Registered Charity No 516502

HUDDERSFIELD AND DISTRICT
UNIVERSITY OF THE THIRD AGE

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CONSTITUTION

Registered Charity 516502

As amended and approved at the 2025 AGM

CONSTITUTION OF THE HUDDERSFIELD AND DISTRICT GROUP OF THE UNIVERSITY OF THE THIRD AGE

Registered Charity 516502

1 NAME

The name of the group shall be HUDDERSFIELD AND DISTRICT UNIVERSITY OF THE THIRD AGE (hereinafter called "the Group") and it shall be constituted as an unincorporated Association.

2 OBJECTS

The objects of the Group are to advance the education of the public and in particular the education of middle aged and elderly people in HUDDERSFIELD and its surrounding locality.

3 MEMBERSHIP

All persons interested in supporting the objectives of the Huddersfield and District University of the Third Age shall be admitted to membership provided they agree to abide by this constitution and any conditions of membership properly imposed by the Group. Membership is aimed at but not restricted to those who are retired, semi retired, over fifty years of age or are registered as a disabled person.

4 MANAGEMENT

4.1 The Management of the Group shall be vested in a Committee who shall be the Trustees whose duty it will be to carry out its general policy and to provide for the administration, management and control of the affairs and property of the Group. The Committee shall consist of the following

4.1.1 at least five and not more than fifteen persons excluding those who are co-opted

4.1.2 not more than two ordinary members co-opted by the Committee

4.2 The election of members of the Committee shall be held at the Annual General Meeting of the Group. Nominations shall be in writing and delivered to the Organiser at least fourteen (14) days prior to the date of the Annual General Meeting. Members elected to the Committee shall hold office for a period of three (3) years following their election but may then stand for re-election.

4.3 The members of the Committee shall take office at the first meeting of the Committee after the Annual General Meeting. The members of the Committee shall elect from among their number the officers of the Group, that is the Chair, Vice Chair, Administrator and Treasurer. Such elections shall take place annually at the first meeting of the Committee after the election of the Committee. The officers of the group shall form the Executive Sub-Committee to deal with any matters which may arise requiring immediate attention. Such decisions shall be reported to the next Committee meeting.

4.4 The Committee shall meet at least four (4) times each year. Special Committee Meetings may be called at any time by the Chair or by any two members of the

Committee upon seven clear days' notice being given to all the other Committee members of all the matters to be discussed.

4.5 At Committee meetings matters shall be decided by a simple majority of votes of Committee members present. In the case of an equality of votes the Chair shall have a casting vote. The quorum for any Committee meeting shall be three or one third of the Committee whichever is the greater.

4.6 The proceedings of the Committee shall not be invalidated by any defect in the appointment, election or co-option of any Committee member.

4.7 Any casual vacancy in the Committee may be filled by a member appointed by the Committee.

4.8 Members co-opted by the Committee and any members appointed by the Committee to fill casual vacancies shall hold office until the next Annual General Meeting.

4.9 The Committee may appoint sub-Committees to which it may from time to time, and for such as it determines, delegate such of its functions and powers as it thinks fit. Sub-Committees shall report back to the Committee as soon as possible on actions taken under delegated powers. No expenditure shall be incurred by any sub- Committee on behalf of the Group without the prior consent of the Committee.

4.10 The Committee shall appoint a Minutes Secretary who shall keep and circulate the minutes of all Committee Meetings.

4.11 The Committee may decide that a person who has made an outstanding contribution to the Huddersfield and District University of the Third Age be granted an honorary life membership.

4.12 The Committee may recommend a person, who shall not be a member of the Committee, be Honorary President of the Huddersfield and District University of the Third Age and such recommendation shall be submitted for approval at a General Meeting of the members of the Group.

4.13 The duties of the Honorary President will be to support the Chair and Committee in representing the interests of the Huddersfield and District University of the Third Age in their contacts with outside bodies and organisations and infurthering a knowledge and appreciation of the objects of the Group as expressed in Clause 2 of this Constitution.

