

**CONSTITUTION OF SURREY UNIVERSITIES OF THE THIRD AGE (U3A) NETWORK
AS AN UNINCORPORATED ASSOCIATION
FORMALLY ADOPTED ON 22ND OCTOBER 2009**

1. NAME

The name of the charity is Surrey U3A Network hereafter referred to as the Network.

2. ADMINISTRATION

Subject to the matters set out below the Network and its property shall be administered and managed in accordance with this constitution by the members of the elected Executive Committee, herein referred to as the Committee, constituted by clause 6 of this constitution.

3. OBJECTS

The Objects of the Network are:

- (i) to advance the education of the public and in particular the education of older people no longer in full-time gainful employment in Surrey and its surrounding locality through the collaborative efforts of the constituent U3As and the Committee.
- (ii) the provision of facilities for leisure time and recreational activities with the object of improving the conditions of life for the above persons in the interests of their social welfare.

4. POWERS

In furtherance of the Objects but not otherwise, the Committee may exercise the following powers to:

- (i) raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any requirements of the law.
- (ii) receive donations, endowments, sponsorship, grants, legacies and subscriptions from persons desiring to promote all or any of the Objects of the Network and to hold funds in trust for the same.
- (iii) buy, take on lease or exchange any property necessary for the achievement of the Objects and to maintain and equip it for use.
- (iv) sell, lease or dispose of all or any part of the property of the Network, subject to any consents required by law.
- (v) co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or of similar charitable purposes and to exchange information and advice with them.
- (vi) support any charitable trusts, associations or institutions formed for all or any of the Objects.
- (vii) appoint and constitute such advisory committees as the Committee may think fit.

- (viii) organise and run conferences, lectures, seminars and courses.
- (ix) publish books, pamphlets, reports, leaflets, journals and instructional matter and to produce films and videos.
- (x) assist in the development of U3As and U3A Networks in the South East Region of England and support the activities of the Third Age Trust nationally and internationally.
- (xi) do all such other lawful things as are necessary for the achievement of the Objects.

5. MEMBERSHIP

- (i) Membership of the Network shall be open to U3As interested in furthering the work of the Network, provided that they agree to abide by this constitution and any conditions properly imposed by the Committee and to pay the annual subscription as determined by the Committee and confirmed by the membership at an Annual General Meeting.
- (ii) Every U3A shall have one vote. At meetings of the Network U3As may be represented by more than one person at the invitation of the Committee
- (iii) The Committee may and for good reason terminate the membership of any U3A if annual membership or other fees are unpaid six months after the due date or if the U3A acts in a way which is prejudicial to the Network or to the running of the Network or brings it into disrepute, provided that the U3A concerned shall have the right to be heard by the Committee with two representatives of the U3A present.

6. THE COMMITTEE

The management of the Network shall be vested 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 Network.

- (i) Honorary Officers
At the Annual General Meeting of the Network the members shall elect from amongst the membership of all the U3As in the Network a chairman, a secretary and a treasurer who shall hold office from the conclusion of that meeting.
- (ii) The Committee shall consist of not less than five and not more than ten members being:
 - (a) the honorary officers specified in the preceding sub-clause
 - (b) the current Education and Development Contact for the Network
 - (c) and not less than one and not more than six members elected at the Annual General Meeting who shall hold office from the conclusion of that meeting.
- (iii) The Committee may in addition appoint not more than two co-opted members who shall have full voting rights and have tenure until the next Annual General Meeting.

- (iv) Persons who need not be members of U3As in the Network may be invited by the Committee to serve because of their special expertise. They shall have no voting rights and their term of service shall expire at the next Annual General Meeting.
- (v) Vacancies on the Committee which arise through resignation or termination during the year can be filled from the membership of member U3As and such an appointee shall complete the term of service of the member he or she is replacing and shall be eligible for re-election in the prescribed manner at the next Annual General Meeting.
- (vi) The proceedings of the Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment, election or co-option of a member.
- (vii) A member of the Committee shall cease to hold office if he or she:
 - (a) is disqualified from acting as a member of the Committee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision including the Charities Act 2006).
 - (b) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs.
 - (c) is absent without the permission of the Committee from three consecutive meetings and the Committee resolve that his or her office be vacated.
 - (d) is subject to a vote of no confidence from the Committee as a result of actions which bring the Network into disrepute or conduct prejudicial to the Network or failure to abide by the terms of this constitution or decisions of the Committee.
 - (e) notifies in writing to the Committee a wish to resign (but only if at least four members of the Committee will remain in office when the notice of resignation is to take effect which shall be at least 21 days from the receipt of the notification).

