

3 PROPOSAL FORM SMu3a

Title of proposal (brief)

Full text of proposal (exact wording to be voted on)

Is this a proposed amendment to Part 1 of the Constitution? ☐ Yes ☐ No

(If Yes the proposer acknowledges that Part 1 amendments require prior written consent of The Third Age Trust and, where the constitution so requires, the Charity Commission, and require at least 21 clear days' notice and a two-thirds majority at a general meeting — see Clause 7(1)(a),(d),(e) and Clause 11(2).)

Explanatory note (one short paragraph explaining purpose and effect)

Proposer (must be a paid-up member) Name: _____ Membership no.: _____

Signature: _____ Date: _____

Seconder (must be a paid-up member) Name: _____ Membership no.: _____

Signature: _____ Date: _____

Office use only Date received: _____ Received by: _____

Classified as: ☐ Ordinary ☐ Part 1 ☐ Other

Eligibility checked: ☐ Proposer ☐ Seconder ☐ Nominee (if applicable)

Submission and deadlines (applies to AGM 27 Nov 2025)

- Ordinary proposals intended for circulation with the AGM papers must be received by the Acting Secretary **by 5 November 2025** (administrative deadline).
- Part 1 constitutional amendments must be submitted sufficiently in advance to allow trustees to obtain any required external consents and to permit circulation with at least 21 clear days' notice (Clause 11(2) and Clause 7). Contact the Acting Secretary immediately if proposing a Part 1 amendment.
- Submit by email to info@sheptonmalletu3a.org.uk or lizeenash@hotmail.com, by post to Acting Secretary SMu3a, 12 Garden Ground, Shepton Mallet BA4 4DJ, or hand to any Committee member. Paper submissions for members without email will be posted by the Acting Secretary on request (Clause 30).

How a submitted proposal becomes a formal resolution (process and relevant constitutional references)

1. Receipt and validation - Acting Secretary logs the proposal and verifies proposer/seconders membership and eligibility (Clause 8(6), Clause 17(4)).
2. Classification - trustees classify the item as ordinary business or Constitution Part 1 amendment; Part 1 items trigger the 21-day notice requirement and will require The Trust consent and maybe Charity Commission consent (Clause 11(2); Clause 7). Additionally, a Constitution Part 2 amendment will require The Trust consent and thus timely submission to allow this to be obtained is needed.
3. Wording final - trustees may edit for clarity and will seek proposer confirmation of any material change; the final wording circulated is the wording voted on at the meeting (Clause 11(5) — “general nature of the business”).
4. Circulation - final wording and any supporting papers will be circulated in accordance with the constitution’s clear-days rules (Clause 11(3) for ordinary business; Clause 11(2) for two-thirds resolutions).
5. Meeting procedure - at the AGM the proposer moves the motion and a seconder seconds it the Chair calls for discussion and then the motion is put to the vote.
6. Voting and effect - ordinary resolutions are passed by simple majority of members present and voting; Part 1 constitutional amendments require a two-thirds majority of members present and voting (Clause 15(1); Clause 7(1)(e)). The meeting minutes must record vote totals and the decision (Clause 25).

Notes and legal reminders (selected constitutional references)

- Clause references are from the SMu3a Constitution (2022), adopted 6th October 2022.
- A proposal submitted in advance is a draft motion; it becomes a binding resolution only when duly adopted according to the constitution at the AGM by vote.
- For assistance completing this form contact the Acting Secretary: info@sheptonmalletu3a.org.uk or lizeenash@hotmail.com.

By submitting this form the proposer and seconder confirm they are paid-up members and accept that the proposal will be processed in accordance with the SMu3a Constitution (2022) and the procedure above.