

Constitution of South Lakes U3A

(Revised 17th October 2007, 20th November 2011 and 18th May 2016)

1. NAME

The name shall be "The South Lakes U3A" hereinafter called "The SLU3A"

2. OBJECTS & POWERS

2.1. OBJECTS

2.1.1 To advance education and in particular the education of people not in full time gainful employment who are in their Third Age (being the period of time after the first age of childhood dependence and the second age of full time employment and/or parental responsibility) residing in the South Lakes region.

2.2. POWERS

2.2.1 In furtherance of the above the SLU3A may purchase, take on lease or in exchange, hire or otherwise acquire and sell or dispose of, real or personal property together with any rights and privileges which the SLU3A may think necessary for the promotion of the objects.

2.2.2 Publish books, pamphlets, reports, leaflets, journals, films, video recordings and instructional matter.

2.2.3 Found and carry on schools and training courses and run lectures, seminars, conferences and courses.

2.2.4 Encourage and assist in the formation of other U3A or Life Long Learning Groups.

2.2.5 Receive donations, endowments, sponsorship fees, subscriptions and legacies from persons desiring to promote the Objects of the SLU3A and to hold funds in trust for the same.

2.2.6 Do all such other lawful things as may be necessary for the attainment of the above stated Objects.

3. MEMBERSHIP

3.1 All persons interested in supporting the Objects of the SLU3 A shall be admitted to membership subject to 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 membership of any member if:-

- (i) there is money owed to the SLU3A in respect of membership or other fees after a period of one (1) month following the end of the SLU3A financial year.
- (ii) that member acts in a way prejudicial to the SLU3A or such as to bring the SLU3A into disrepute.

Constitution of South Lakes U3A

(Revised 17th October 2007, 20th November 2011 and 18th May 2016)

4. MANAGEMENT.

4.1 Committee Structure.

4.1.1 The Committee shall consist of ten members, excluding any co-opted members, consisting of, Chairman, Vice Chairman, Secretary, Minutes Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Membership Secretary, Assistant Membership Secretary, and Publicity Officer. The Officers shall be elected at the Annual General Meeting.

4.1.2 There may be up to six (6) ordinary members co-opted to the Committee. They shall have full voting rights but their term of office shall expire at the next following Annual General Meeting.

4.1.3 Persons who need not be members but who are invited to serve by the Committee because of their special expertise, shall not have voting rights and their term of office shall expire at the next following Annual General Meeting.

4.2 Elections & Meetings.

4.2.1 Elections.

Elections shall take place from time to time as the Committee shall direct.

(i) Nominations to the Committee, duly agreed by the nominee, shall be proposed and seconded and delivered to the Secretary in writing at a date specified by the Committee or presented in writing to the Secretary prior to the commencement of the Annual General Meeting.

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

4.2.2 Meetings & Period of Office.

(i) There shall be no less than four (4) Committee meetings per year.

(ii) Officers and Committee members shall initially serve for a period of one (1) year.

Retiring Officers and Committee members may stand for re-election provided that :-No one shall hold the office of Chairman or Vice Chairman for a consecutive period of more than two (2) years without an intervening period of at least one (1) year, except that a retiring Vice Chairman may stand immediately for the post of Chairman.

No member of the Committee shall serve for a consecutive period longer than three (3) years without an intervening period of at least one (1) year, unless a suitable replacement cannot be found.

4.3 Committee Procedures.

4.3.1 Committee members may resign from office by giving not less than twenty one (21) days notice in writing to the Secretary or Chairman. The Committee shall have the power to fill such vacancies by co-option from the membership. Such an appointment shall complete the term of office of the member he or she replaces and shall be eligible for re-election at the next following Annual General Meeting.

4.3.2 At Committee meetings matters shall be decided by a simple majority of votes of those present. In the case of an equality of votes the Chairman shall have the casting vote.

4.3.3 The quorum for any Committee meeting shall be three (3) or one third of the Committee whichever is the greater.

4.3.4 Special Committee meetings may be called at any time by the Chairman or by any two

(2) members of the Committee upon forty-eight (48) hours notice being given to all members of the Committee of the matters to be discussed.

