



U3A WEST RAND

CONSTITUTION

Revised May 2017

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1. NAME.

The name shall be University **of the Third Age – West Rand** referred to in this document as U3A.

2. OBJECTIVES.

The objectives of U3A are:

- a. To provide intellectually stimulating programs of learning and the social contacts arising there-from for mature people in partial or complete retirement.
- b. To deliver these programs through a voluntary, self-help community in which all members enjoy equal status.
- c. To promote improvement in the quality of life of members.
- d. To demonstrate that intellectual capacity can be maintained well into the third age.

3. POWERS.

In furtherance of the above the U3a may:

1. Purchase, take on lease or exchange, hire an otherwise acquire and sell or dispose of movable or immovable property, and any rights and privileges which the U3A may think necessary for the promotion of the objects, subject to such authorization as may be required by law.
2. Publish pamphlets, reports, leaflets, journals, books, films, videos and instructional matter.
3. Run lectures, courses, seminars, conferences, and establish training centres.
4. Encourage and assist in the formation and operation of other U3A's
5. Receive sponsorship fees, donations, endowments, subscriptions and legacies from persons desiring to promote any of the objectives of the U3A and to hold funds in trust for the same.
6. Do all such other lawful things as may be necessary for the attainment of the mentioned objectives.

4. MEMBERSHIP.

- a. All persons interested in supporting the objectives of the U3A shall be admitted to membership with the approval of the Committee and upon payment of the annual subscription (as determined by the Committee or the AGM), provided that they agree to abide by this constitution and any conditions properly imposed by the committee.
- b. The committee may terminate membership of any member if
 1. There is any money owed to the U3A in respect of membership or other fees after the time lapse laid down by the Committee.
 2. The member acts in a way that 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.
- c. The Committee may award honorary membership to those individuals it thinks fit and for such period as it considers appropriate.

5. CO-ORDINATION.

- a. the co-ordination of the U3A shall be vested in a committee consisting of the 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 U3A
- b. The committee shall consist of at least five (5) and not more than ten (10) members excluding those who are co-opted.
- c. Not more than four ordinary members may be co-opted to the Committee. They shall have full voting rights and their term of service shall expire at the following annual general meeting.
- d. 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 following annual general meeting.
- e. The election of the Committee shall be held at the annual general meeting of the U3A. Nominations to the Committee duly agreed by the nominee shall be proposed and seconded and delivered in writing to a member of the Committee at a date specified by the Committee.
- f. The newly elected Committee shall take office at the conclusion of the general meeting.
- g. There shall be no less than four (4) Committee meetings per year.
- h. Committee members may resign office by giving not less than twenty-one day's notice in writing. The Committee has power to co-opt additional members to fill vacancies from the membership. Such appointees shall serve until the annual general meeting when they shall be eligible for election to the Committee.
- i. At Committee meetings, matters shall be decided by a simple majority of votes of Committee members present. In the case of an equality of votes the chairman shall have a second or casting vote.
- j. The quorum for any Committee meeting shall be four (4) members.
- k. Special Committee meetings may be called at any time upon seven (7) clear day's notice given to all Committee members of all the matters to be discussed.
- l. 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 the sub-committees. Sub-committees shall report to the Committee as soon as possible on actions taken under delegated powers.
- m. The minutes secretary shall ensure that minutes are kept of all Committee meetings.

6. ANNUAL AND SPECIAL GENERAL MEETINGS.

- a. The Annual General Meeting shall be held once in each year and not later than fifteen months .after the preceding annual general meeting. At least fourteen (14) days notice shall be given to all members by electronic media

A quorum shall be fifty (50) paid up members.

The business of the AGM shall include:

1. Receiving and approving the annual reports.
 2. Receiving and approving the examined accounts.
 3. Electing the members of the Committee.
 4. Appointing an examiner of the accounts.
 5. Considering proposals to alter the constitution
 6. Considering any other business which has been published in the agenda.
- b. 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 twenty (20) or more members stating the object of the meeting. A meeting held on such a requisition shall be called giving members fourteen (14) days notice of such a meeting. There shall be a quorum when fifty (50) members are present.
 - c. The chairman of meetings – either Committee meetings or general meetings – shall be one of the coordinators, or any other Committee member by mutual agreement.

7. FINANCE

- a. All the income and property of the U3A shall be applied solely towards the objects of the 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 employee of the said U3A, other than a Committee member, and repayment of reasonable out of pocket expenses to members or committee members incurred in the course of work of the U3A.
- b. A bank or building society account shall be opened in the name of U3A and withdrawals shall be made on the signature of two (2) Committee members, one of whom is an office holder.
- c. The U3A shall have power to collect and accept donations and to issue appeals for donations.
- d. The financial year for the U3A shall end on the last day of December each year and not more than three (3) months later the AGM shall be convened for the purpose of receiving the annual reports and examined accounts.
- e. 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 U3A and may fix their terms and conditions of employment.
- f. All proper costs, charges and expenses incidental to the management of U3A may be defrayed from its funds.
- g. The treasurer shall keep accounts of all the monies received and expended on behalf of U3A and shall prepare and publish such accounts duly examined at the AGM. All monetary transactions shall be made through properly authorized accounts in accordance with the directives of the Committee.
- h. 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 or any other matter or thing other than wilful and individual fraud or wrong doing or wrongful omission on the part of the Committee member who is sought to be made libel.

8. PROPERTY

Any property of U3A West Rand shall be vested in trustees appointed for this purpose or where the appointment of trustees is inappropriate shall be deemed to be held jointly by all U3A members.

9. POWERS OF THE COMMITTEE

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

10. ALTERATION TO THE CONSTITUTION

The provisions of this constitution other than clauses 2 and 11 may be amended with the assent of not less than fifty (50) members of U3A present and voting at a general meeting of U3A after 21 clear days notice has been given to members stating the intention to put forward such a resolution.

11. DISSOLUTION

U3A West Rand may at any time be dissolved by a resolution passed by three quarter majority of those present and voting at any meeting of the U3A of which at least twenty one (21) 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 U3A shall be transferred to an organization with similar aims and objects.