



**The Learning in Later Life Students' Association**

**Constitution**

**Updated May 2021**

**University of Strathclyde**

**Centre for Lifelong Learning**

**Graham Hills Building**

**40 George Street**

**Glasgow**

**G1 1QE**

**LEARNING IN LATER LIFE STUDENTS' ASSOCIATION  
UNIVERSITY OF STRATHCLYDE**

## **Constitution of the Learning in Later Life Students' Association.**

### **TITLE**

1. The Association will be known as the Learning in Later Life Students' Association.  
(Short title 3Ls)

### **AIMS**

2. The aim and function of the 3Ls will be to establish and maintain an association of mature students which will have as its primary concern the furtherance of the educational and social aims of the group of students normally aged 50 and over. In pursuing this aim it will collaborate with the University of Strathclyde (primarily the Centre for Lifelong Learning) and with any other institution or group whose activities the 3Ls considers relevant.
3. The 3Ls will also participate in activities linked to the University of Strathclyde, its community and its environs in as far as these are seen to be pertinent to the primary concern defined above. The 3Ls is visualised as University of Strathclyde based and will hold its meetings on Campus and online where appropriate.

### **MEMBERSHIP**

4. The Association is open to all older students (normally 50+) who have attended a class run by the Centre for Lifelong Learning. The 3Ls will be self-supporting and to this end will charge an annual subscription. The subscription will be determined by the membership at its Annual General Meeting and will be payable annually by or after 1 September in each year.

### **ANNUAL GENERAL MEETINGS**

5. An Annual General Meeting (AGM) will be held each spring, which all members will be entitled to attend.
6. Thirty (30) members will form a quorum.
7. Six weeks' notice will be given and the following business will be enacted.
  - Annual Report by the President
  - Annual Report presented by the Treasurer to be approved by members present.
  - Annual subscription to be agreed by majority vote.
  - Election of Steering Committee by majority vote
8. The notice calling the meeting will incorporate an agenda of the items to be discussed and/or the resolution(s) to be put to the meeting. Any amendment to a resolution set out in the agenda for the meeting will be proposed, seconded and submitted to the Secretary not less than 21 days before the date of the Annual General Meeting.

### **EXTRAORDINARY GENERAL MEETINGS**

9. An Extraordinary General Meeting (EGM) may be called by the President on giving 21 days' notice to all members and the President shall also do so at the request of at least six members.
10. An EGM shall be called for a specific purpose or purposes stipulated in the notice calling the meeting.
11. No business apart from that stipulated in the notice calling the EGM shall be transacted. Any resolution put to an EGM must be carried by a majority of those members present and entitled to vote and voting.
12. Thirty (30) members will form a quorum.

## **MANAGEMENT**

13. There will be a Steering Committee elected from among members, consisting of a President, Immediate Past President/Vice President, Secretary and Treasurer (“the 3Ls Office Bearers”), and one representative from each club (normally the Club President), as well as two further 3Ls members. Two (non-voting) representatives of the Centre for Lifelong Learning, the 3Ls Honorary Patron and the 3Ls Honorary President will have a standing invitation to attend Steering Committee meetings.
14. Nominations for election to the Steering Committee will be invited six weeks prior to the AGM. Nomination forms will be enclosed with the AGM papers. Nominees must have agreed to nomination and been proposed and seconded.
15. The Vice President will be elected by the Steering Committee, having been duly proposed and seconded.
16. There will also be an Honorary Patron, appointed for three years, and an Honorary President.
17. The Steering Committee will have the power to appoint honorary members of the Association.
18. There will be a Delegated Group comprising the 3Ls Office Bearers, who will be responsible for managing the programme of Steering Committee meetings and working with the Centre for Lifelong Learning managers and the 3Ls Administrative Assistant to facilitate the functioning of the Association overall.
19. All Office Bearers within the Steering Committee will serve for three years without seeking re-election and thereafter retire for a minimum of one year. At the discretion of the Steering Committee an elected Office Bearer may be permitted to stand for re-election for an additional year before having to stand down for a minimum of one year
20. The exceptions will be the Immediate Past President, who will serve one year in that capacity and the Vice President who will serve one year immediately prior to serving as President. In the event of the President being unable to continue in office, the Vice President (if elected) or the Immediate Past President shall assume the duties of President until the next AGM.
21. Other members of the Steering Committee should normally serve for a maximum of three years.
22. The President will be responsible for ensuring the business of the 3Ls is conducted in accordance with the Constitution.
23. The Secretary will issue notice of and keep an accurate record of all meetings, including the AGM, as well as recording all business transacted.
24. The Treasurer will be custodian of all monies accruing to the 3Ls and will produce a financial report for the AGM and a resume of the financial position for the Steering Committee meetings. Any Bank accounts will have three authorized signatories and payments will be authorized by any two thereof.
25. An auditor will be appointed to audit the accounts annually and at any interim period decided by the Steering Committee.
26. There should not be fewer than four Steering Committee Meetings annually.
27. Working Groups, comprising Steering Group and other 3Ls members, will be created as and when required to develop and manage 3Ls activities such as Lunchtime Talks, Social Outings and events or Fund-raising events.
28. Six elected members present will form a quorum at a meeting of the Steering Committee.

29. The President will have a deliberative and casting vote.

### **3Ls CLUBS**

30. Clubs are affiliated to the 3Ls and will develop programmes to provide opportunities for further informal learning.

31. Only members of the 3Ls may apply for membership of any of the affiliated 3Ls Clubs.

32. Clubs are required to send a list of their current members to the Administrative Assistant at the 3Ls Office by no later than 30 November each year.

33. Clubs are required to provide a copy of their financial accounts to the 3Ls Treasurer as soon as possible after their AGM. In the event of a Club being disbanded any balance of money in the funds will become part of the 3Ls funds.

34. Clubs are required to elect a representative to attend meetings of the Steering Committee on their behalf. This representative will normally be the President of the club.