

## Norwich Lifelong Learning Constitution

### Name

Norwich Lifelong Learning (NLL)

#### 1. Aim

NLL is a not-for-profit community organisation, providing a wide range of learning opportunities to adults in the Norwich area at a reasonable cost and without the need to commit to formal further education.

#### 2. Membership

- a) Any student or tutor who supports the aims of NLL and partakes in its activities is deemed to be a member of NLL for consultation and governance purposes.
- b) Membership begins as soon the student enrolls on a course or day school and is a member for that calendar year.
- c) all tutors become members on appointment to the tutor panel and remain members while on the panel.

#### 3. Equal Opportunities

- a) NLL is an equal opportunities organisation
- b) Full details of policy are published on the website and available on request

#### 4) Committee and Officers

- a) The committee is made up of 8 members of NLL elected once a year at the AGM
- b) The committee will appoint the officers at the first meeting after the AGM
- c) The officers are:
  - i) Chair – for both general and committee meetings
  - ii) Secretary – taking minutes and distribution of all papers
  - iii) Treasurer – responsible for maintaining accounts
  - iv) other members of the committee will fulfil additional roles as required e.g. membership secretary, publicity, tutor liaison, IT support
  - v) the committee may also co-opt any other NLL member to serve on the committee because they have specific skills or knowledge

#### 5) Meetings

##### a) Annual General Meetings

- i) Will be held between September and December each year
- ii) NLL members (all students and tutors) will be notified of venue, date, time of meeting at least 4 weeks in advance.
- iii) Notification will be by email and will include information on how to propose self or others to serve on the Committee, or become volunteers.

- iv) A meeting is deemed quorate if more than 15 attend
- v) An auditor to the accounts will be appointed.

**b) Committee Meetings**

- i) Committee will meet formally once each term on dates approved by committee; these meeting will be minuted for the record
- ii) Other meetings may be called at discretion of officers; notes will be taken and circulated
- iii) Committee meetings will not be open to non-elected NLL membership, except co-optees and volunteers, and any vote will be by Committee members only.
- iv) The committee will aim to make decisions by consensus but will have a vote if/when consensus cannot be reached.
- v) In the event of a tied vote, the Chair will have a casting vote.

**6) Finances**

- a) A bank account will be maintained on behalf of NLL at a bank agreed by the committee
- b) There will be three signatories to the account as approved by committee
- c) Each transaction will be authorised by two signatories
- d) Records of income and expenditure will be maintained by the treasurer
- e) An annual statement of accounts will be audited and presented to the AGM
- f) Any money raised by the organisation will be spent on furthering the objectives laid out in the constitution

**7) Changes to the constitution**

Must be proposed in advance, and voted on at the AGM

**8) Dissolution of the organisation**

- 1) By majority decision of the Committee
- 2) Proposed and seconded at least 3 weeks in advance of a special meeting to which all members are invited
- 3) Money and assets remaining donated to educational charity approved by committee

*Signed by members of the start-up Committee*