

# Forfar and District u3a

learn, laugh, live

## Constitution

### 1. Adoption of this constitution

Constitution of Forfar and District University of the Third Age (u3a), a member of the Third Age Trust as an unincorporated association, formally adopted on 29 November 2010 and last amended on 10 March 2021.

### 2. Name

The name of the association is Forfar and District University of the Third Age (u3a) hereafter referred to as 'the organisation'.

### 3. Administration

Subject to the matters set out below, the u3a and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee constituted by clause 7 of this constitution.

### 4. Objects

The objects of the u3a are:

- i. the advancement of education, and in particular the education of older people and those who are retired from full time work, by all means, including associated activities conducive to learning and personal development in Forfar and its surrounding locality;
- 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.

### 5. Powers

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

- i. raise funds and to invite and receive contributions provided that in raising funds the Executive 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 u3a and to hold funds in trust for the same;
- iii. buy, take on lease or in 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 u3a subject to any consents required by law;
- v. co-operate with 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 Executive Committee may think fit;
- viii. organise and run conferences, lectures, seminars and courses;
- ix. publish books, pamphlets, reports, leaflets, journal and instructional matter and to produce films and videos;

- x. participate in and assist in the development of area and regional groupings of u3as;
- xi. do all such other lawful things as are necessary for the achievement of the Objects.

## 6. Membership

- i. Membership of the u3a shall be open to individuals who are interested in furthering the work of the association and who have paid the annual subscription as determined by the Executive Committee and confirmed by the membership at any Annual General Meeting, and any corporate body or unincorporated association which is interested in furthering the work of the u3a and has paid the annual subscription, provided that they agree to abide by this constitution and any conditions properly imposed by the Executive Committee.
- ii. Every individual shall have one vote.
- iii. Each member organisation shall be entitled to receive notice and attend General Meetings of the u3a having appointed an individual to represent it and informed the secretary of the details but shall have no voting rights.
- iv. The Executive Committee may, and for good reason, terminate the membership of any individual or member organisation if annual membership or other fees are unpaid for three months after the due date, or if the member acts in a way which is prejudicial to the u3a or to the running of the u3a or brings it into disrepute, provided that the individual concerned or the appointed representative of the member organisation concerned shall have the right to be heard by the Executive Committee accompanied by a friend who may also speak, or make written representation before a final decision is made.

## 7. Executive Committee

The management of the u3a shall be vested in an Executive Committee consisting of the 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 u3a.

### Honorary Officers

At the Annual General Meeting of the u3a, the members shall elect from amongst themselves:

- i. a chair
- ii. a vice-chair or vice-chairs
- iii. a secretary, and
- iv. a treasurer

each of whom shall hold office from the conclusion of that meeting

### Executive Committee

1. The Executive Committee shall consist of not less than five and not more than 10 members, being:

- i. the honorary officers specified in the preceding sub-clause, and
- ii. such other members elected at the Annual General Meeting who shall hold office from the conclusion of that meeting.
  - a. The Executive 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.
  - b. Persons who need not be members may be invited by the Executive 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.
  - c. Vacancies on the Executive Committee which arise through resignation or termination during the year can be filled from the membership 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.
  - d. The proceedings of the Executive 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.

- e. A member of the Executive Committee shall cease to hold office if he or she:
  - o is disqualified from acting as a member of the Executive Committee by virtue of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (or any statutory re-enactment or modification of that provision);
  - o becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
  - o is absent without the permission of the Executive Committee from three consecutive meetings and the Executive Committee resolve that his or her office be vacated;
  - o is subject to a vote of no confidence from the Executive Committee as a result of actions which bring the u3a into disrepute or conduct prejudicial to the u3a or failure to abide by the terms of this constitution or decisions of the Executive Committee;
  - o notifies in writing to the Executive Committee a wish to resign (but only if at least four members of the Executive 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).

