

1. NAME

The name of the organisation is Sussex U3A Network (abbreviated to SUN) Charity number 1103923

The term 'U3A' herein refers to the University of the Third Age affiliated to the Third Age Trust, Registered Charity No. 288007, in England and Wales.

The term 'Sussex' herein means the administrative counties of East and West Sussex and the unitary authority of Brighton and Hove.

2. ADMINISTRATION

Subject to the conditions set out below, SUN shall be administered and managed in accordance with this Constitution by the members of the Sussex U3A Network, constituted by clause 5 of this Constitution.

3. OBJECTIVE

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.

4. MEMBERSHIP

Membership of SUN is voluntary and open to all U3A organisations in Sussex, provided that they agree to abide by this constitution and any conditions properly imposed by the Committee, and pay the affiliation fees determined by the Executive Committee and approved by the membership at an annual or Special General Meeting.

5. MANAGEMENT

5.1 Structure

Management of SUN shall be vested in its affiliated U3As' representatives, one from each affiliated U3A, and an Executive Committee (hereinafter abbreviated to SEC) composed of members of SUN elected in accordance with Clause 5.3 below.

5.2 Powers

Sussex U3A Network, (SUN) shall have the following powers:-

- a. To organise training courses, lectures and seminars, conferences and educational events.
- b. To publish instructional and educational matter in the form of books, leaflets, reports, journals, films and other audio and visual media.
- c. To promote and foster the exchange of experiences, expertise and resources across SUN and with other bodies having similar aims and objects.
- d. To encourage and assist in the formation of new U3As.
- e. To provide facilities for the nomination of three representatives from SUN to serve on the South East U3A Forum.
- f. To appoint sub-committees and working parties as appropriate to carry out any special tasks or activities (see Clause 5.3 (g) below).
- g. To co-opt any member of an affiliated Sussex U3A as an ordinary member of SUN with tenure until the next AGM but without voting rights.
- h. To do all such other lawful things as are necessary for the achievement of the objectives.

5.3 Procedure

- a. SUN shall meet at least three times a year.
- b. The honorary officers of SUN shall comprise the Chairman, two Vice-Chairmen, a Secretary and a Treasurer. They shall be elected annually at the Annual General Meeting. Retiring officers may stand for re-election but no-one may hold the office of Chairman or Vice-Chairman for more than three complete consecutive years without an intervening period of at least one year. However, a retiring Vice-Chairman may stand immediately for election to the post of Chairman.
- c. On election an Honorary Officer may cease to represent his/her own U3A which may then appoint a replacement representative. Each Honorary Officer shall have one vote by virtue of his/her office.

- d. In the event of no nominations being received for one or more for an Honorary Officer post a majority decision can be taken to ask the retiring officer to stay until the next AGM.
- e. A casual vacancy for an Honorary Officer can be filled by election, at an ordinary meeting of SUN or, by co-option of any member of an affiliated Sussex U3A.
- f. A quorum for any SUN meeting shall be 50% of the total membership of SUN.
- g. Matters shall be decided by a simple majority of votes of SUN members, or their representative, present at a meeting and voting. One vote per affiliated U3A. In the case of a tie the Chairman of the meeting shall have a second or casting vote.
- h. Any sub-committee or working party set up by SUN shall have clear terms of reference and shall be responsible to SUN. The Chairman and Vice-Chairmen shall be *ex officio* members of all subcommittees and working parties.
- j. The Executive Committee (SEC) shall consist of the Honorary Officers of SUN and not less than three other members who shall be elected for one year at the AGM.
- k. The SEC shall have the power to co-opt not more than two members of affiliated U3As.
- l. The SEC shall meet as and when necessary to exercise its function of detailed planning and execution of events and activities agreed by the SUN.
- m. A quorum for any SEC meeting shall be four of its members.
- n. Accurate minutes shall be kept of all SUN and SEC meetings.
- o. A member of the Committee shall cease to hold office if he/she:
 - i. Is disqualified by virtue of charity law
 - ii. Becomes incapable by reason of mental disorder, illness or injury of managing and administering his/her own affairs
 - iii. Is absent from three consecutive meetings and the Committee resolve that his/her office be vacated
 - iv. Ceases to be a member of the U3A

6. ANNUAL GENERAL MEETING

THE Annual General Meeting (AGM) shall be held not more than thirteen (13) weeks after the end of the preceding calendar year. At least twenty-one (21) days' prior notice of the AGM shall be given to all affiliated U3As. A quorum shall be 50% of the total membership of SUN. Accidental omission to give notice to any member of any General Meeting (including the AGM) shall not invalidate the proceedings. At the AGM, the honorary officers shall be elected and an Annual Report on the activities of SUN shall be presented by the Chairman, the annual accounts shall be submitted for approval, and the Affiliation Fee shall be decided (see Clause 8 (f)).

