

for an interesting and active retirement

CONSTITUTION OF THE UNIVERSITY OF THE THIRD AGE JOHANNESBURG NORTH

1. NAME

- 1.1 The name shall be “THE UNIVERSITY OF THE THIRD AGE IN JOHANNESBURG NORTH” and shall hereinafter be referred to as “U3A Joburg North”. Furthermore, the organization’s public persona will be built around the abbreviated form of the name, “U3A Joburg North”.

2. OBJECTS

- 2.1 U3A Joburg North is a not-for-profit association of mature persons in partial or complete retirement (i.e. “The Third Age”) and whose objects are:-
- 2.1.1 To provide intellectually stimulating programmes of learning and social contacts arising there from.
- 2.1.2 To deliver these programmes through a voluntary, self-help community in which all members enjoy equal status.
- 2.1.3 To promote improvement in the quality of life of members.
- 2.1.4 To demonstrate that intellectual capacity can be maintained well into the third age.

3. MEMBERSHIP

- 3.1 All persons interested in supporting the objects of U3A Joburg North shall be admitted to Membership with the approval of the Committee and upon payment of the annual subscription as determined by the Committee, the Annual General Meeting of the Membership or any properly constituted Special General Meeting of the Membership. Members shall agree to abide by this constitution and any conditions properly imposed by the Committee from time to time. All Members shall have equal rights.
- 3.2 The liability of any Member is limited to the payment of the annual subscription referred to in 3.1. However, Members may be called upon to make small contributions to the running costs of U3A Joburg North for certain courses that they participate in.
- 3.3 Membership of any member can be terminated by the Committee if:-
- 3.3.1 There is any money owed by the Member to U3A Joburg North in respect of membership or other fees after the time of payment has lapsed,
- 3.3.2 A Member acts in a way that is prejudicial to U3A Joburg North or brings into disrepute, provided that the individual concerned shall have the right to be heard by the Committee before a final decision is made.
- 3.4 The Committee may award honorary membership to such individuals that it thinks fit and for such a period as it considers appropriate.



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4. POWERS

- 4.1 In furtherance of the Objects set out in 2, U3A Joburg North may:-
- 4.1.1 Purchase, take on lease or in exchange, hire and otherwise acquire and sell or dispose of moveable or immovable property, and any rights and privileges which the U3A Joburg North may think necessary for the promotion of the objects, subject to such authorization as may be required by law.
- 4.1.2 Receive subscriptions, sponsorship fees, donations, endowments and legacies from any legal entity or persons wishing to promote or advance U3A Joburg North or its Objects. U3A Joburg North may hold funds and or property received in terms of 4.1.1 in trust, if required to do so.
- 4.1.3 To collect and accept donations and to issue appeals for donations and to raise money by bequests or other means.
- 4.1.4 Publish newsletters, pamphlets, reports, leaflets, journals and books, and produce films and videos and other instructional matter.
- 4.1.5 Run lectures, courses, seminars, conferences and establish training centres.
- 4.1.6 Encourage and assist in the formation of other branches of the U3A.
- 4.1.7 Do all such other lawful things as may be necessary for the attainment of any or all the Objects in 2.
- 4.2 The Committee is not empowered to borrow funds in excess of R10 000.00 without the prior consent and approval of the Members in a Special General Meeting called in terms of 8.2.

5. MANAGEMENT

- 5.1 U3A Joburg North shall:-
- Exist in its own right, separately from its Members.
 - Be able to own property and other possessions.
 - Be able to sue or be sued in its own name.
- 5.2 The management of the U3A Joburg North shall be vested in the Committee consisting of Members elected in terms of 5.5, whose prime function is to realize the Objects of U3A Joburg North as set out in 2 and ensure the effective administration, management and control of the affairs and property of U3A Joburg North. The Committee is empowered to carry out these functions in accordance with the terms of the constitution.
- 5.3 The Committee shall consist of at least 5 and not more than ten members, excluding those who are co-opted. Committee members shall serve for a period of one year, but shall be eligible for re-election. The office-holders, consisting of a planning coordinator, membership coordinator, course coordinator, minutes secretary, treasurer, publicity officer, website communicator, newsletter editor, as well as other portfolio holders appointed by the Committee, at its first meeting following the Annual General Meeting.
- 5.4 Not more than four (4) ordinary members may be co-opted to the Committee. They shall have full voting rights and their term of office shall expire at the next Annual General Meeting.
- 5.5 Persons, who need not be members of the U3A, may be invited by the Committee to serve because of their special expertise. They shall not have voting rights and their term of office shall also expire at the following Annual General Meeting.
- 5.6 The election of the Committee shall be held at the Annual General Meeting of U3A Joburg North. Nominations to the Committee duly agreed to by the nominee shall be proposed and seconded, and delivered in writing to the Committee at a date specified by the Committee.

