

# CONSTITUTION OF THE YORKSHIRE AND THE HUMBER REGION (2019)

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## **1. NAME**

The name shall be the Yorkshire and The Humber Region referred to as YAHR or the Region.

## **2. AIMS.**

To promote the common interests of member U3As within The Region as defined in the charitable purpose of the Third Age Trust

## **3. OBJECTIVES & POWERS**

These are:-

- (i) To facilitate collaboration and develop the educational, cultural and social interest of the U3A movement in the Region, assuring the future of the movement and increasing opportunities for members
- (ii) To work and support member U3As within the Region in the promotion of activities in accordance with the Aims and Guiding Principles of the Third Age Trust
- (iii) To encourage activities including events such as Summer Schools, Study Days, Seminars or Conferences.
- (iv) To encourage and assist in the formation of new U3As in the Region.
- (v) To advise and support the Regional Trustee on the Board of the Third Age Trust.
- (vi) To carry out other lawful activities incidental to these objectives.

## **4. MEMBERSHIP**

- (i) Membership shall be open to all U3As within the Region that are members of the Third Age Trust.
- (ii) The Management Team (MT) may terminate the membership of any U3A which acts in a way which is prejudicial to the YAHR or brings it into disrepute. The U3A concerned shall have the right to be heard by the MT with appropriate support.

## **5. REPRESENTATION.**

All Member U3As may send 2 representatives to the Regional meetings, one of whom will be the named voting representative. If the voting representative is unable to attend a substitute may be nominated with the same voting rights as long as the Secretary is notified in advance of the start of the meeting.

## **6. ADMINISTRATION**

- i) Subject to the matters set out below the Region shall be administered and managed in accordance with this constitution by the members of the Management Team of YAHR, constituted by clause 7 of this constitution.
- ii) All matters relating to the YAHR not provided for in this constitution and not involving an amendment to it shall be dealt with by the MT.

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## **7. MANAGEMENT TEAM (MT)**

The management of the YAHR shall be vested in a Management Team, whose duty it shall be to carry out its general policy and to provide for the administration, management and control of the affairs of the Region.

### **(i) Officers**

At the Annual General Meeting (AGM) of the YAHR the member U3As shall elect from amongst themselves the following:-

- Chairman.
- Vice-chairman.
- Secretary.
- Treasurer .

who shall hold office from the end of that meeting.

### **(ii) Regional Trustee**

The Yorkshire and The Humber Regional Trustee shall be Ex-Officio with full voting rights, for the period of his/her tenure of office.

### **(iii) Management Team**

The MT shall consist of not less than 7 and not more than 12 elected members being:

- a) The officers appointed at the AGM plus the Regional Trustee.
- b) Up to 7 others elected at the AGM who shall hold office from the conclusion of that meeting.
- c) In the event of any Volunteer being appointed by the Third Age Trust he/she may be invited to meetings of the MT, without voting rights for the period of his/her tenure of office.

### **(iv) The MT may :-**

- (a) establish such subgroups as it feels necessary to further the aims, but any subgroup shall not enter into any agreement or financial obligation without the prior permission of the MT
- (b) fill any casual vacancy on the MT, including Officers, and any person so appointed shall serve until the next AGM.
- (c) The MT may co-opt up to two additional members with or without voting rights.

### **(v) A member of the MT will cease to hold office if he/she:**

- a) Is absent without prior notification to the MT for 3 consecutive meetings.
- b) Is subject to a vote of no confidence from the MT as a result of actions which bring the YAHR into dispute, or failure to abide by the terms of this constitution.
- c) By written notice resigns.

## **8. ELECTION OF MEMBERS OF THE MANAGEMENT TEAM**

(i) The election of members of the MT shall be held at the AGM.

(ii) Nominations to the MT, duly agreed by the nominee, shall be proposed and seconded and delivered in writing to the Secretary at least 14 days before the AGM.

(iii) The newly elected MT shall take office at the conclusion of the AGM.

(iv) Officers and Team members shall be elected at an AGM for a period of 1 year.

- Officers may stand for re-election but no person, other than the Treasurer may hold Office for more than four consecutive years
- A Treasurer may stand for re-election in that role for a maximum of 6 consecutive years
- Team members may stand for re-election but no person shall be elected for more than 9 consecutive years

(v) If insufficient nominations are received to fill the vacancies for Officers or Team members, the MT may as a last resort, appeal to the assembled members at the AGM for permission to ask whether anyone present is willing to reconsider and put themselves forward as a candidate for one of the vacancies. A vote on this motion must be carried by not less than two thirds of the voting representatives present.

(vi) In the event of no nominations being received for one or more of the Officer 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 MT to ask the retiring officer(s) to stay until the next AGM.