## **8. Election of officers**

- i. The election of all members of the Executive Committee shall be held annually at the Annual General Meeting of the u3a. An individual may only serve in one officer post at a time, except if a vacancy arises mid-year, in which case two posts may be held until a replacement is made.
- ii. The newly elected Executive Committee shall take office at the conclusion of the Annual General Meeting.
- iii. The committee may decide the most appropriate term of office for its office bearers. It is recommended officers shall serve for a period of no longer than three consecutive years. Retiring officers may stand for election to an alternative office at the end of that time.
- iv. Committee members who are not officers may not serve in their post for more than three consecutive years. They may stand as an officer at any time, i.e. they are not required to serve three years as a committee member before standing for an office-bearer post.
- v. If insufficient nominations are received to fill the vacancies for officers and/or committee members, the Executive Committee may:
  - a. appeal to the assembled members at the Annual General Meeting for permission to ask whether anyone present was 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;
  - b. ask existing committee members to continue in post for longer.
- vi. In the event of no nominations being received for one or more of the honorary posts or no member of the newly elected committee being willing to take on one or more of the officer positions, a majority decision can be taken by the Executive Committee to ask the retiring officer to stay until the next AGM. If a vacancy occurs during an office-bearer's term of office, the Executive Committee may elect a replacement to the post.

## **9. Meetings and proceedings of the Executive Committee**

- i. The Executive Committee shall hold at least four ordinary meetings each year.
- ii. A special meeting may be called at any time by the chairperson or by any two members of the Executive Committee upon not less than seven days' notice being given to other members of the Executive Committee of the matters to be discussed, unless it concerns the appointment of a co-opted member in which case not less than twenty-one days' notice must be given.
- iii. The chairperson shall chair the meetings and in his or her absence the vice chairperson shall take over or, if he or she is also absent, the Executive Committee shall choose one of their number to chair the meeting before any business is transacted.

- iv. There shall be a quorum when at least one third of the current number of members of the Executive Committee are present at the meeting or three members of the Executive Committee, whichever is the greater,
- v. Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but, in the case of equality of votes, the person chairing the meeting shall have a second or casting vote.
- vi. The Executive Committee shall keep minutes of the proceedings at meetings of the Executive Committee and any sub-committees, and these minutes shall be available for inspection should a member request it.
- vii. The Executive 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 Executive Committee may appoint sub-committees consisting of at least one member of the Executive Committee for the purpose of performing any function or duty which, in the opinion of the Executive 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 Executive Committee.
- ix. No Executive 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 Executive Committee member, or by reason of any mistake or omission made in good faith by any Executive Committee member, or by reason of any other matter other than wilful and individual fraud or wrong-doing or actions knowingly beyond the scope of a specific authority or limit thereon on the part of the Executive Committee member in question.

## **10. Finance**

- i. The funds of the u3a, including all donations, contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the u3a at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two Executive Committee members.
- ii. The funds belonging to the u3a 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 u3a work.
- iv. All proper costs, charges and expenses incidental to the management of the u3a and membership of the Third Age Trust may be defrayed from the funds of the u3a.

## **11. Property**

All property of the u3a shall be applied solely towards the objects of the u3a. Ownership of property is vested in the 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 his/her designated role until such time as the member's tenure of office ceases or the Executive Committee requests its return.

## **12. Accounts**

The Executive Committee shall comply with any statutory obligations with regard to:

- i. the keeping of accounting records for the u3a;
- ii. the preparation of annual statements of account of the u3a;
- iii. the independent examination of the statements of account of the u3a.

## **13. Annual report**

The Executive Committee shall comply with any statutory obligations with regard to the preparation of an annual return.

## 14. On-line and hybrid General Meetings

- i. A General Meeting (whether an Annual General Meeting or a Special General Meeting) may be held that allows attendance in person or by suitable electronic means agreed by the trustees in which each participant may communicate with all the other participants either directly or through the Chair. Where the trustees determine that a General Meeting is to be held using electronic means pursuant to this clause 14 (i), such determination shall be set out in the notice of General Meeting sent to members, together with details of how a member may participate in such meeting.
- ii. Where the committee determines that a General Meeting is to be held by electronic means only, such determination shall be set out in the notice of General Meeting sent to members along with an explanation of the exceptional circumstances which require the General Meeting to be held by electronic means only.
- iii. For the purposes of this clause, 'exceptional circumstances' means circumstances which in the reasonable opinion of the Executive Committee render it impossible to hold an effective General Meeting in person or by a combination of meeting in person and through electronic means.
- iv. Where a meeting is to be held in person, the trustees may, if they deem it appropriate, set out a procedure in the notice of the meeting which allows members to attend electronically if they so wish, and in such circumstances both members physically present in person and members present by electronic means will be considered present in person and will count towards the quorum for the relevant meeting.
- v. If the meeting is to be held solely by electronic means pursuant to clause 14 (ii), the place of the meeting shall be deemed to be the charity's registered office address.
- vi. Proceedings at a General Meeting held by electronic means pursuant to clause 14 (ii), or a physical meeting at which procedures are put in place to allow members to attend electronically pursuant to clause 14 (iv), will not be invalidated due to technical issues which prohibit members from joining such meeting electronically, so long as a sufficient number of members to form a quorum under clause 14 (iv) is able to join the meeting successfully
- vii. Voting
  - a. by proxy

A member may appoint a proxy to attend a General Meeting and vote on his or her behalf in accordance with clause 14 (vii).