Also at the AGM an independent person shall be appointed to examine and certify the accounts to be presented at the following AGM.

7. SPECIAL GENERAL MEETING

A Special General Meeting of the Association may be convened at any time by a resolution stating the purpose of the meeting and approved by at least 25% of the affiliated U3As. The Secretary shall call the meeting, giving at least fourteen (14) days' notice. A quorum for such a meeting shall be 50% of the SUN membership.

8. FINANCE

- a. The funds of SUN, including all affiliation fees, donations, contributions and bequests, shall be paid into an account operated by SEC in the name of the Sussex U3A Network at such a bank as the SEC shall from time to time decide.
- b. The Chairman, Treasurer, Vice-Chairmen and at least one other member of the SEC shall be authorised signatories for the operation of the account. Any two of their signatures shall be required on any cheque drawn on the account and on any other operating instruction.
- c. The funds belonging to SUN shall be applied only in furthering its objectives.

- d. No funds shall be transferred in any way to Committee Members, provided that nothing herein shall prevent the payment in good faith of reasonable and proper out of pocket expenses incurred in the course of work for SUN.
- e. All proper costs, charges and expenses incidental to the management of SUN may be defrayed from the funds of SUN.
- f. At the AGM an Affiliation Fee shall be set per capita to be paid by all affiliated U3As in the following (not the current) financial year to cover expenses incurred in carrying out its work. The fees shall be paid to the SUN Treasurer not later than six (6) weeks after the beginning of the relevant year, based on the membership at 1 January that year. In the case of a U3A affiliating during the first half of any year, the fee shall be based on the expected membership at 1 July that year; or if during the second half on the actual membership as at 1 July.

9. ACCOUNTS

The SEC shall comply with its obligations under the Charities Act 1993 (or any statutory re-enactment of modification of that Act) with regard to:

- i. The keeping of accounting records for SUN
- ii. The preparation of annual statements of account for SUN
- iii. The independent examination of statements of account of SUN in particular:
 - a. The financial year of the Sussex U3A Network shall be the calendar year, ending on 31 December
 - b. The Treasurer shall present the examined accounts for the preceding financial year to the AGM for formal approval.
 - c. The making of a charity annual return to the Charity Commission.

10. PROPERTY

All property of SUN shall be applied solely towards the objectives of SUN. Ownership of the property shall be vested in SUN, and SUN shall be responsible for its insurance. Items may be transferred on a temporary basis to an affiliated U3A or to a member of that U3A who must take all reasonable care of such loaned property and must return it on request.

11. ALTERATIONS TO THE CONSTITUTION

The Constitution may be altered by a resolution passed by not less than two-thirds of the Sussex U3A Network present and voting at a General Meeting. The notice of the General Meeting must be issued not less than 21 days in advance and must include notice of the resolution setting out the terms of the alteration proposed. Accidental omission to give notice to any member of any General Meeting (including the AGM) shall not invalidate the proceedings. The prior consent of the Third Age Trust must be requested for any proposed alterations to the U3As constitution.

12. DISSOLUTION

If the Executive Committee decides that it is necessary or advisable to dissolve SUN, it shall call a meeting of all members of SUN giving 21 days' notice (stating the terms of the resolution to be proposed). If the proposal is confirmed by a two-thirds majority of those present and voting, the Executive Committee shall have power to realise any assets held by or on behalf of SUN. Any assets remaining after the satisfaction of any proper debts and liabilities shall be transferred to the Third Age Trust, Registered Charity No. 288007, or given to such local charitable institution or institutions having Objectives similar to the Objectives of the Sussex U3A Network as the members of the SUN may determine. A copy of the statement of accounts or account and statement for the final accounting period of SUN must be sent to the Charity Commission.

This Constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

Signed (Chairman Sussex U3A Network)

..... (Vice Chair Sussex U3A Network)

- (Vice Chair Sussex U3A Network)
- (Hon. Sec. Sussex U3A Network)
- (Hon. Treasurer Sussex U3A Network)