

# Constitution of Greystones U3A

## Name

The name of the association is Greystones University of the Third Age, otherwise referred to as Greystones U3A

## Administration

The affairs of the Greystones U3A shall be managed by a committee elected annually by ballot at the A.G.M.

## Objects

The Objects of the Greystones U3A shall reflect the aims and ethos of Age Action Ireland and shall be

1. To share the interests, talents , experiences and knowledge of each member
2. To enable people of 50 years of age and beyond , through education, learning and social activities, to improve their quality of life
3. To promote and provide for the learning interests of all members.

## Membership

- 1 Membership of Greystones U3A shall be open to all individuals who are interested in the Objects of this U3A, and will help further its work.
- 2 Application for membership shall be made to the Membership Secretary of the Association
- 3 Admission to membership shall be subject to:
  - a) acceptance of the constitution and rules as set out on the Membership form
  - b) approval by the committee
  - c) payment of the membership fee
4. Membership shall be renewable yearly by payment of the annual fee
5. Each member will have one vote
6. The committee may, providing there is good reason, terminate the membership of any individual.

This will apply if the annual membership or other fees remain unpaid 3 months after the due date.

OR if the member acts in a way deemed to be prejudicial to the Greystones U3A or brings the organisation in to disrepute. However the member concerned will have the right to a hearing attended by the Committee and they can be accompanied by a person who may speak or make written representation on their behalf, before a final decision is made.

### The Composition of the Committee

- a) The Committee shall be composed of not less than six and not more than nine members to be elected at the Annual General Meeting
- b) A person is elected to the Committee for a term of two years. No member may hold one particular office for more than four years
- c) In addition the Committee may appoint no more than 2 co-opted members who shall have full voting rights and have tenure until the next Annual General Meeting.
- d) People who are not U3A members 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. Non- members are subject to the same conditions as members, with the exception that they are not liable to pay the Association's Annual fees
- e) Vacancies arising on the Committee through resignation or termination during the year may be filled from the membership. These appointees shall complete the term of service of the member that they are replacing and shall be eligible for re-appointment in the prescribed manner at the next Annual General Meeting.
- f) The proceedings of the Committee shall remain valid even if there has been a vacancy among their number. Also if there is a failure to fill the vacancy or there is any defect in an appointment , election or co-option of a new member.
- g) A member of the Committee shall cease to hold office if he or she
  - a) Becomes incapable of contributing to the management and administration of the affairs of the Committee
  - b) Is absent without permission of the Committee from 3 consecutive meetings and the Committee resolve that their office be vacated
  - c) Is subject to a vote of no confidence by the Committee as a result of actions which bring Greystones U3A into disrepute or conduct prejudicial to U3A or failure to abide by the terms of its Constitution or by the decisions of the Committee
  - d) Notifies the Committee in writing of a wish to resign (the notice of resignation will take effect no earlier than 21 days from the receipt of the notification)

### Committee Procedures

- a) The Committee shall hold at least 4 ordinary meetings annually.
- b) The Committee shall be consist of a Chairperson, an Honorary Secretary, an Honorary Treasures, a Meetings Secretary, a Membership Secretary and four other members
- c) The committee shall nominate a Vice Chair from the committee members
- d) The Chairperson shall preside over the meetings and in their absence the Vice Chairperson then preside. In the absence of both, the Committee shall choose one of the other members to be temporary chairperson, before any business shall be transacted.
- e) Five members, one of whom shall be the Chair or Vice Chair, shall constitute a quorum
- f) All decisions shall be by majority vote. In the event of a tied vote the Chair or the Vice Chair in the latter's absence shall have the casting vote.
- g) The Committee shall keep minutes of its proceedings and these shall be available for inspection should a member request them.
- h) The Committee may, if necessary, make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No new rule may be made which is inconsistent with Greystones U3A Constitution.
- i) The Committee may appoint a sub-committee consisting of at least one member of the Committee to perform a function or duty that can be conveniently undertaken without the full Committee. All actions and proceedings of the sub-committee must be consistent with the terms of U3A Greystones Constitution and be promptly reported to the Committee.
- j) A Committee member shall not be responsible or chargeable for loss as a result of their actions providing these were done in good faith and they had adhered to the rules of the Constitution

