



# Constitution of the University of the Third Age, Timaru

## 1. Definitions and Interpretations

Definitions and Abbreviations used in this document are.

U3A	refers to the University of the Third Age Timaru
Member(s)	are financial members of U3A
Membership	is the financial members of U3A
Committee	refers to the elected U3A Committee
Meeting(s)	refers to the regular lectures organised by U3A

## 2. Name and Address Of Organisation.

University of the Third Age Timaru.  
PO Box 898,  
Timaru 7940.

## 3. U3A Objectives

- 3.1** To provide lectures and discussion opportunities on a wide range of topics. Lectures to be challenging and informative
- 3.2** Membership of U3A Timaru is open to the general public, with the primary intention to provide for the interests of those members of the general public in their “third age”.
- 3.3** Study groups and specific interest groups can be organised where there is interest from the members.

## 4. U3A Year

The financial year and membership year commence on the 1 January and continue through to the following 31<sup>st</sup> December.

## 5. Annual General Meeting

- 5.1** An Annual General Meeting will be organised by the committee and held not later than the 31st of March each year. Should for any reason the Annual General Meeting not be held by 31st March the Annual General Meeting to be held as soon as practical after the 31st March .
- 5.2** The notice and agenda for the Annual General Meeting will be notified to members at least 35 days before the meeting.
- 5.3** The agenda for the Annual General Meeting will include (but not limited to):
  - i) Apologies
  - ii) Minutes of the previous Annual General Meeting
  - iii) President’s Report
  - iv) Treasurer’s Report

- v) Election of the incoming Committee.
  - vi) Motions submitted by Members.
  - vii) Motions submitted by the Committee.
  - viii) General Business. Items of General Business are to be provided to the Secretary at least 21 days prior to the Annual General Meeting.
- 5.4** The meeting to be chaired by the President or if the President is not available then by the Vice President and if neither the President nor the Vice President is not available then by a committee member nominated by the President.
- 5.5** Nominations for the committee and motions for consideration must be proposed by a financial member, and lodged in writing with the Secretary at least 21 days prior to the Annual General Meeting. Nominations to the Committee and motions are to be sent to the members at least seven days before the Annual General Meeting.
- 5.6** Each member present will have a single vote.
- i) Voting will be by use of a pre-printed form
  - ii) The pre-printed voting form will be issued to those members present once the meeting has been called to order by the Chairperson.
  - iii) Proxy voting is not allowed.
  - iv) Motions require a simple majority to be passed.
  - v) The Chairperson has a casting vote in the event of a tie.

## 6. Special General Meetings

- 6.1** Should 20% or more of the members present a written, signed request, including the text of a motion to be put to the meeting detailing the matters of concern calling for a Special General Meeting, to the President then a meeting must be held within six weeks of receiving the request.
- 6.2** Members are to be notified of the meeting and motion at least 28 days prior to the meeting. The meeting to be chaired by the President or if the President is not available then by the Vice President and if neither the President nor the Vice President is not available then by a committee member nominated by the President.
- 6.3** Voting will be by use of a pre-printed form.
- i) The pre-printed voting form will be issued to those members present once the meeting has been called to order by the Chairperson.
  - ii) Proxy votes are not allowed
  - iii) Motions require a simple majority to be passed.
  - iv) The Chairperson has a casting vote in the event of a tie.

## 7. Quorum for Annual General Meetings and Special General Meetings.

The quorum is 20% of the membership.

## 8. Election of the Committee

- 8.1** The Committee will be elected at the Annual General Meeting.
- 8.2** The Committee will have no more than eight elected members.
- 8.3** Nominations for the Committee must be made in writing by a member, seconded by another member and must be received by the Secretary at least 21 days in advance of the AGM. Each

member may nominate more than one person. Nominees, proposers and seconders must be financial members.

- 8.4** A voting form, listing the nominees randomly, will be used if an election is required. The opportunity to make a personal written statement of no more than 50 words is available to all candidates to the Committee.

A separate sheet containing nominees' written personal statements may be given to voters.

The Committee has the right to edit the nominees' statements in consultation with the nominee.

Committee Members are eligible for re-election.

- 8.5** The elected members of the Committee will be elected for two years, subject to the transition procedure below.