4.3.5 The Committee may appoint sub-committees to which it may from time to time and in such time as it determines, delegate such of its powers and functions as it sees fit. Such sub-committees shall report back to the Committee as soon as possible on actions taken under delegated powers.

4.3.6 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.

4.3.7 The Secretary shall ensure that minutes are kept of all sub-committee, Committee and General Meetings.

Constitution of South Lakes U3A

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5. ANNUAL & GENERAL MEETINGS

5.1 Annual General Meetings

The Annual General Meeting shall be held once in May of each year and not later than 15 months after the previous Annual General Meeting.

At least twenty one (21) days notice shall be given in writing to all members. A quorum shall be 30 members.

The business of the Annual General Meeting shall include :-

- 5.1.1 Receiving and approving the Annual Report by the Chairman.
- 5.1.2 Receiving and approving the Accounts.
- 5.1.3 Electing a Chairman, Vice Chairman, Secretary, Minutes Secretary, Assistant Secretary Treasurer, Assistant Treasurer, Membership Secretary, Assistant Membership Secretary and Publicity Officer.
- 5.1.4 Appointing an Independent Examiner for the Accounts.
- 5.1.5 Considering any proposals for alterations to the Constitution.
- 5.1.6 Considering any other business listed on the Agenda.

5.2 General Meetings

5.2.1. A Special General Meeting of the SLU3A may be called 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 other members fourteen (14) days notice of such a meeting. There shall be a quorum when 30 members are present.

5.2.2. The Chairman of the SLU3A shall be the Chairman of any Committee or General Meeting at which he/she is present. In his/her absence the Vice Chairman shall officiate provided he/she is present, otherwise the members shall elect a Chairman for the meeting. The Chairman shall have a casting vote on all matters.

5.2.3. Accidental omission to give notice to any member shall not invalidate the proceedings.

6. FINANCE

6.1 All the income and property of the SLU3A shall be applied solely towards the Objects of the said SLU3A 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 SLU3A, other than a Committee member, any repayment of reasonable out-of-pocket expenses to members or Committee members incurred in the course of their duties.

6.2 The SLU3A 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 SLU3A 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 SLLJ3A shall end on the 31st March in each year and not more than eight (8) weeks later the Annual General Meeting shall be convened for the purpose of receiving the Annual Report and Accounts.

6.4 All proper costs, charges and expenses incidental to the management of the SLU3A may be defrayed from the funds of SLU3A

6.5 The Treasurer shall keep accounts of all monies received and expended on behalf of the SLU3A and shall prepare and publish such accounts duly checked by the Independent Examiner at the Annual General Meeting. All monetary transactions shall be made through properly authorised accounts in accordance with the directives of the Committee.

Constitution of South Lakes U3A

(Revised 17th October 2007, 20th November 2011 and 18th May 2016)

6.6 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 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 or by reason of any other matter or thing other than wilful and individual fraud or wrongdoing on the part of the Committee member who sought to be made liable.

7. POWERS OF THE COMMITTEE

All matters not provided for in this constitution relating to SLU3 A and not involving an amendment to this constitution shall be dealt with by the Committee.

8. ALTERATION OF THE CONSTITUTION.

The provision of this constitution other than clauses 2 & 9 and this clause may be amended with the assent of not less than two thirds of the members of the SLU3A present and voting at a General Meeting of the SLU3A and no amendment shall be made which would cause the SLU3 A to cease to be a charity at law.

Twenty one (21) days notice shall be given to the members stating the intention to put forward such a resolution.

9. DISSOLUTION.

The SLU3 A may at any time be dissolved by a resolution passed by a three quarter majority of those present and voting at any meeting of the said SLU3A 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 SLU3A. If any assets remain after the satisfaction of all debts and other liabilities, such assets held by or in the name of the SLU3A shall be transferred to such charitable institution or institutions having objects similar to the SLU3A as the SLU3A shall decide.