

# U3A HUTT VALLEY

## Constitution

Adopted at the AGM on 11 March 2024

1. Purpose U3A Hutt Valley exists to facilitate group study of subjects by people in the Third Age of their lives. The study may take place in specific seminars advertised and notified to all members, or, for subjects of more specialised interest, in regular meetings of groups identified with the subject. It does this by maintaining records of interested persons and their subjects of interest, and arranging meetings at appropriate times.
2. Status U3A Hutt Valley is an independent body working in cooperation with the U3As of other areas.
3. Membership
  - i. Membership of U3A Hutt Valley is open to any person whose application to join U3A Hutt Valley is accepted by the Committee.
  - ii. Any member may resign from U3A Hutt Valley by giving notice in writing to that effect to the Secretary.
  - iii. The committee may, at its discretion, strike from the register of members the name of any member whose subscription remains unpaid on 1<sup>st</sup> May being three months after it is due i.e. 1<sup>st</sup> February, the start of the financial year
  - iv. Life Membership  
A Life Member is a member honoured for meritorious service to U3A Hutt Valley after recommendation by the Committee and election as a Life Member by resolution of a two-thirds majority of members present at an Annual General Meeting. A Life Member shall have all the rights and privileges of any member and shall be subject to all the same duties except paying the annual subscription.
4. Officers The Officers of U3A Hutt Valley are the President, Vice President, Secretary, Treasurer and a Committee of not more than six persons, elected by the members present at the annual general meeting and shall hold office until the next annual general meeting. The Immediate Past President, shall be ex officio a member of the committee for the next year, making a total of no more than eleven officers. The President's term is limited to two consecutive years with the option of a third year if agreed at the AGM. The Committee can co-opt members as required. The quorum for committee meetings shall be six members of the committee.
5. General Meetings

Annual General Meeting (AGM) The annual general meeting shall be held in the second or third week in March or as close as possible thereto, under the chairmanship of the President of the outgoing committee. The Secretary of the outgoing committee shall record the proceedings of the meeting. The Treasurer of the outgoing committee shall present a statement of U3A Hutt Valley's financial transactions for the previous financial year, and of the current financial position. The quorum for the AGM shall be 20 members.

Special General Meeting (SGM) A Special General Meeting may be called at any time by resolution of the Committee.

The Committee must call a Special General Meeting if it receives a written request to do so, signed by at least 10% of Members.

Any resolution or written request must state the business that the Special General Meeting is to deal with.

The rules in this Constitution relating to the procedure to be followed at General Meetings shall apply to a Special General Meeting, and a Special General Meeting shall only consider and deal with the business specified in the Committee's resolution or the written request by Members for the Meeting

6. Meeting Procedures The Committee shall meet, at approximately monthly intervals, to review group activity, initiate further activities, arrange publicity, and approve expenditure.
7. Finance The financial year shall commence on the 1<sup>st</sup> February and end on 31<sup>st</sup> January of the following year. The annual general meeting (or a special general meeting convened for the purpose) shall, after considering any recommendation of the outgoing committee, set the level of the subscription for the following year. Subscriptions are due on 1<sup>st</sup> February, and the membership period runs from then until the following 31<sup>st</sup> January. Money received from subscriptions and other sources shall be deposited in a bank account under the name of U3A Hutt Valley, with signatories the President, the Treasurer and one other authorised by the Committee. Withdrawals from this account shall require the authority of two authorised signatories.
8. Winding Up In the event of the winding up of U3A Hutt Valley, any funds remaining shall be paid to Age Concern Wellington Incorporated in appreciation of their assistance in the establishment of U3A Hutt Valley.
9. Amendments This Constitution shall have sections added, deleted or amended, only by resolution of a majority of members present at a Special General Meeting convened for that purpose or an Annual General Meeting. Members must be given three weeks' notice of sections to be added, deleted or amended at such a General Meeting.

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