### Powers and Decisions

A In sole furtherance of these Objects the Committee will be empowered to

1. Raise funds and to invite contributions, provided that in so doing the Committee shall not undertake any substantial permanent trading activities and shall abide by the law.
2. Receive donations, endowments , sponsorship, grants, legacies and subscriptions from persons wishing to promote all or any of the Objects of the Greystones U3A Such funds will be held in Trust for the U3A.
3. To buy, take on lease or exchange any property, including equipment, which are necessary for the achievement of the Objects of the Greystones U3A. All property must be maintained so it is fit for use.
4. To sell, lease or dispose of all or part of the property of the Greystones U3A . Any such actions must be subject to the law
5. To co-operate with other voluntary bodies, charities and statutory authorities operating in furthering the Objects, to exchange information and advice with them or to assist with similar purposes
6. To support any charitable trusts, associations or institutions formed for all or any of the Objects.
7. To appoint and constitute any advisory committees that the Committee deem appropriate.
8. To organise and run conferences, lectures, seminars and courses
9. To publish books. pamphlets, reports, leaflets, journals and instructional material and to produce films and videos.
10. To participate in and assist in the development of area and regional groupings of U3As
11. To do all such lawful things which are desirable for the achievement of the Objects.

**B.** Decisions will normally be taken by consensus, within the Committee, other sub committees and by the members’

### Finance

1. The committee shall control the financial affairs of the Association.
2. The Treasurer shall maintain a bank account in the name of Greystones U3A into which all monies received by or on behalf of Greystones U3A shall be paid, All cheques and drafts on it shall be signed by two signatories nominated by the Committee
3. The Treasurer shall keep a true account of all monies received and paid by or on behalf of the Association and of the matter in respect of which such monies are received or paid and of the assets and liabilities of the Association.
4. The funds belonging to Greystones U3A shall be applied only in furthering the Objects

5. Funds shall not be transferred to Committee Members except to be used for the Association or to refund accountable out of pocket expenses
6. The Treasurer shall submit yearly the account to the Auditor
7. The audited accounts shall be presented to the Annual General Meeting
8. The Association's financial year shall run from Date/month to date/month
9. Subject to reasonable notice the accounts of the Association shall be open to inspection by any member.
10. In the event of the Association being wound up or dissolved for any cause, all monies standing to credit of the Association after payment of all just debts and expenses shall be disbursed in a manner agreed at a general meeting. In the event that the association is in deficit on dissolution the total deficit will be divided equally among the members of the Association and each member will pay his or her portion of said deficit to the Honorary Treasurer on the understanding that such monies will be applied to discharging the deficit.

### Property

All property of Greystones U3A shall be used solely for the Objects of the Association. Ownership of the property is vested in the Greystones U3A and items may, with the agreement of the Committee, be transferred on a temporary basis to a nominated member's home in pursuance of their designated role until such time as the member's tenure of office ceases or the committee request its return.

### Annual General Meeting

1. There shall be an Annual General Meeting (herein to be referred to as AGM)) which shall be held each year at a date to be decided by the Committee at the end of the Association year and in any event not later than 15 months after the preceding AGM.
2. Not less than 28 days notice shall be given.
3. The AGM is open to all members
4. Only paid up members shall be entitled to
  - a) Take part in general meetings
  - b) Stand for election
  - c) Propose motions
  - d) Make nominations for elections
  - e) Vote
5. Motions and Nominations shall be submitted in writing to the Secretary not less than fourteen days in advance. All Motions to be discussed and voted on must be included in the Agenda prior to the AGM
6. The Secretary shall circulate an agenda , together with the Committee's Annual

Report and Statement of Accounts, to all members not less than seven days before the AGM

7. There must be a quorum of members attending before a vote can be taken. This quorum must represent at least 20% of the members.
8. In the event of a tied vote the Chair or acting Chair shall have the casting vote
9. The business of the AGM shall be to:
  - Consider the Report and Statement of Accounts
  - Resolve any motions put
  - Discuss and agree the rate of Annual Membership for the coming year
  - Appoint an Auditor
  - Elect the Officers for the coming year
  - Consider any other matters raised, if deemed appropriate by the Chair.

#### Extraordinary General Meeting

1. An Extraordinary General Meeting (herein to be known as an EGM) may be convened at any time by the direction of the Committee
2. An EGM shall be convened promptly by the Secretary on receipt of a requisition specifying the purpose thereof and signed by not less than 20% of the membership
3. At least seven days written notice shall be given
4. All decisions, except those on constitutional changes, shall be by majority vote of those present and voting

#### Alterations to the Constitution

The Constitution may be altered only by a resolution passed by not less than two thirds of the members present and voted at the AGM. The notice of the AGM must include notice of the resolution setting out the terms of the proposed alteration.