7. ELECTION OF MEMBERS OF THE COMMITTEE

- (i) The election of members of the Committee shall be held at the Annual General Meeting of the Network. Any member of any constituent U3A of the Network may be nominated for election to the Committee.
- (ii) The newly elected Committee shall take office at the conclusion of the Annual General Meeting.
- (iii) Officers shall serve for a period of one year and Committee members for a period of two years. Retiring Officers and Committee members may stand for re-election provided that no-one may hold the office of Chairman for more than three consecutive years without an intervening period of at least one year.
- (iv) If insufficient nominations are received to fill the vacancies for Officers and/or Committee members, The Committee may as a last resort, appeal to the assembled members at the Annual General Meeting for permission to ask whether anyone present is willing to reconsider and put themselves forward as a candidate for one of

the vacancies. A vote must be taken on this motion and must be carried by not less than two-thirds of the members present for the request to be made.

- (v) In the event of no nominations being received for one or more of the Honorary Officer posts a majority decision can be taken by the Committee to ask the retiring officer to stay until the next Annual General Meeting.

8. MEETINGS AND PROCEEDINGS OF THE COMMITTEE

- (i) The Committee shall hold at least three ordinary meetings each year.
- (ii) A special meeting may be called at any time by the Chairman or by any two members of the Committee upon not less than seven days notice being given to other members of the Committee of the matters to be discussed unless it concerns the appointment of a co-opted member in which case not less than 21 days notice must be given.
- (iii) The Chairman shall chair the meetings and in his or her absence the Committee shall choose one of their number to be chairman of the meeting before any business is transacted.
- (iv) There shall be a quorum when at least one-third of the number of members of the Committee for the time being or three members of the Committee whichever is the greater, are present at the meeting.
- (v) Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question but in the case of equality of votes the Chairman of the meeting shall have a second or casting vote.
- (vi) The Committee shall keep minutes of the proceedings of its meetings which should incorporate reports of any sub-committees and these minutes shall be available for inspection should a member request it.
- (vii) The Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and custody of documents. No rule may be made which is inconsistent with this constitution.
- (viii) The Committee may appoint sub-committees consisting of at least one of its members for the purpose of performing any function or duty which in the opinion of the Committee would be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Committee.
- (ix) No Committee member shall be chargeable or responsible for loss caused by any act done or omitted to be done by him/her or by any other Committee member or by reason of any mistake or omission made in good faith by any Committee member or by reason of any other matter other than wilful and individual fraud or wrongdoing or actions knowingly beyond the scope of a specific authority or limit thereon on the part of the Committee member in question.

9. FINANCE

- (i) The funds of the Network, including all donations, contributions and bequests, shall be paid into an account/accounts operated by the Committee in the name of the Network at such bank as the Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two Committee members.
- (ii) The funds belonging to the Network shall be applied only in furthering the Objects.
- (iii) No funds shall be transferred in any way to Committee members, provided that nothing herein shall prevent the payment in good faith of reasonable and proper out of pocket expenses incurred in the course of work for the Network.
- (iv) All proper costs, charges and expenses incidental to the management of the Network may be defrayed from the funds of the Network.

10. PROPERTY

- (i) All property of the Network shall be applied solely towards the Objects of the Network.

Ownership of property is vested in the Network and items may with the agreement of the Committee be transferred on a temporary basis to a nominated member's home in pursuance of the his/her designated role until such time as the member's tenure of office ceases or the Committee request its return.

