



The Constitution of the University of the Third Age, Timaru

1. The name of the organisation.

1.1. The name of the organisation is the University of the Third Age Timaru, also known as U3A Timaru.

2. Definitions and interpretations.

2.1. The following definitions and abbreviations are used in this document:

2.1.1. "U3A" is the University of the Third Age Timaru.

2.1.2. "A Member" is a financial member of U3A.

2.1.3. "The Membership" comprises the Members of U3A.

2.1.4. "The Committee" means the U3A Committee elected or appointed under these rules.

2.1.5. "A Meeting" refers to a lecture organised by U3A.

2.1.6. "AGM" is an Annual General Meeting.

2.1.7. "SGM" is a Special General Meeting.

3. The objects of U3A are:

3.1. To arrange informative lectures on a wide range of topics of interest to its members.

3.2. To organise study groups and specific interest groups when there is interest from Members in doing so.

4. Not-for-profit organisation.

4.1. U3A is a voluntary, community-based, not-for-profit organisation.

5. Membership.

5.1. Joining U3A.

5.1.1. Anyone who resides in South Canterbury may apply to join U3A.

5.1.2. The Committee may, at its complete discretion, admit, defer, or decline any application for membership.

5.2. Privileges of membership.

A Member:

5.2.1. may attend U3A lectures and participate in any other activities U3A organises

5.2.2. may nominate or second the nomination of another Member for the Committee

5.2.3. may hold office as President, Vice President, or as a Committee Member.

5.3. Duties of membership.

Each Member must:

5.3.1. treat other Members with courtesy

5.3.2. pay the treasurer their annual subscription by 31st January each year, or such other date as the Committee in its discretion fixes

5.3.3. declare their interest and abstain from discussion and voting if they, or an associated party, may have a pecuniary interest in an issue raised at a Committee meeting, Annual General Meeting or Special General Meeting.

5.4. Leaving.

A Member's membership ends if:

5.4.1. he or she resigns; or

5.4.2. he or she does not pay their subscription by the 31st January in the year it is due or by any other date the Committee has fixed; or

5.4.3. the Committee expels a Member for what it finds is good cause after having first given the Member an opportunity to attend a hearing with the Committee to answer any case for their expulsion, before making that decision.

6. The U3A year.

6.1. The financial year and membership year both commence on the 1st January and continue through to the following 31st December.

7. The Annual General Meeting.

7.1. The Committee must hold an Annual General Meeting by the 31st of March each year, but if, for any reason, that cannot be done, it must hold the Annual General Meeting as soon as practical after the 31st March.

7.2. The Committee must give the Membership notice of the date, time, and place of the Annual General Meeting at least 35 days before the meeting.

- 7.3. Members may attend the Annual General Meeting in person, or by audio-visual link if the Committee offers that option.
- 7.4. The agenda for the Annual General Meeting must include:
 - 7.4.1. Apologies.
 - 7.4.2. Minutes of the previous Annual General Meeting.
 - 7.4.3. The President's Annual Report on the activities of U3A for the previous year.
 - 7.4.4. Treasurer's Annual Financial Report.
 - 7.4.5. Election of the Committee.
 - 7.4.6. Motions submitted by Members.
 - 7.4.7. Motions submitted by the Committee.
 - 7.4.8. General Business, notice of which must be given to the secretary at least 21 days before the Annual General Meeting,
 - 7.4.9. Any other matter the Committee decides to include.
- 7.5. The Annual General Meeting must be chaired by the President, or Vice President if the President is not available, or by a Committee Member nominated by the President if neither the President nor Vice President is available.
- 7.6. Nominations for the Committee, and motions for consideration at the Annual General Meeting must be in writing, proposed and seconded by Members, and given to the Secretary at least 21 days prior to the Annual General Meeting.
- 7.7. Nominations to the Committee and motions must be sent to the Membership at least seven days before the Annual General Meeting.
- 7.8. Each Member present (whether in person or by audio-visual link) will have a single vote on each matter to be decided.
- 7.9. No Member may vote by proxy vote.
- 7.10. Motions require a simple majority to be passed.
- 7.11. In the event of a tie the Chairperson has a casting vote in addition to a deliberative vote.
- 7.12. Those present at the meeting in person will vote by using a printed form which will be issued to those members once the meeting has been opened.
- 7.13. Those attending by audio-visual link (if that option is available) will vote by such method as the Committee may adopt.

8. Special General Meetings.

- 8.1. If 15% or more of the Members present the President with a signed, written, request for a Special General Meeting, the text of a motion to be put to it, and an explanation of the reason for seeking a Special General Meeting, the

Committee must hold a Special General Meeting within six weeks of receiving the request.

- 8.2.** Members must be notified of the meeting and motion at least 28 days before the meeting.
- 8.3.** Members may attend any Special General Meeting in person, or by audio-visual link if the Committee decides to offer that option.
- 8.4.** The meeting must be chaired by the President, or Vice President if the President is not available, or by a Committee Member nominated by the President if neither the President nor Vice President is available.
- 8.5.** Each Member present will have a single vote on each motion.
- 8.6.** No Member may vote by proxy.
- 8.7.** Motions require a simple majority to be passed.
- 8.8.** In the event of a tie the Chairperson has a casting vote in addition to a deliberative vote.
- 8.9.** Those present at the meeting in person will vote by using a printed form which will be issued to those members once the meeting has been opened.
- 8.10.** Those attending by audio-visual link (if that option is provided by the Committee) will vote by such method as the Committee may adopt.

9. The quorum for Annual General Meetings and Special General Meetings.

- 9.1.** The quorum is 10% of the membership.

