



Dewsbury & District Third Age



Constitution of Dewsbury & District Third Age

Name

The name of the Group shall be DEWSBURY & DISTRICT THIRD AGE (herein called 'the Group') and it shall be constituted as an unincorporated Association.

1. Mission Statement

The aim of the Group is to advance the education of people over fifty years old from Dewsbury and surrounding areas in an inclusive environment.

2. Principles

- The facilities aim to be friendly and informal whilst providing new skills and perspectives to the benefit of all who participate.
- Membership of the Group is open to everyone over the age of 50 residing in the Dewsbury and the surrounding area.
- Members will pay an annual Membership fee and those participating in the courses provided by the Group will pay a Course fee for each term to be collected at the start of each term.
- A term will usually consist of 10 weekly sessions.
- Membership and Course fees will be sufficient to cover the costs of the Group in providing the facilities and will be confirmed at the Annual General Meeting of the Group.
- Each course provided will be led by a volunteer to be known as a Tutor.
- All members will be treated equally
- The facilities provided should be adequate for the Tutor to carry out their needs.
- The Committee is responsible for carrying out a risk assessment of the premises used by the tutor/leader and members to protect all members participating in the activities of the Group. This duty is outlined in the Health and Safety Policy
- All volunteers interested in supporting the objectives of the Dewsbury and District Third Age shall be admitted to membership providing they agree to abide by this constitution and any conditions of membership properly imposed by the group.
- The Group will work within the Equal Opportunities Policy

- Members are encouraged to participate in the activities of the Group and particularly to attend the Annual General Meeting and any Special General Meeting
- Information provided by the Members including contact details will be treated as confidential and safeguarded by the Group following the principles of Data Protection legislation

3. Practice Guidelines

- The Management of the Group shall be invested in a committee of members whose duty it shall be to confirm its general policy and to provide for the administration, management and control of the affairs and property of the Group. The entire Committee will be trustees and shall comprise of the following: -

Chairperson
Vice- Chair
Secretary
Treasurer
Assistant Treasurer
Registrar
Venues Secretary
Publicity Secretary
Plus, up to 7 other members

Ordinary members can be co-opted to the Committee during the year but will not become trustees until the Annual General Meeting.

- The election of members of the Committee, including the officials, shall be held at the Annual General Meeting of the Group. Nominations shall be in writing and delivered to the Secretary. Nominations shall close prior to the start of the Annual General Meeting. The members of the Committee (including members co-opted by the Committee) shall hold office until the next Annual General Meeting.
Committee meetings will be held monthly.
- At the 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 Chairman shall have the casting vote. The quorum for any Committee meeting shall be four.
- Special committee meetings can be called by the Chairman or any two members of the Committee and all the other Committee members will be notified of all the matters to be discussed.
- The proceedings of the Committee shall not be invalidated by any defect in the appointment, election or co-option of any Committee member.

- Any vacancy in the Committee can be filled by a member appointed by the Committee.
- The Committee may appoint sub-committees to which it may from time to time and for such time 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.
- The Secretary shall keep minutes of the Committee meetings.
- The Committee will maintain, review and update as necessary all policies relating to the Dewsbury and District Third Age (see Appendix 1)
- Any complaints made by Members will be dealt with in accordance with the Complaints Policy (see Appendix 1)

4. Meetings

- The financial year of the Group shall end on 31st March in each year and a general Meeting of the Group shall be convened as soon thereafter as possible for the purpose of receiving the Annual Report and 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 of the Annual General Meeting shall be communicated to the members. There shall be a quorum when ten or more members are present.
- 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 giving members fourteen days' notice of such a meeting.
There shall be a quorum when thirty members are present.
- The Chairperson of the Group shall be Chairperson of any Committee or any general meeting at which they are present. In their absence the Committee shall elect a Chairperson. The Chairperson of the meeting is non-voting unless a casting vote is required.
- Accidental omission to inform any member shall not invalidate the proceedings of any general meeting.
- In exceptional circumstances it may be necessary to hold virtual meetings by video conferencing

5. Finance

- All the income and property of the local Group 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. Payment in good faith of reasonable and proper gratuities to any officer or servant of the Group may be made by the Committee.
Members, Committee members and Volunteers will be eligible for repayment for expenses incurred in the course of the work of the Group in accordance with our financial policy.
- 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
- The Committee may appoint persons not being members of the Committee as may from time to time be found necessary for carrying out the work of the Group
- All proper costs, charges and expenses incidental to the management of the Group will be defrayed out of the funds of the Group
- 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.
- No Trustee member shall be chargeable or responsible for loss caused by anything or act done or omitted to be done by them or any agent employed by them 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 hereof or by reason of any other matter or thing other than wilful and individual fraud or wrongdoing on the part of the Committee member who is sought to be made liable.

6. Powers of the Committee

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

7. Alterations to the Constitution

The provisions of this constitution 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 days clear notice should be given to the group stating the intention to be put forward such a resolution. No amendment shall be made which would cause the Group to cease to be a charity.

8. 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 General meeting of the Group of which at least twenty-one clear days' notice stating the intention to be 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 institution or institutions having objects similar to the Group as the Group shall decide.

.....
Chairman

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Secretary

Constitution agreed by members at AGM – 1st July 2019.

APPENDIX 1

Dewsbury & District Third Age Policies

Volunteering Policy for Tutors	reviewed June 2021
Equality & Diversity Policy	reviewed February 2021
Safeguarding Policy	reviewed February 2021
Complaints Policy	reviewed February 2021
Health and Safety Policy	reviewed March 2021
Data Protection Policy	reviewed February 2021
Finance and Expenses Policy	reviewed March 2021

(List to be added to when current policies have been reviewed and updated)

Should you care to view these policies they can be found in the Tutor's folder at each class of the Dewsbury & District Third Age and also on the website of the organisation.