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WELLINGTON AND DISTRICT UNIVERSITY OF THE THIRD AGE  
CONSTITUTION. A MEMBER OF THE THIRD AGE TRUST AS AN  
UNINCORPORATED ASSOCIATION.

CHARITY NUMBER: 1111155

## 1 NAME

The name shall be The Wellington and District U3A (in this constitution called 'the U3A').

## 2 OBJECTS AND POWER

### 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, in Wellington and District.

### 2.2 POWERS .

(a) In furtherance of the above the U3A may purchase, take on lease in exchange, hire and otherwise acquire and sell or dispose of real and personal property and any rights and privileges which the U3A may think necessary for the promotion of the objects, subject to such consent as may be required by law.

(b) Publish books, pamphlets, reports, leaflets journals, films, and videos and instructional matter.

(c) Found and carry on schools and training courses and run lectures, seminars, conferences and courses.

(d) Encourage and assist in the formation and operation of area and regional groupings of other U3As.

(e) Receive donations, endowments, sponsorship fees, subscriptions and legacies from persons desiring to promote the objects of the U3A or any of them and hold funds in trust for the same.

(f) Do all such lawful things necessary for the attainment of the above objects.

## 3 MEMBERSHIP

(a) 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 either the Committee or the membership at the Annual General Meeting provided that they agree and abide by this constitution and any conditions properly imposed by the Committee.

(b) Subscriptions fall due on 1st October and must be paid by 31st December. Subscriptions from new members joining between 30th April and 30th September of the same year shall be valid until October of the following year.

(c) The subscription due in October shall be reviewed and amended to include the required capitation fee.

3.1 (a) The committee may terminate membership of any member if: \* There is any money owed to the U3A in respect of membership or other fees after the time lapse approved by the Committee within three months following due date.

\*That member acts in a way which is prejudicial to 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.

(b) The post of Honorary President may be offered to any person for outstanding services to the Wellington U3A at the discretion of the Committee and with the agreement of the members present at an AGM. This non executive post is created to acknowledge past services and to help maintain continuity and the aims of the U3A.

#### 4 MANAGEMENT

4.1 (a) The management of the U3A shall be vested in a committee consisting of the 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.

(b) The committee shall consist of at least five and not more than ten members (excluding those co-opted) including the principal officers (Chairman, Vice-Chairman, Secretary, Treasurer and Membership Secretary) The officers shall be elected at an AGM.

(c) Not more than two 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 AGM.

(d) Persons who need not be members may be invited by the Committee to serve because of their expertise; they shall not have voting rights and their term of service shall expire at the next AGM.

(e) There shall be at least one committee meeting each year.

4.2 (a) The election of members to the Committee shall be held at the AGM of the U3A.

(b) 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.

(c) The newly elected Committee shall take office at the conclusion of the AGM.

(d) Committee members may resign office by giving not less than 21 days notice in writing to the Secretary or Chairman. 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.

(e) At Committee meetings matters shall be decided by a simple majority vote of committee members present. In the case of an equality of votes the Chairman shall have a second or casting vote.

(f) The quorum for any committee meeting shall be three or one third of the Committee whichever is the greater.

4.3 Special committee meetings may be called at any time by the Chairman or by any two members of the Committee upon seven clear days notice being given to all committee members of all matters to be discussed.

4.4 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.

4.5 The proceedings of the Committee shall not be invalidated by any defects in the appointment, election of, co-option of, any member of any committee or sub committee.

4.6 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 each year, (not later than fifteen months after the preceding AGM. At least twenty one days notice shall be given in writing to all members via the Programme or other means as shall be agreed. A quorum shall be 20% of the paid up members. The business of the AGM shall include; -

- \* Receiving and approving the annual report.
- \* Receiving and approving the accounts.
- \* Electing a Chairman, Vice Chairman, Secretary, Treasurer and members of the Committee. A block vote may be taken for Officers and Committee members willing to serve for a further year if returned unopposed.
- \* Considering proposals to alter the Constitution subject to the requirements of Clause 9.

\* Considering any other business which has been published in the Agenda.

5.2.1 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 giving the other members fourteen days notice of such a Meeting. There shall be a quorum when 20% members present.

5.2.2 The Chairman of the U3A shall be the Chairman of any Committee or General Meeting at which he/she is present. In his/her absence the members shall elect a Chairman for the meeting. The Chairman of the meeting shall have the 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, Committee member or member of the said U3A 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 principal Officer.

6.2 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 will be retained by the U3A and used at the discretion of the Committee. No form of permanent trading shall be undertaken in the raising of funds. Any collection for specific purpose shall be applied to that purpose at the earliest opportunity.

6.3 The financial year of the U3A shall end on the last day of January in each year and not more than four months later. The AGM shall be convened for the purpose of receiving the annual report and accounts.

6.4 The Committee may appoint employees 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 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 the monies received and expended on behalf of the U3A and shall prepare

and publish such accounts at the AGM. All monetary transactions shall be made through properly authorised accounts in accordance with the directives of the Committee.

6.7 No Committee member shall be chargeable or responsible loss caused by anything, or act done or omitted to be done by him/her or any agent employed by him/her or by 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

Any property of the Wellington and District U3A shall be vested in Trustees appointed for this purpose or where the appointment of trustees is not appropriate is deemed to be held jointly by all members of the Committee.

## 8 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.

## 9 ALTERATION TO THE CONSTITUTION

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. Twenty one clear days notice shall be given to the members stating the intention to put forward such a resolution. (No amendment shall be made which would cause the U3A to be unable to become a charity.

## 10 DISSOLUTION

The U3A may at any time be dissolved by a resolution passed by three quarters majority of those present and voting at any meeting of the said U3A of which at least twenty one 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 name of the U3A shall be transferred to such charitable institution or institutions having objects to the U3A, as the U3A shall decide.