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- 5.7 The newly elected Committee shall take office at the conclusion of the General Meeting.
- 5.8 There shall be no less than four (4) Committee meetings per year.
- 5.9 Committee members may resign office by giving no less than twenty-one (21) days' notice in writing. The Committee has powers to co-opt additional members to fill vacancies from the Membership. Such appointees shall serve until the next Annual General Meeting, when they shall be eligible for election to the Committee.
- 5.10 U3A Joburg North will continue to exist when its membership changes and there are different office bearers.
- 5.11 At Committee meetings matters shall be decided by a simple majority of votes of the Committee members present. In the case of an equality of votes the Chairman shall have a second or casting vote.
- 5.12 The quorum for any Committee meeting shall be four (4) members.
- 5.13 Special Committee meetings may be called at any time upon seven days' notice given to all Committee members of matters to be discussed.
- 5.14 The Committee may appoint sub-committees to which it may from time to time, and for such time as it determines, delegate the transaction of such matters and the performance of such acts as it thinks fit, provided the Committee shall exercise supervision over the proceedings and acts of sub-committees. Sub-committees shall report to the Committee as soon as possible on actions taken under delegated powers.
- 5.15 The Minutes Secretary shall ensure that minutes are kept of all Committee meetings.

6. FINANCE

- 6.1 All the income and property of U3A Joburg North shall be applied solely towards the Objects of U3A Joburg North, and none of it shall be paid to or transferred in any way to its Committee members, provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or employee of U3A (other than a Committee member), and the reimbursement of proper out of pocket expenses to Members (including Committee members) incurred in the course of the work of the U3A.
- 6.2 A bank or building society account shall be opened in the name of the U3A Joburg North and withdrawals shall be made on the signature of two committee members, one of whom is an office holder.
- 6.3 Any money raised and received may be retained by U3A Joburg North and used at the discretion of the Committee. No form of permanent trading shall be undertaken in the raising of funds.
- 6.4 The financial year of U3A Joburg North shall end on the last day of December each year and the annual general meeting shall be convened on or before 30th June of the following year for the purpose of, inter alia, receiving the annual report and examined accounts.
- 6.5 The Committee may appoint employees either permanently or on a fixed contract, who are not members of the Committee, as may from time to time be necessary for carrying out the work of U3A Joburg North, and the Committee may fix their terms and conditions of

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- employment.
- 6.6 All proper costs, charges and expenses incidental to the management of U3A Joburg North may be defrayed from its funds.
- 6.7 The Treasurer shall keep proper records of account and shall record therein all monies received and expended on behalf of U3A Joburg North. Draft accounts for the year to date should be presented at Committee meetings and Final Accounts prepared in respect of the full financial year to 31st December for Audit and for presentation at the Annual General meeting. All monetary transactions shall be made through properly authorized accounts in accordance with the directives of the Committee.
- 6.8 Members or office bearers of U3A Joburg North do not have rights over things that belong to the organization.
- 6.9 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, provided reasonable supervision be exercised over any such agent, or by reason of any mistake or omission made in good faith by any Committee member or by reason or by any other matter or thing other than willful and individual fraud or wrongdoing or wrongful omission on the part of the Committee member who is sought to be made liable.
- 6.10 U3A Joburg North may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the organization. The payment must be a reasonable amount for the work that has been done.

7. PROPERTY

- 7.1 Any property of U3A Joburg North shall be vested in Trustees appointed for this purpose or where the appointment of trustees is inappropriate shall be deemed to be held jointly by all U3A Joburg North members providing that such property is unencumbered.

8. ANNUAL AND SPECIAL GENERAL MEETINGS

- 8.1 The Annual General Meeting shall be held once in each year and not later than 30th June of the following year in accordance with 6.4. At least twenty-one (21) days' notice of the meeting shall be given to all members.
- 8.1.1 A quorum shall be 50 paid-up members
- 8.1.2 The business of the Annual general meeting shall include:-
- 8.1.2.1 Receiving and approving the annual reports,
- 8.1.2.2 Receiving and approving the examined accounts,

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- 8.1.2.3 Electing the members of the Committee,
- 8.1.2.4 Appointing an auditor for the accounts,
- 8.1.2.5 Considering proposals to alter the constitution,
- 8.1.2.6 Considering any other business which has been published in the agenda.
- 8.1 A Special General Meeting of U3A Joburg North may be convened at any time by a resolution of the Committee, or on receipt of a requisition signed by 20 or more of the members stating the object of the meeting. A meeting held as the result of such a requisition shall be called on a date that gives Members twenty-one days (21) days' notice of such a meeting.
- 8.3 The Chairman of meetings – either Committee meeting or General meetings – shall be one of the coordinators referred to in 5.2, or any other Committee member by prior arrangement.

9. AMENDMENTS TO THE CONSTITUTION

- 9.1 The provisions of this constitution other than clauses 2 and 10 may be amended with the assent of two thirds majority, provided that this assent amounts to not less than fifty (50) of U3A Joburg North Members present and voting at a general meeting of U3A Joburg North, after twenty-one (21) days' notice has been given to Members, stating the intention to put forward such a resolution with the proposed verbatim amendments(s) and the reason(s) for such amendments.

10. DISSOLUTION

- 10.1 U3A Joburg North may at any time be dissolved by a resolution passed by a three quarter majority of those present and voting at any meeting of the U3A Joburg North, following at least twenty-one (21) days' notice sent to all members stating the intention to put forward such a resolution and the reasons for dissolution. If any assets remain after the satisfaction of all debits and liabilities, such assets held by or in the name of U3A Joburg North shall be transferred to an organization with similar aims and objects.
- 10.2 If after two attempts, with due notice, to obtain a quorum have not yielded a properly constituted meeting, all members after due notice shall be deemed to present a quorum.

Signed by the office bearers of U3A Joburg North

Chairman
JW Reynard -----

Date -----



U3A

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Treasurer

MA Reis -----

Date -----

Membership

ML Britz -----

Date -----

Secretary

Sheila von der Becke -----

Date -----