

# **Constitution of**

## **The University of the Third Age in Scotland**

### **1. Name**

The name will be The University of the Third Age in Scotland, hereinafter referred to as U3A in Scotland.

### **2. Objectives**

The objectives of U3A in Scotland are to advance the education of the public by co-co-operating with The Third Age Trust in the promotion of lifelong learning in its widest sense: by encouraging co-operation and exchange of information and ideas among its members and by promoting and assisting in the formation of new U3As within Scotland

### **3. Aims:**

- a) To provide a vehicle/platform for regular communication between U3As within Scotland,
- b) To co-operate with the Third Age Trust in the promotion of its objectives including lifelong learning and to represent to the Trust and other bodies the views, decisions and wishes of participating Scottish U3As,
- c) To promote and assist with the formation of new U3As within the Region,
- d) To address and advise on any issues pertaining specifically to the Region such as funding, organisation, study days etc, and,
- e) To encourage co-operation and exchange of ideas between participating U3As

### **4. Structure and Organisation.**

Membership of U3A in Scotland is voluntary and open to all U3As within Scotland affiliated to The Third Age Trust.

General meetings of U3A in Scotland are open to all members of participating U3As. Each participating U3A has the right to send one designated member to vote on its behalf.

### **5. Committee**

The Committee will consist of the designated members from each participating U3A. Immediately after the AGM, the Committee will elect from among its members a Chairman, Vice Chairman, Secretary, Treasurer and Regional Development Contact. These officers may each serve for a period of not more than three consecutive years and must then retire for at least one year.

Each member may be accompanied to Committee meetings by a non-voting observer.

The Committee may co-opt up to three additional non-voting U3A members on an annual basis, to fulfil specific roles or bring expertise not represented on the Committee.

The officers can act as an executive committee between full committee meetings to deal with any ongoing or urgent business other than financial expenditure out with travel and other operating expenses.

The Committee will meet at least twice during each year. A quorum will be not less than 40% of those entitled to attend the meeting. Notice of meeting and agenda to be circulated

timeously to give U3As time to discuss the matters of business.

Wherever possible, decisions taken by the Committee will be by consensus but, when required, a vote will be determined by a simple majority. In the event of an equality of votes the Chairman will have an additional casting vote.

The Committee may set up sub-committees from within the organisation and specify their terms of reference.

The Secretary will keep minutes of all meetings.

## 6. Annual General Meeting

U3A in Scotland will hold an Annual General Meeting not later than 31 July each year. Twenty eight days clear notice will be given in writing to all constituent members. The business of the AGM will include receiving the Chairman's Annual Report, receiving and adopting the Annual Accounts and considering any other competent business. A quorum will consist of not less than 40% of the duly appointed representatives of all constituent member U3As.

Decisions taken at the AGM will require a simple majority of member U3A representatives. In the event of an equality of votes the Chairman will have an additional casting vote. U3As or the committee of U3A in Scotland wishing to have business discussed at an AGM must submit their proposals to the Secretary in writing (for circulation) in the form of a motion at least six weeks before the date of the meeting. A motion proposed by one U3A must be seconded by another.

## 7. Proxy votes

Proxy voting is permitted. Any U3A unable to send a representative to the AGM or to a meeting of the committee may appoint by letter or email, a member of another U3A to attend and vote on its behalf.

The proxy may be instructed how to vote or be given discretionary power.

The appointment of a proxy vote is to be intimated to the Chairman of the meeting before the commencement thereof. A copy of the letter or e-mail is to be shown to the Chairman as validation of the appointment.

## 8. Finance

The financial year will end on 31 March. All participating U3As will be asked to contribute to the expenses incurred in running U3A in Scotland and its committees. (See accompanying notes outlining and defining expenses.) The amount of the contribution will be decided by the AGM.

U3A in Scotland will open a bank account. All cheques or withdrawals will require two signatories drawn from at least three members of the Executive. Proper accounts of all financial transactions will be maintained. Appropriate financial statements will be prepared annually and examined by a responsible person before being submitted to the AGM for approval. This person may be a U3A member but not of the treasurer's own U3A.

All monies raised by, or on behalf of, U3A in Scotland will be applied to further its objectives and for no other purpose provided that nothing herein contained will prevent the payment in good faith of fees to professional and technical advisors and re-imbusement of out-of-

pocket expenses incurred by duly authorised representatives in the course of carrying out the objectives of U3A in Scotland. (See note below.)

#### 9. Alterations to the Constitution and Dissolution

The provisions of this constitution may be amended with the assent of not less than two-thirds of the representatives of constituent U3As voting at a General Meeting of U3A in Scotland. Twenty-eight days notice will be given to members regarding any such alteration. Similarly, dissolution will be the subject of a Special Resolution of which twenty-eight days' clear notice must be given.

In the event of the dissolution of U3A in Scotland, any assets remaining after the satisfaction of all debts and liabilities will be given, after division into equal parts, to all participating member U3As in U3A in Scotland or, should over-riding considerations render this impractical, to the Third Age Trust.

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### **Note on Finance**

U3A in Scotland is funded by a membership affiliation fee paid by each U3A. on a per capita basis. The funds are to meet administration costs of U3A in Scotland, e.g. stationery, postage, cost of venues for meetings, telephone calls etc. (NB Additional funding may be sought for specific projects and will be accounted for separately.)

From time to time travel costs may be incurred. Travel to the meetings of U3A in Scotland should be claimed from the representative's own U3A. Other travel costs, e.g meetings of Sub Committees, will be paid by U3A in Scotland equivalent to the cost of public transport. Where public transport is available but a private car is used in preference, only public transport costs can be claimed. Where public transport is not available an appropriate a mileage rate, approved annually at the AGM, will be paid.

Claimants should not approve their own expenses. Authorisation should be obtained in advance by the committee or two office bearers. Accredited cheque signatories may not be signatories to a cheque paid to them.

Wherever possible, all claims should be made within 28 days.