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(vii) All voting shall be by voting representatives attending the meeting.

## **9. MEETINGS AND PROCEEDINGS OF THE MANAGEMENT TEAM**

(i) The MT shall hold at least two ordinary meetings and an AGM each year.

(ii) A special meeting may be called at any time by the Chairman of the MT upon not less than twenty one (21) days' notice being given to other members of the MT of the matters to be discussed.

(iii) The Chairman shall chair the meetings and in his/ her absence the Vice-Chairman shall take over or if he/she is also absent the MT shall choose one of their number to be chairman of the meeting before any business is transacted.

(iv) A quorum for any meeting of the MC shall be Five (5) members or one half of the MT whichever is the greater.

(v) Every matter shall be determined by a simple majority of votes of the members of the MT, but in the case of equality of votes the Chairman of the meeting may exercise a second or casting vote.

(vi) The MT shall keep minutes of the proceedings of their meetings, and any sub-group meetings.

(vii) The MT may from time to time make or 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.

## **10. FINANCE**

(i) The MT shall manage the finances of the region in a manner which is consistent with its objectives and commitments, and shall comply with relevant statutory requirements.

(ii) All income shall be paid into an account in the name of the YAHR at such a bank as the MT shall from time to time decide. All cheques and other financial documents required by the bank, must be signed by at least two of four MT members who are authorised signatories.

(iii) Funds shall be applied only in furthering the objectives of the Yorkshire and The Humber Region.

(iv) No funds shall be transferred to Team members, providing that nothing herein shall prevent the payment in good faith of reasonable and proper out of pocket expenses incurred on regional activities.

(v) The financial year of the YAHR shall end on 31st March in each year and not more than 12 weeks later the audited accounts shall be presented to members at the AGM.

(vi) The Treasurer should keep accounts of all the monies received and expended on behalf of the YAHR and shall prepare and present such accounts duly audited or independently examined to the AGM. All monetary transactions shall be made through authorised accounts in accordance with the directives of the MT

## **11. MEMBERS' MEETINGS**

Members' general meetings may be called by the MT for any of the purposes set out in clause 3.

## **12. ANNUAL GENERAL MEETING**

The Annual General Meeting shall be held once a year or as soon as practicable but not more than 15 months after the preceding AGM.

(i) Every AGM shall be called by the MT. The Secretary shall give not less than 21 days notice of the AGM to all the members of the YAHR. Voting Representatives of member U3As shall be entitled to attend and vote at the meeting.

(ii) Accidental omission to give notice to any member shall not invalidate the proceedings of any AGM.

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(iii) The business of the AGM shall include:-

- receiving and adopting the annual report and statement of accounts
- electing Officers and other members of the Committee as in clause 7
- seeking approval for the appointment of the examiner, or auditor of the accounts
- considering any proposals to amend the constitution (subject to clause 15) and
- considering any other business published in the agenda

(iv) The agenda for the AGM shall be issued to members at least 14 days before the AGM and shall include any other business notified in writing to the Secretary in sufficient time for publication.

## **13. SPECIAL GENERAL MEETING**

The MT may call a Special General Meeting at any time and if at least one-fifth of the members request, in writing, such a meeting stating the business to be considered, and the Secretary shall call such a meeting. At least 21 days' notice shall be given and the notice must state the business to be discussed.

## **14. PROCEDURE AT ALL GENERAL MEETINGS**

(i) The secretary or other person specially appointed by the MT shall keep a full record of the proceedings.

(ii) The quorum shall be when one-fifth of the number of voting representatives are present excluding members of the MT

(iii) If within half an hour from the time appointed for the meeting a quorum is not present, a meeting convened at the request of the members shall be dissolved. In any other case it shall stand adjourned to a suitable day and time as the MT may direct, provided that 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 constitute a quorum.

(iv) The Chairman of the YAHR shall be the Chairman of the General Meeting at which he/she is present.

(v) If there is a tied vote the Chairman may exercise a casting vote, but is not required to do so.

## **15. ALTERATIONS TO THE CONSTITUTION.**

Subject to the following provisions of this clause, this Constitution may be altered by a resolution passed by not less than two-thirds of the voting representatives present and voting at a general meeting.

The notice of the meeting must include notice of the resolution, setting out the terms of the alteration proposed.

## **16. DISSOLUTION.**

The YAHR may be dissolved on a proposition of which due notice has been given at a Special Meeting and supported by not less than two thirds of the voting representatives present and voting for the proposal. If the assets at dissolution exceed £250 they shall be distributed between the remaining paid up U3A member organisations in proportion to the aggregate subscriptions paid by each in the preceding four years. If less than £250 the total shall be paid to the Third Age Trust

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