take on a specific role on behalf of the Executive Committee.

5.10 Role of Regional Trustee (in respect of the Region)

- a) To act as the principal liaison between the Third Age Trust and U3As in the London Area either directly or via the London Region of U3As and local U3A Groupings.
- b) To take overall responsibility for all new U3A development in the Region
- c) To provide assistance, as requested, to U3As experiencing difficulties.
- d) To finance workshops and other activities from the regional budget to enhance the efficiency and effectiveness of U3As in the region.

- e) To act as a spokesperson for the U3A movement to outside agencies and to liaise with relevant organisations in the London Area.

5.11 Expenses

- a) Members of the Executive Committee and Sub-Committees may claim reasonable out of pocket expenses incurred in carrying out work for the London Region of U3As such as telephone calls, printing, stationery, travel, etc.

6. Dissolution

- 6.1 If the Executive Committee decides it is necessary to dissolve the London Region of U3As, it shall inform all Participating U3As of its intention not less than 21 days before the proposed date.
- 6.2 The Executive Committee shall have powers to realise any assets held by the London Region of U3As and, after payment of proper debts and liabilities, transfer them to the Third Age Trust or to an organisation with similar aims and objectives.

This Constitution was agreed and approved at an Extraordinary General Meeting held on Friday 20th April 2018.

File copy signed by:

Catherine Ware - Chair

Jim Jenkins - Treasurer