5 MEETINGS

5.1 The financial year of the Group shall end on 31 March in each year and a General Meeting of subscribing members of the Group shall be convened in October for the purpose of receiving the Annual Report and the accounts of the Group and of electing the Committee for the ensuing year and to consider any other business as may be necessary. At least twenty-one clear days' notice shall be given in writing by the Administrator to the members. There shall be a quorum when one-tenth of the members or not less than thirty (30) members whichever is the lower, are present.

5.2 In exceptional circumstances the Annual General Meeting may be cancelled, postponed or held online at the discretion of the committee. This may only occur where circumstances make it impossible to hold a normal face to face meeting.

5.3 A Special General Meeting of the Group may be convened at any time by a resolution of the Committee or upon a requisition signed by one-fifth or more of the members of the Group stating the object of the meeting. A meeting held on such requisition shall be called by the Organiser of the Group and the Organiser shall give to the other members fourteen days' notice of such a meeting. There shall be a quorum when five members are present. The Chair or Vice Chair of the Group shall be Chair of any Committee, Sub- Committee or general meeting at which they are present. In their absence the Committee or meeting shall elect a Chair. The Chair of the meeting shall have a casting vote.

5.4 Accidental omission to give notice to any member shall not invalidate the proceedings of any general meeting.

6 FINANCE

6.1 All the income and property of the local Committee shall be applied solely towards the objects of the Group and no portion thereof shall be paid or transferred in any way to any Committee member of the Group provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of the Group (other than a Committee member) and repayment of out-of-pocket expenses to members or committee members incurred in the course of the work of the Group.

6.2 The Group shall have the power to collect and accept donations and to issue appeals for donations and to raise money by bequests or otherwise. Any money raised or received may be retained by the Group and used at the discretion of the Committee of the Group. No form of permanent trading shall be undertaken in the raising of funds.

6.3 The Committee may appoint employees not being members of the Committee as may from time to time be found necessary for carrying out the work of the Group and may fix their duties and remunerations.

6.4 All proper costs, charges and expenses incidental to the management of the Group may be defrayed out of the funds of the Group.

6.5 The Treasurer shall keep accounts of all monies received and expended on account of the Group and shall present such accounts at its Annual General Meeting.

6.6 No Committee member shall be chargeable or responsible for loss caused by any thing or act done or omitted to be done by him/her or any agent employed by him/her or by any other Committee member thereof although the employment of such agent was strictly not necessary or expedient or by reason of any mistake or omission made in good faith by any Committee member who is sought to be made liable.

7 POWERS OF THE COMMITTEE

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

8 ALTERATIONS TO THE CONSTITUTION

The provisions of this Constitution other than 2, 9 and this clause may be amended with the assent of not less than two-thirds of the members of the Group present and voting at a General Meeting of the Group. Twenty-one clear days' notice should be given to the Group stating the intention to put forward such a resolution. No amendment shall be made which would cause the Group to cease to be a charity.

9 DISSOLUTION

The Group may at any time be dissolved by a resolution passed by a three-quarters majority of those present and voting at a meeting of the Group of which at least twenty-one clear days' notice stating the intention to put forward such a resolution shall have been sent to all members of the Group. If any assets remain after the satisfaction of all debts and liabilities, such property held by or in the name of the Group shall be transferred to such charitable institutions or institutions having objects similar to the Group as the Group shall decide.

Chair: To be confirmed
Date: 29 October 2025

Amendments as agreed:

Amended AGM 1993 – add clauses 4.11 and 4.12
Amended AGM 1996 – clauses 4.2, 4.3, 4.4, 4.8, 4.10, 5.1, 5.2, 5.3
Amended AGM 1997 – clauses 1, 3, 4.3, 4.11, 4.12, 5.1
Amended AGM 1998 – clause 4.1
Amended AGM 1999 – clause 5.1
Amended AGM 2017 – clause 5.1
Amended AGM 2020 – clause 5.2
Amended AGM 2025 – clauses 3, 4.2, 5.1 and all references to chairman changed to chair.