

Revision **3.00** of this Constitution was adopted on the **12th January 2015.**
Bernard Crowell, Christchurch U3A Business Secretary.

1 NAME

The name shall be the Christchurch U3A (in this constitution called the U3A.

2 OBJECT

To advance the education of persons aged 50 and over who are not in full time employment, in particular through the provision of classes and meetings and the provision of facilities for recreation and leisure time occupation in the interests of social welfare with the objects of improving the conditions of life of the said persons.

3 MEMBERSHIP

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.

4 MANAGEMENT

- (a) 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 administrator management and control of the affairs and property of the U3A.
- (b) The Committee shall consist of the Officers and at least three but not more than seven other members excluding those who may be co-opted. The Officers shall consist of a Chairman, Vice-Chairman, Hon. Secretary, Hon. Membership Secretary and Hon Treasurer. The Committee may co-opt not more than two other ordinary members.
- (c) The election of the Officers and members of the Committee shall be held at the Annual General Meeting (AGM) of the U3A. Nominations to the Committee duly agreed by the nominee shall be proposed and seconded and delivered in writing to the Hon. Secretary at a date specified by the Committee. Should nominations exceed vacancies, election shall be by ballot.
- (d) A meeting of the Committee shall be held not more than 14 days after the AGM. The members of the Committee shall take office at this first meeting and further meetings shall be held at least every quarter. The quorum for any Committee meeting shall be four including at least two Officers.
- (e) At Committee meetings, matters shall be decided by a simple majority of votes of Committee members present. In the case of equality of votes, the Chairman shall have a casting vote.
- (f) Any casual vacancy in the Committee may be filled by a member appointed by the Committee.
- (g) The members of the Committee (including members co-opted by the Committee and any members appointed by the Committee to (fill casual vacancies) shall hold office until the first meeting of the Committee after the next AGM.
- (h) The Committee may appoint sub-committees to which it may from time to time, and for such time as it determines, delegate to such sub-committees such of its functions and powers as it thinks fit. Sub-committees shall report back to the Committee as soon as possible on actions taken under delegated powers. No expenditure shall be incurred by any sub-committee on behalf of the Group without the prior consent of the Committee.
- (i) The Hon. Secretary or his/her appointee shall be responsible for keeping minutes of the Committee meetings.
- (j) The Committee may recommend to an AGM that a member who has served on the Committee and whose services to the U3A the Committee considers deserves to be

recognised should be appointed Honorary Life President, provided that there is no other person holding that position."

5 ANNUAL AND SPECIAL GENERAL MEETINGS

- (a) The financial year of the U3A shall end on **31st. July** in each year and a general meeting of members of the U3A shall be convened as soon as possible thereafter for the purpose of receiving the Annual Report and the Accounts and of electing the Committee for the ensuing year and to consider any other business as may be necessary. At least 21 clear days notice shall be given in writing to the members by the Hon Secretary. There shall be a quorum when **five per cent** of the members are present. If within half an hour of the appointed start time there is no quorum, the meeting is adjourned to another date and time and at least 21 days notice given to all members. If at the adjourned meeting a quorum is still not present the members in attendance shall be the quorum.
- (b) 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 fifteen or more members of the U3A stating the precise nature and scope of the matter to be discussed. A meeting held on such a requisition shall be called by the Hon. Secretary, who shall give a minimum of **14 days notice** to the other members of the U3A. There shall be a quorum when **five per cent** of the members are present. If within half an hour of the appointed start time there is no quorum, the meeting is adjourned to another date and time and at least **21 days notice** given to all members. If at the adjourned meeting a quorum is still not present the members in attendance shall be the quorum.
- (c) The Chairman of the U3A shall be chairman of any committee or general meeting at which he or she is present. In his or her absence, the Committee shall elect a chairman. The chairman of the meeting shall have a casting vote.
- (d) Accidental omission to give notice to any member shall not invalidate the proceedings of any general meeting.

6 FINANCE AND PROPERTY

- (a) All the income and the property of the Organisation shall be applied solely towards the objects of the U3A and no portion thereof shall be paid or transferred in any way to any committee member of the U3A provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any servant of the U3A and repayment of out-of-pocket expenses to members or committee members incurred in the course of the work of the U3A.
- (b) The U3A shall have the power to collect and accept donations and to issue appeals for donations and to raise money by bequests and otherwise. Any money raised or received may 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.
- (c) All proper costs, charges and expenses incidental to the management of the U3A may be defrayed out of the funds of the U3A.
- (d) The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:
 - (i) the keeping of accounting records for the U3A
 - (ii) the preparation of annual statements of account for the U3A
 - (iii) the independent examination of statements of account of the U3A
 - (iv) the transmission of statements of account of the U3A to the Charity Commission"
- (e) No Committee member shall be chargeable or responsible for the loss caused by any thing or act done or omitted to be done by him or any agent employed by him or by any other Committee member thereof 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 hereof or by reason of any other matter or thing other than

willful and individual fraud or wrong-doing on the part of the Committee member who is sought to be made liable.

- (f) The funds of the U3A, including all donations, contributions and bequests, shall be paid into accounts operated by the Committee in the name of the U3A at such Banks as the Committee shall from time to time decide. All cheques drawn on such accounts must be signed by at least two Committee members.

7 ANNUAL REPORT

The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an Annual return and its transmission to the Commission.

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 may be dealt with by the Committee.

9 ALTERATIONS TO THE CONSTITUTION

The provisions of this constitution other than clauses 2,10 and this clause may be amended with the assent of not less than **a quorum of members of U3A present as specified in Clause 5(a) and 5(b)** and voting at a General Meeting of the U3A. 21 clear days notice shall be given to the U3A stating the intention to put forward such a resolution. No amendment shall be made which would cause U3A to cease to be a charity.

10 DISSOLUTION

The U3A may at any time be dissolved by a resolution passed by a three-quarters majority of those present and voting at a meeting of the U3A of which at least 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 liabilities such as property held by or in the name of the U3A shall be transferred to such charitable institution or institutions having objects similar to the U3A as the U3A shall decide.

Bernard Crowell