

CONSTITUTION OF THE BLANDFORD AND DISTRICT UNIVERSITY OF THE THIRD AGE (U3A)

A MEMBER OF THE THIRD AGE TRUST AS AN UNINCORPORATED ASSOCIATION
(Registered Charity No 1092984)

1. **NAME** The name shall be the **Blandford and District U3A** (in this constitution called 'The U3A')

2. **OBJECT AND POWERS**

2.1 **OBJECT**

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.

2.2 **POWERS** In furtherance of the above the U3A may:

- (i) purchase, take on lease or in exchange hire and otherwise acquire and sell or dispose of real or personal property as required by law.
- (ii) publish books, pamphlets, reports, leaflets, journals, films, videos, and instructional matter.
- (iii) found and carry on schools and training courses and run lectures, seminars, conferences and courses.
- (iv) encourage and assist in the formation and operation of area and regional groupings of other U3As.
- (v) receive donations, endowments, sponsorship fees, subscriptions and legacies from persons desiring to promote the Objects of the U3A or any of them and to hold funds in trust for the same.
- (vi) do all such other lawful things as may be necessary for the attainment of the above Objects or any of them.

3. **MEMBERSHIP**

3.1 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.

3.2 The Committee may terminate the membership of any member if:

- (i) there is any money owed to the U3A in respect of membership or other fees 30 days following the due date;
- (ii) that member acts in a way which is prejudicial to the 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.

4. **MANAGEMENT**

4.1 (i) The Committee shall consist of five (5) members excluding the principal officers (Chairman, Vice-Chairman, Secretary, Treasurer and Membership Secretary) and co-opted members. The principal officers shall be elected at the Annual General Meeting.

(ii) Not more than three (3) 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 Annual General Meeting.

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

(iv) A principal officer may only serve in one officer role at a time.

4.2 The election of members of the Committee shall be held at the Annual General Meeting of the U3A.

(i) 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.

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

(iii) There shall be no fewer than four (4) Committee meetings a year.

(iv) Retiring officers and Committee members may stand for re-election.

(v) Committee members may resign office by giving notice not less than twenty-one (21) days' notice in writing to the Secretary or the 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.

(vi) A member of the Committee shall cease to hold office if he/she:

(a) is disqualified from acting as a member of the Committee by virtue of charity law;

(b) becomes incapable by reason of mental disorder, illness or injury of managing and administering his/her own affairs;

(c) is absent without the permission of the Committee from three consecutive meetings and the Committee resolve that his/her office be vacated;

(d) is removed by resolution of the Committee for significant misconduct under the Trustee Code of Conduct, which may only be passed after the completion of the disciplinary procedure set out in that Code;

(e) notifies in writing to the Committee a wish to resign (but only if at least five members of the Committee will remain in office when the notice of resignation is to take effect which shall be at least 21 days from the receipt of the notification);

(f) ceases to be a member of the U3A;

(g) becomes an Officer or non-Officer member of the Committee of any other U3A.

(vii) At Committee meetings matters shall be decided by a simple majority of votes of Committee members present.

(viii) The quorum for any Committee meeting shall be three (3) 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 three (3) members of the Committee upon seven (7) clear days' notice being given to all the Committee members of all the 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 proceedings 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 defect in the appointment, election or co-option of any member of any committee or sub-committee.

4.6 The Secretary shall ensure that minutes are kept of all sub-committees, Committee and General meetings.

5. ANNUAL AND SPECIAL GENERAL MEETINGS

- 5.1 The Annual General Meeting shall be held once each year and not later than fifteen (15) months after the preceding Annual General Meeting. At least twenty one (21) 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 and approving the membership subscription,
 - (iii) electing the Chairman, Vice Chairman, Secretary, Treasurer, Membership Secretary and the members of the Committee,
 - (iv) appointing an examiner for the accounts,
 - (v) considering proposals to alter the constitution subject to the requirements of Clause 9,
 - (vi) considering any other business which has been published in the Agenda.
- 5.2 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 members are present.
- 5.3 The Chairman of the U3A shall be the chairman of any Committee or General Committee meeting at which he/she is present. In his/her absence the meeting shall elect a chairman. The chairman of the meeting shall have a casting vote.
- 5.4 Accidental omission to give notice to any member shall not invalidate the proceedings of any General Meeting.
- 5.5 The Committee members may provide that the AGM and Special Meetings can take place wholly or partly by suitable electronic means. The Committee may decide to allow u3a members to vote by post or suitable electronic means (including email) to make a decision on any matter that is being decided at an AGM or Special 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 or servant of the said U3A and repayment and 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 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.
- 6.3 The financial year of the U3A shall end on 31 December of 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.
- 6.4 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.
- 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 duly examined at the Annual General Meeting. 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 for loss caused by any thing or act done or omitted to be done by him/her or by any 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 Blandford and District U3A shall be 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 provision of this constitution other than Clause 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. 21 clear days' notice shall be given to members stating the intention to put forward such a resolution. No amendment shall be made which would cause the 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 any meeting of the said U3A of which at least twenty-one (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 other liabilities, such assets held by or in the name of the U3A shall be transferred to the Third Age Trust, Registered Charity No 288007.

This constitution is based on the U3A Trust Local U3A Model Constitution of March 1997. Agreed model ref MT-25/4/135-RCS(Ldn), as approved at the Committee Meeting of Blandford & District U3A held on 4 February 2002 (minute 5) and amended by the Annual General Meeting held on 31 March 2005 (minute 7, Resolutions 1 and 2), amended by the Annual General Meeting held on 31 March 2017 (minute 7, Resolutions 7a and 7b) and amended again by the Annual General Meeting held on 23 March 2018 (minute 7) and amended again by the AGM held on 25th March 2022 (minute 8).