11. ACCOUNTS

The Committee shall comply with their obligations under Accounting and Reporting by Charities: Statement of Recommended Practice (Revised 2005) (SORP 2005) (or any update where appropriate) with regard to:

- (i) the keeping of accounting records for the Network
- (ii) the preparation of annual statements of account for the Network
- (iii) and the independent examination of the statements of account of the Network.

12. ANNUAL REPORT

The Committee shall provide an annual report and statements of account to all members of the Network.

13. ANNUAL GENERAL MEETING

- (i) There shall be an Annual General Meeting of the Network which shall be held in the month of October in each year or as soon as practicable thereafter but not later than 15 months after the preceding Annual General Meeting.
- (ii) Every Annual General Meeting shall be called by the Committee. The Secretary shall give at least 21 days notice of the Annual General Meeting to all the members of the Network. All the members of Network shall be entitled to nominate a representative to attend and vote at the meeting.
- (iii) Accidental omission to give notice to any member shall not invalidate the proceedings of the General Meeting.
- (iv) The Committee shall present to each Annual General Meeting the report and statements of account of the Network for the preceding year for approval.
- (v) The Committee shall seek approval for the appointment of the examiner for the accounts.
- (vi) Nominations for election to the Committee must be made by members in writing and must be in the hands of the Secretary of the Committee at least 14 days before the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot.

Any proposals to amend the constitution subject to clause 16 shall be considered at the Annual General Meeting and any other business published in the agenda.

14. SPECIAL GENERAL MEETING.

The Committee may call a Special General Meeting of the Network at any time and if at least three of the members request such a meeting in writing stating the business to be considered, the Secretary shall call such a meeting. At least 21 days notice shall be given. The notice must state the business to be discussed. There shall be a quorum when at least 20% of the members are present. Accidental omission to give notice to any member shall not invalidate the proceedings.

15. PROCEDURE AT GENERAL MEETINGS

- (i) The Secretary or other person specially appointed by the Committee shall keep a full record of proceedings at every General Meeting of the Network.
- (ii) There shall be a quorum when at least 20% of the members are present at any General Meeting.

- (iii) If within 30 minutes from the time appointed for the meeting a quorum is not present, the meeting if convened at the request of the members shall be dissolved. In any other case it shall be adjourned to another day and time as the Committee may direct provided 21 days notice is given to all members. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the members present shall be a quorum.
- (iv) The Chairman of the Network shall be the Chairman of the General Meeting at which he/she is present. In the absence of the proposed Chairman, the Committee shall have the power to elect a chairman for the meeting.
- (v) If there is a tied vote the Chairman of the meeting shall have a second or casting vote.

16. ALTERATIONS TO THE CONSTITUTION

- (i) Subject to the following provision of this clause, the Constitution may be altered by a resolution passed by not less than 75% of the members present and voting at a General Meeting. The notice of the General Meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- (ii) No amendment may be made which would have the effect of making the Network cease to be a charity at law.

17. DISSOLUTION

If the Committee decides that it is necessary or advisable to dissolve the Network it shall call a Special General Meeting of all members of the Network, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a 75% majority of those present and voting the Committee shall have power to realise any assets held by or on behalf of the Network. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given to the U3As that are members of the Network in equal amounts or to the Third Age Trust, Registered Charity No. 288007, if such a decision was made by the Network before dissolution. A copy of the statements of account for the final accounting period of the Network must be sent to all members of the Network.

18. ARRANGEMENTS UNTIL FIRST ANNUAL GENERAL MEETING.

Until the first Annual General Meeting takes place this constitution shall take effect as if references in it to the Committee were references to the persons whose signatures appear at the bottom of this document. This constitution was adopted on 22nd October 2009 by the persons whose signatures appear below.

Signed: *A. J. ...* *A. Brown*
Sandra J. Hill *St. ...*
John O. Kennedy *Anne E. Brown*

19. ADOPTION OF CONSTITUTION

This constitution was adopted by the membership at a meeting of Surrey U3A Network on 22nd October 2009 and I certify that this is a true copy.

Signed: *A. J. ...*

Dated: *22nd Jan 2010*