

CONSTITUTION OF u3a COWBRIDGE

1.0 Name

The name shall be the 'u3a Cowbridge', in this Constitution called the u3a.

2.0 Object

The object of the u3a is:

The advancement and 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.

3.0 Powers

In furtherance of the above, the u3a may:

- 3.1 purchase, take on lease or in exchange hire and otherwise acquire and sell or dispose of any real property and any rights and privileges which the u3a may think necessary for the promotion of the Object, subject to such consents as may be required by law.
- 3.2 publish books, pamphlets, reports, leaflets, journals, films, videos, and instructional matter.
- 3.3 found and carry on schools and training courses and run lectures, seminars, conferences and courses.
- 3.4 encourage and assist in the formation and operation of area and regional groups of other u3as.
- 3.5 receive donations, endowments, sponsorship fees, subscriptions and legacies from persons desiring to promote the Object of the u3a or any of them and to hold funds in trust for the same
- 3.6 do all such lawful things as may be necessary for the attainment of the above Object.

CONSTITUTION OF u3a COWBRIDGE

4.0 Membership

All persons interested in supporting the Object of the Third Age Trust shall be admitted to membership at the approval of the Committee upon payment of the subscription for the appropriate category, details below, as determined by the Committee and approved by the membership at the Annual General Meeting, provided that they agree to abide by this constitution and any conditions properly imposed by the committee.

1. Annual Membership
2. Day Membership

4.1 The Committee may terminate membership of any member if:

- 4.1.1 any money is owed by them to the u3a in respect of membership or other fees after a period of two months
- 4.1.2 they act in a way 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.

5.0 Management

The management of the u3a shall be vested in a Committee consisting of the members whose duty is to carry out its general policy and to provide for the administration, management and control of the affairs and property of the u3a.

- 5.1 The Committee shall consist of at least five and not more than ten members (excluding those who are co-opted), including the Principal Officers (Chair, Secretary and Treasurer)
- 5.2 The Principal Officers shall be elected at an Annual General Meeting
- 5.3 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 Annual General Meeting.
- 5.4 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 office shall expire at the next Annual General Meeting
- 5.5 The election of members of the Committee shall be held at the Annual General Meeting of the u3a.
- 5.6 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.

CONSTITUTION OF u3a COWBRIDGE

- 5.7 The newly elected Committee shall take office at the conclusion of the Annual General Meeting
- 5.8 There shall be no fewer than four Committee meetings a year.
- 5.9 Officers shall serve for a period of one year and the Committee members for a period of two years. Retiring officers may stand for re-election provided that no one may hold the office of Chair for more than three consecutive years without an intervening period of at least one year.
- 5.10 Committee members may resign from office by giving not less than 21 days' notice in writing to the Secretary or the Chair. The Committee has the power to fill casual vacancies from membership. Such an appointee shall complete the term of the service of the member he/ she is replacing and shall be eligible for re-election.
- 5.11 At the Committee meetings, matters shall be decided by a simple majority of votes of Committee members present. In case of an equality of votes, the Chair shall have a second or casting vote.
- 5.12 The quorum of the Committee shall be three or one third of the Committee, whichever is the greater.
- 5.13 Special Committee meetings may be called at any time by the Chair 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.
- 5.14 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.
- 5.15 The proceedings of the Committees shall not be invalidated by any defect in the appointment, election or co-option of any member of any Committee or Sub-Committee.
- 5.16 The Secretary shall ensure that minutes are kept of all Sub-Committee, Committee and Annual General Meetings.

CONSTITUTION OF u3a COWBRIDGE

6.0 Annual and Special General Meeting;

The Annual General Meeting shall be held once each year and not later than 15 months after the preceding Annual General Meeting. At least 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:

- 6.1 Receiving and approving the Annual Report.
- 6.2 Receiving the examined accounts.
- 6.3 Electing Principal Officers viz. Chair, Secretary and Treasurer, and members of the Committee.
- 6.4 Appointing an examiner for the accounts.
- 6.5 Considering proposals to alter the Constitution subject to the requirements of clause 10 (see below).
- 6.6 Considering any other business published in the agenda.
- 6.7 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.
- 6.8 The Chair of the u3a shall be the Chair of any Committee or General Meeting at which he/she is present. The Vice Chair will preside in the Chair's absence. If neither the Chair nor Vice Chair are present, members shall elect a Chair for the meeting. The Chair for the meeting shall have a casting vote.
- 6.9 Accidental omission to give notice to any member shall not invalidate the proceedings of any General Meeting.

7.0 Finance

All the income and property of the u3a shall be applied solely towards the Object 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 (other than a Committee member) 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.

CONSTITUTION OF u3a COWBRIDGE

- 7.1 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.
- 7.2 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 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.
- 7.3 The financial year of the u3a shall end on 30th June in each year and not more than 12 weeks later the Annual General Meeting shall be convened for the purpose of receiving the Annual Report and examined accounts.
- 7.4 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.
- 7.5 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.
- 7.6 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.
- 7.7 No Committee member shall be chargeable or responsible for loss caused by anything or act done or omitted to be done by him/ her or any agent employed 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.

CONSTITUTION OF u3a COWBRIDGE

8.0 Property

Any property of the Cowbridge u3a shall be vested in the Trustees appointed for this purpose or where the appointment of Trustees is not appropriate shall be deemed to be held jointly by all members of the Committee.

9.0 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.

10.0 Alterations to the Constitution

The provisions of this constitution, other than clauses 2.0 and 11.0 and this clause, may be amended with the assent of not less than two thirds of the U3A present and voting at a General Meeting of the u3a. At least 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.)

11.0 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 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 assets held by or in the name of the u3a shall be transferred to the Third Age Trust Registered Charity No. 288007.