10. The election of the Committee.

- 10.1.** The Annual General Meeting must elect the Committee.
- 10.2.** The Committee may comprise up to eight Members.
- 10.3.** Any Member may nominate, and another Member may second, the nomination of any other Member for election to the Committee.
- 10.4.** Nominations must be in writing, have the nominee's consent, and be given to the Secretary at least 21 days before the Annual General Meeting.
- 10.5.** A voting form, listing the nominees randomly, must be used if an election is required. If the Committee opts to permit Members to attend an Annual General Meeting or Special General Meeting by audio visual link and uses electronic voting for those attending in that way, it must, if technology allows, provide a random list of nominees as it does for a paper form.
- 10.6.** Each candidate shall have the opportunity to make a brief personal written statement to the Committee and a longer separate statement for the Committee, through the Secretary, to send to voters.
- 10.7.** Committee Members are eligible for re-election.
- 10.8.** Those elected at the Annual General Meeting are elected for a two-year term.

11. The duties of the Committee.

11.1. The Committee must manage U3A between Annual General Meetings and shall:

- 11.1.1.** Admit applicants to membership.
- 11.1.2.** Keep an accurate list of Members.
- 11.1.3.** Keep a list of those applying to join.
- 11.1.4.** Fix the annual subscription no later than the 1st December for the financial year commencing the 1st January following.
- 11.1.5.** Notify Members no later than the 15th December each year of the annual subscription, and any course fees; or
- 11.1.6.** Fix at any time, any reduced subscription either for a part year membership, or for any other reason it decides is justified.
- 11.1.7.** Fix any course fees and disbursements.
- 11.1.8.** Organise its lectures, discussion groups and other activities.
- 11.1.9.** Manage its overall administration; and
- 11.1.10.** Ensure U3A remains financially viable and generally supervise its financial management.
- 11.1.11.** Have the annual accounts prepared, audited or reviewed by a person independent of the Committee and qualified to review the accounts, in time for their distribution before the Annual General Meeting.
- 11.1.12.** Prepare voting forms and procedures for use at the Annual General Meeting or any Special General Meeting.
- 11.1.13.** Keep records, including computer data, membership details, list of those waiting to join U3A and information required to manage U3A.
- 11.1.14.** Ensure copies or backups of records are current and stored securely.
- 11.1.15.** May expel any Member for good cause, having first given the Member an opportunity to attend a hearing with the Committee to answer any case for their expulsion, before the Committee makes such decision.

11.2. The Committee must also.

- 11.2.1.** Meet promptly after the Annual General Meeting.
- 11.2.2.** At that first meeting
 - 11.2.2.1.** Elect from among them, a President and Vice President
 - 11.2.2.2.** Appoint from among the Committee or the Membership, both a Treasurer and a Secretary.
- 11.2.3.** Thereafter, meet regularly as decided by the President, or at the request of three Committee members.

11.3. The powers of the Committee

- 11.3.1.** The Committee shall have whatever powers it needs to fulfil the objects of U3A or its own duties including to:
- 11.3.1.1.** Open and close bank accounts.
 - 11.3.1.2.** Enter into contracts necessary for the operation of U3A
 - 11.3.1.3.** Appoint Committee members to replace any Committee Member who resigns or otherwise ceases to be a Member. Such appointed Committee Member shall hold office until the next AGM.
 - 11.3.1.4.** Co-opt Members and/or non-members for specific responsibilities. Co-opted appointees can attend Committee meetings with speaking rights but not voting rights.
 - 11.3.1.5.** Reimburse Members, including Committee members, for any expenses they incur, with prior approval, on behalf of U3A.
 - 11.3.1.6.** Acknowledge an outstanding contribution to U3A in a manner the Committee considers appropriate.
 - 11.3.1.7.** Fix or change postal and other contact details for U3A.
 - 11.3.1.8.** Edit, in consultation with the nominee any statement the nominee wishes to make to voters.

11.4. Committee meeting quorum

- 11.4.1.** The quorum for a Committee meeting is 50% of the Committee members.

11.5. U3A records and information

- 11.5.1.** U3A records and information are for the exclusive use of the management of U3A.

11.6. Committee Rules and/or Policies

- 11.6.1.** The Committee will manage U3A according to a set of Committee Rules and or Policies decided by the Committee.
- 11.6.2.** The Committee Rules and/or Policies are to be consistent with the Constitution.

12. Alterations to the Constitution

- 12.1.** The Constitution may be altered or amended only by a resolution passed either at an Annual General Meeting, or at a Special General Meeting called for that purpose.

13. Winding up or merger of U3A Timaru.

- 13.1.** If the Committee, or more than 15% of the Membership, considers that U3A is no longer financially viable, lacks sufficient membership, is no longer able to achieve its objectives, or for any other compelling reason, then a Special General Meeting

of Members must be called either to wind up U3A and distribute its assets or merge it with another U3A.

- 13.2.** A resolution to wind up U3A or merge it with another, requires two thirds of the Members present at that Annual General Meeting or the Special General Meeting to vote in favour of the motion for it to be passed.
- 13.3.** Prior to dissolution, all outstanding accounts must be paid and all remaining assets sold or distributed to one or more local not-for-profit organisations at the Committee's discretion and bank accounts closed.
- 13.4.** No Member or associated person shall derive any personal pecuniary gain or advantage from such a merging or winding up.

This Constitution was adopted at the Annual General Meeting of U3A Timaru held on 16 May 2022.

Signed: _____
President, U3A Timaru

Date: _____