### **Transitional Procedure.**

- I. At the next election for the Committee, the four highest polling candidates shall be elected for two years, and the four lowest polling candidates shall be elected for one year.
- II. Thereafter, four positions will be subject to election each year. (I.e. each member is elected for two years, with four vacancies each year.)

## **9. Elected Committee**

- 9.1** The Committee will meet regularly as decided by the President.

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

- 9.3** The Committee at its first meeting following the Annual General Meeting will elect a President, Vice President who must be elected members of the committee. The committee will elect or appoint a Treasurer and Secretary who need not be elected members of the committee. The Committee can co-opt members and/or persons, who may not be financial members, for specific responsibilities. Co-opted appointees can attend Committee meetings with speaking rights but not voting rights.

- 9.4** The Committee will have the annual accounts audited or reviewed by a person independent of the committee, qualified to review the accounts.

- 9.5** The management of U3A Timaru between Annual General Meetings is the responsibility of the elected Committee.

- 9.6** The Committee is responsible for organising lectures, the administration and financial management of U3A.

- 9.7** The Committee can reimburse members, including committee members, for any expenses they incurred on behalf of U3A.

- 9.8** The Committee is to set the annual subscription, course fees and disbursements, no later than the 1st December for the financial year commencing the 1st January following. Annual subscription and course fees are to be advised to members no later than the 15th December each year.

- 9.9** The Committee to ensure copies and/or backup of records are current and stored securely. Computer records are to be backed up and held at two different physical sites. The Committee is responsible for the records, including computer data, membership details, list of members waiting to join U3A and information required to manage U3A. The records and information are for the exclusive use of the management of U3A.

- 9.10** The Committee may acknowledge an outstanding contribution to U3A in a manner the Committee considers appropriate.

## **10. Membership**

- 10.1** To participate in U3A, a member must be a financial member. Participation includes the right to attend lectures and other events organised by U3A.

- 10.2** Membership subscriptions must be paid to the Treasurer by 31st January each year. The Committee can, at its discretion, amend subscriptions to an individual where there is a part- year membership involved or some other circumstance that warrants an adjustment from the normal subscription.
- 10.3** Members who have a pecuniary interest in an issue raised at a Committee, Annual General Meeting or Special General Meeting in which they or an associated party could gain, must declare their interest and abstain from the discussion and voting.
- 10.4** Membership ceases with the non-payment of the subscription or dues, by the 31st January, or a letter of resignation is received. The Committee can vary the date for payment of subscriptions and dues.
- The Committee can terminate membership for just cause.
- Any member, who has been advised by the Committee that his or her membership may be terminated, is to have the opportunity to attend a hearing with the Committee to present his or her account of the circumstances.

## 11. Not for Profit Organisation.

The University of the Third Age Timaru is a community based, not-for-profit, voluntary organisation.

## 12. Committee Rules

- 12.1** The Committee will manage to a set of Committee Rules decided by the Committee.
- 12.2** The Committee Rules are to be consistent with the Constitution.

## 13. Alteration(s) To The Constitution

The Constitution can only be altered or amended by a resolution passed at an Annual General Meeting or at a Special General Meeting, called for that purpose.

## 14. Wind up and/or Dissolution of U3A Timaru.

- 14.1** If the Committee or more than 20% of the membership consider that U3A is no longer financially viable, or lacks sufficient membership, or is no longer able to achieve its stated goals and objectives, or for any other valid reason, then a Special General Meeting of members is to be called and a motion put by the Chairperson to merge the Organisation with another U3A Group or to wind up the Organisation and distribute its assets.
- 14.2** A resolution to wind up U3A requires two thirds of the members present at that Annual General Meeting or the Special General Meeting to vote in favour of winding up in order for the motion to be passed.
- 14.3** Prior to dissolution, all assets will be sold or distributed to local not-for-profit organisation(s), and all outstanding accounts will be paid and bank accounts closed. All remaining funds will be distributed to local not for profit organisation(s) at the discretion of the Committee.
- 14.4** No member or associated person shall derive any personal pecuniary gain or advantage from such a merging or winding up action.

Constitution adopted at a Special General Meeting on Monday 5<sup>th</sup> August 2013.

For the  
President \_\_\_\_\_ Signed on: 05/07/13  
Vice President