

# The Constitution of U3A Titirangi

## 1. Name

The organisation shall be called U3A Titirangi, which is derived from the title 'University of the Third Age'.

## 2. Aims and Objectives

To provide further education for people of mature years, through participation in Study Groups and related activities.

## 3. Membership

Membership consists of people of mature years who have paid the annual membership fees, who abide by the Constitution and other policies and procedures agreed by the Committee.

## 4. Life Membership

Life Membership may be awarded by the Committee to any member who has provided meritorious service as a U3A Titirangi member. Any member may nominate for a Life Member any other member who they believe meets the above criteria. Such nomination shall be in writing and be submitted to the Committee. The nomination will outline the grounds for the nomination and be supported by at least two other members. Life Members will not be required to pay the annual membership fee.

## 5. The Committee

### 5.1 Administration

The administration of U3A Titirangi shall be vested in the Committee and the officers shall be; President, Vice President, Secretary and Treasurer. The Committee shall consist of the officers and up to eight (8) other members. No more than two (2) ordinary members may be co-opted by the Committee.

### 5.2 Length of Service

- 5.2.1 The President may not serve in that Office for a period longer than two (2) consecutive years.
- 5.2.2 The Vice President may not serve in that office for a period longer than two (2) consecutive years.
- 5.2.3 The Secretary may not serve in that Office for a period longer than four (4) consecutive years.
- 5.2.4 The Treasurer may not serve in that Office for a period longer than four (4) consecutive years.
- 5.2.5 The immediate Past President may be a member of the Committee for one (1) year following the completion of his/her term in office.
- 5.2.6 The Committee shall take office at the conclusion of the Annual General Meeting at which they are elected.
- 5.2.7 The Committee may fill any vacancy on the Committee other than that of the President who may only be elected at the Annual General Meeting or a Special General Meeting called in accordance with this Constitution. Where the elected President is unable to fulfil the role of President, the elected Vice President will assume the role of President for the remainder of the year.
- 5.2.8 The quorum of the Committee shall be five (5) members.

## 6 Annual and Special Meetings

- 6.1 The **Annual General Meeting** shall be held not later than two (2) months after the end of the Financial Year.
- 6.2 The business of the Annual General Meeting shall include;
- (i) Receiving the President's Report
  - (ii) Receiving the Treasurer's Report
  - (iii) Electing the President
  - (iv) Confirming the Annual Subscription for the coming year as recommended by the Committee and set out in the Notice of the Annual General Meeting.
- 6.3 Written notice of the Annual General Meeting including the Agenda and the Treasurer's Report shall be published at least twenty-one (21) days prior to the meeting.
- 6.4 The quorum of the Annual General Meeting shall be thirty percent (30%) of the membership.
- 6.5 The Secretary shall receive written nominations for the Committee fourteen (14) days prior to the meeting. All nominations shall be in writing and will be signed by the person nominated and by two (2) other financial members.
- 6.6 Voting at the meetings shall be by voice, show of hands or secret ballot. The President shall have a casting vote.
- 6.7 A **Special General Meeting** of U3A Titirangi may be convened at any time by a resolution of the Committee or by a petition signed by thirty percent (30%) of all members. Written notice of any such Special General Meeting including the Agenda shall be published at least twenty-one (21) days prior to the meeting.

## 7 Finance

- 7.1 The financial year shall be from 1<sup>st</sup> November to 31<sup>st</sup> October.
- 7.2 All monies received shall be to the credit of U3A Titirangi at such a bank as the Committee nominates from time to time.
- 7.3 Withdrawals from that account shall be approved by any two (2) of the officers holding the office of President, Treasurer or Secretary. The Committee may nominate one (1) other officer to fulfil the position of cheque signatory.
- 7.4 The Committee shall have the power to collect and accept donations and to issue appeals for donations and to raise money by requests or otherwise. Any money raised or received may be retained by U3A Titirangi and used at the discretion of the Committee.
- 7.5 No Officer, Committee Member or Member shall derive any income, benefits or advantages from U3A Titirangi provided that nothing shall prevent all proper costs, charges and expenses incidental to the management of U3A Titirangi being defrayed out of the funds of U3A Titirangi.
- 7.6 No Committee member shall be chargeable or responsible for loss caused by any thing or act done or omitted to be done by him or her or any agent employed by him or her or any other Committee members, as a result of bona fide action on Association business. Exceptions to the above are when a Committee member or his/her agent operates in contradiction to Committee instructions or acts negligently or with intent to act outside the Objects of the Association or the law of the land.

## 8 Powers of the Committee

All matters not provided for in this Constitution relating to U3A Titirangi and not involving an amendment to this Constitution may be dealt with by the Committee.

## 9 Alterations to the Constitution

The provisions of this Constitution other than Clauses 2, 9 and 10 may be amended with the assent of not less than seventy-five percent (75%) of the members of U3A Titirangi present and voting at a Special General Meeting of U3A Titirangi. Twenty one (21) clear days notice shall be given to U3A Titirangi stating the intention to put forward such a resolution. No amendment shall be made which would cause U3A Titirangi to cease to be non-profit.

## 10 Dissolution

U3A Titirangi may at any time be dissolved by a resolution passed by a seventy-five (75%) percent majority of those present and voting at a meeting of U3A Titirangi of which at least twenty-one (21) clear days notice stating the intention to put forward such a resolution shall have been sent to all members of U3A Titirangi. If any assets remain after the satisfaction of all debts and liabilities, such property held by or in the name of U3A Titirangi shall be transferred to such charitable institution or institutions having objects similar to U3A Titirangi as U3A Titirangi shall decide.

(Signed).....

Name .....

(Co-President)

(Signed).....

Name .....

(Co-President)