- b. electronic balloting

Where a meeting is to be held by electronic means, or where procedures are put in place to allow members to join a physical meeting by electronic means, the trustees may put in place an electronic balloting mechanism to allow members present at the meeting by electronic means to vote as if they were present in person. Where such a voting mechanism is to be used for a meeting, the notice of meeting must set this out.

### Proxies

Proxies may only be validly appointed by notice in writing (a Proxy Notice) which:

- states the name and address of the member appointing the proxy;
- identifies the person appointed to be that member's proxy and the General Meeting in relation to which that person is appointed;
- is signed by the member appointing the proxy, or is authenticated in such manner as the trustees may determine; and
- is delivered to the organisation in accordance with clause 14 (vii, 1)

The trustees may from time to time determine the form in which Proxy Notices should be submitted to the organisation in advance of any General Meeting.

### On-line Trustee meetings

A trustees' meeting or a meeting of a committee of the trustees may be held in person or by suitable electronic means agreed by the trustees or the members of the committee, as the case may be, in which each participant may communicate with all the other participants.

## 15. Annual General Meeting

- i. There shall be an Annual General Meeting (AGM) of the u3a which shall be held in the month of November 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 Executive Committee. The secretary shall give at least 21 days' notice of the Annual General Meeting to all the members of the u3a. All the members of the u3a shall be entitled to attend and vote at the meeting.
- iii. Accidental omission to give notice to any member shall not invalidate the proceedings of any General Meeting.
- iv. The Executive Committee shall present to each Annual General Meeting the report and accounts of the u3a for the preceding year for approval.
- v. The Executive Committee shall seek approval for the appointment of the examiner for the accounts.
- vi. Nominations for election to the Executive Committee must be made by members in writing and must be in the hands of the Secretary of the Executive Committee at least 14 days before the AGM. Should nominations exceed vacancies, election shall be by ballot.

Any proposals to amend the constitution subject to clause 18 shall be considered at the AGM and any other business published in the agenda.

## 16. Special General Meeting

The Executive Committee may call a Special General Meeting (SGM) of the Forfar and District u3a at any time or, if at least 20% 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 20% of the members are present.

## 17. Procedure at General Meetings

- i. The secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every General Meeting of the u3a.
- ii. There shall be a quorum when at least 20% of the number of members of the u3a are present at any General Meeting.
- iii. If within half an hour 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 a suitable day and time as the Executive 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 Chairperson of the u3a shall chair the General Meeting at which he/she is present.
- v. If there is a tied vote, the person chairing the meeting should have a single casting vote.

## 18. Alterations to the constitution

- i. Subject to the following provisions of this clause, the Constitution may be altered by a resolution passed by not less than two thirds 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 to clause 1 (the name of Forfar & District u3a) clause 3 (the Objects clause) clause 19 (the dissolution clause) or this clause without the prior consent of the members in a General Meeting called for that purpose.
- iii. No amendment may be made which would have the effect of making the Forfar & District u3a a voluntary group at law.

The Executive Committee shall promptly send to the Inland Revenue a copy of any amendment made under this clause should this be required.

## **19. Dissolution**

If the Executive Committee decides that it is necessary or advisable to dissolve the Forfar & District u3a, it shall call a meeting of all members of the u3a, of which not less than 21 days' notice shall be given, stating the terms of the resolution to be proposed.

If the proposal is confirmed by a two-thirds majority of those present and voting, the Executive Committee shall have power to realise any assets held by or on behalf of the Forfar & District u3a. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to other such local charitable institution or institutions having objects similar to the Objects of the Forfar & District u3a, as the members of the Forfar & District u3a may determine or to the Third Age Trust Registered Charity No. 28807.

A copy of the statement of account, or account and statement, for the final accounting period of the u3a must be sent if required to the Inland Revenue Charities.

## **20. The Constitution as set out in the foregoing clauses was approved by members at the 12th AGM on 10 March 2021**

Reviewed October 2025

Next review due October 2026