

# **CLECKHEATON U3A**

## THE CONSTITUTION OF CLECKHEATON UNIVERSITY OF THE THIRD AGE

### **1 NAME**

The name of the Organisation shall be the University of the Third Age – Cleckheaton (Cleckheaton U3A).

### **2 OBJECTIVES**

- 2.1 The Organisation shall be non-religious, non-political and non-commercial.
- 2.2 To promote, provide and encourage either alone or jointly with other associations, clubs or persons, an active interest in further education for persons over 50 years of age in Cleckheaton and the surrounding district. To organise activities and events as deemed appropriate by the committee and tutors. To publicise the objectives and activities of Cleckheaton U3A in any appropriate way.
- 2.3 To prepare, print, publish any periodicals, books or circulars or other literature either on paper or electronically which may be thought desirable in the interests of the promotion of Cleckheaton U3A.

### **3 MEMBERSHIP**

- 3.1 Membership is open to persons over 50, having paid the annual membership fee, providing they agree to abide by the Constitution and Conditions of Membership laid down by the Organisation. Membership will run yearly from September, paid at enrolment and only paid up members will be entitled to vote.
- 3.2 Every member, whether or not they shall actually receive a copy of the Constitution and rules, shall be deemed to have notice of them and be bound thereby. A copy of the Constitution is on the website of the Organisation, on the Cleckheaton U3A Notice Board in Cleckheaton Town Hall or can be obtained from the Secretary.
- 3.3 The committee shall have the right to refuse membership and remove members from membership if their conduct is objectionable.

### **4 MANAGEMENT**

- 4.1 The management of the Organisation shall be invested in a committee consisting of 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 Organisation.
- 4.2 To act as trustees for the members of Cleckheaton U3A and as such trustees to receive and bank money in trust for them.
- 4.3 To invest and deal with the money of Cleckheaton U3A not immediately required in such a manner as from time to time may be determined.

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- 4.4 To purchase any equipment necessary, the item to be valued and disposed of at the discretion of the committee.
- 4.5 To do all such other lawful things as are incidental or conducive to the attainments of the above objectives or any of them.
- 4.6 The income and property of Cleckheaton U3A, however derived, shall be applied solely towards the promotion of the objectives of Cleckheaton U3A as set out above.
- 4.7 The election of members to the committee shall be held at the Annual General Meeting.
  - (i) Nominations shall be in writing and delivered to the Secretary and signed by the nominee to signify agreement.
  - (ii) Nominations shall close before the Annual General Meeting at a time decided and announced by the Secretary.
  - (iii) The members of the committee shall serve for two years, after which they may apply to be re-elected.
  - (iv) Where there are more nominations than vacancies, election will be by secret ballot and by one-member-one-vote. No proxy vote will be allowed.
  - (v) A member can be co-opted for a specific task at any time by the committee.
  - (vi) The Chairman, Vice Chairman, Secretary and Treasurer, to be elected by and from the committee. The Chairman and Vice Chairman to be elected by the committee every two years.
- 4.8 The committee shall consist of the following:
  - (i) At least six and not more than fourteen persons, excluding those who are co-opted.
  - (ii) Not more than four ordinary members co-opted by the committee.
- 4.9
  - (i) Committee meetings may be called at any time by the Chairman, or by any two members of the committee upon seven days' notice. Notice will be given to all the other committee members of all the matters to be discussed.
  - (ii) Any matter for A.O.B. must be brief or it may be postponed to the next meeting.
  - (iii) Any matter needing longer discussion must be submitted with any relevant documentation to the Secretary at least seven days before the meeting, to allow time for details to be circulated to the whole committee.
- 4.10 At committee meetings matters shall be decided by a simple majority of votes of committee members present. In the case of a vote being a tie, the Chairman shall have a casting vote. The quorum for any committee meeting shall be six.
- 4.11 The proceedings of the committee shall not be invalidated by any defect in the appointment, election or co-option of any committee member.

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- 4.12 The retiring members of the committee (including members co-opted by the committee and any members appointed by the committee) shall hold office until the first meeting after the next Annual General Meeting.
- 4.13 The committee may appoint sub-committees to which it may from time to time and for such time as it determines, delegate such of its functions and powers as it thinks fit. Sub-committees shall report back to the committee as soon as possible. No expenditure shall be incurred by any sub-committee on behalf of the Organisation without the prior authority of the committee.
- 4.14 The Treasurer has the approval of the committee to pay incidental expenses of up to £200.
- 4.15 The Minutes Secretary shall keep minutes of the committee meetings.

### **5. MEETINGS**

- 5.1 The financial year of the Organisation shall end on the 31<sup>st</sup> March each year and a general meeting of the members of the Organisation shall be convened thereafter for the purpose of:
- (i) Receiving the annual report
  - (ii) Receiving accounts
  - (iii) Election of the committee
  - (iv) Any other business

At least 21 days' notice of the date shall be given in writing by the Secretary to the members.

- 5.2 A Special General Meeting of the Organisation may be convened at any time by a resolution of the committee, or upon a requisition signed by at least 100 or more of the members of the Organisation stating the object of the meeting. A meeting held on such requisition shall be called by the Secretary of the Organisation, and the Secretary shall give to the other members 14 days' notice of such a meeting. All signatories must be present at the said meeting.
- 5.3 The Chairman of the Organisation shall be Chairman of any committee or general meeting at which he/she is present. In his/her absence the Vice Chairman shall act as Chairman, and in the absence of both Chairman and Vice Chairman, the committee shall elect a Chairman. The Chairman of a meeting shall have a casting vote.
- 5.4 Accidental omission to give notice to any members shall not invalidate the proceedings of any general meeting.

### **6 FINANCE**

- 6.1 All income and property of the local Organisation shall be applied solely towards the objectives of the Organisation. No portion thereof shall be paid or transferred in any way to any committee member. Out-of-pocket expenses incurred in the course of the work of the Organisation may be repaid to tutors and committee members.

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- 6.2 The Organisation shall have the power to collect and accept donations and to issue appeals for donations to raise money by bequests or otherwise. Any money raised or received may be retained by the Organisation and used at the discretion of the committee of the Organisation. No form of permanent trading shall be undertaken in the raising of funds.
- 6.3 The committee may appoint employees not being members of the committee as may from time to time be found necessary for carrying out the work of the Organisation and may fix their duties and remunerations.
- 6.4 All proper costs, charges and expenses incidental to the management of the Organisation may be defrayed out of the funds of the Organisation.
- 6.5 The Treasurer shall keep accounts of any money received and expended on account of the Organisation and shall present such accounts at its Annual General Meeting.
- 6.6 The committee shall be responsible for ensuring that a public liability cover is in operation all year.

### **7. POWERS OF THE COMMITTEE**

All matters not provided for in this Constitution relating to the Organisation and not including an amendment to this Constitution may be dealt with by the committee.

### **8 ALTERATIONS TO THE CONSTITUTION**

The provisions of this Constitution other than clauses 2, 8 and 9 may be amended with the assent of not less than two-thirds of those members who are present at a General Meeting of the Organisation. 21 clear days' notice should be given to the Organisation stating the intention to put forward such a resolution.

### **9 DISSOLUTION**

- (i) The Organisation may at any time be dissolved by a resolution passed by two-thirds of those present at a General Meeting of the Organisation.
- (ii) At least 21 days' notice shall be given to all members stating the intention of the Organisation of proposing such a resolution.
- (iii) All debts and liabilities are to be settled. Any remaining assets either held by or on behalf of the Organisation shall be transferred to such a charitable institution or institutions which have similar objectives to our own. This shall be decided by the assent of at least two-thirds of the members present.

January 1993  
Amended July 2016