

# **Durham University Retired Staff Association**

## **DURSA Constitution**

1. The name of the Association shall be the Durham University Retired Staff Association (DURSA).
2. The purpose of the Association is to maintain, for the sake both of the University and of the retired staff, the knowledge, experience and contacts of the retired staff within an enlarged academic community.
3. Membership shall be open to all staff who have retired from Durham University.
4. Honorary membership will be awarded to former Chancellors of the University.
5. There shall be a Committee consisting of a Chairman, Vice-Chairman, a Secretary, a Treasurer and five other members to be elected by the membership at the Annual General Meeting. Members shall serve for three years but the initial members shall serve for periods of one, two or three years to establish a system of rotation whereby one third of the members normally retire each year. The Committee may co-opt not more than two additional members on an annual basis.
6. The Committee shall be empowered to authorise payments for expenses incurred in pursuit of DURSA's aims and activities.
7. The quorum for a meeting of the Committee shall be four members, including the Chairman or Vice-Chairman.
8. A General Meeting shall be held annually, at which reports from the Committee shall be received, accounts presented and any business of the association conducted. An independent Examiner shall be appointed annually to scrutinise the accounts. Twelve members shall constitute a quorum.
9. The Secretary shall inform every member of the date of the Annual General Meeting, with a copy of the agenda, at least fourteen days prior to the meeting.
10. The Secretary shall convene a Special General Meeting at the request of the Committee or in response to a letter, signed by at least ten members, defining the specific purpose of the meeting. Twelve members shall constitute a quorum.
11. Invitations to social events shall normally include the spouses or partners of members and, subject to their maintaining contact with the University Development and Alumni Relations Office, the spouses or partners of deceased members.

### **Notes**

- a) The University has agreed to meet the costs of postage for occasional hard copy circulations and for the hire of University rooms and to provide minor refreshments at business meetings.
- b) All communications with members will normally be via email.

- c) A DURSA website will be maintained.
- d) The database of members will be held by the Alumni Office.
- e) Prior to becoming members of DURSA, retired staff will agree to complete an application form/agreement, both making clear the conditions of membership and giving information on where personal data will be held and the purposes to which it will be put by the University.
- f) The Treasurer of the University will hold the Association's cost centre.

As amended 7th June 2017, 29th June 2022 and 28th June 2023.

Latest version approved by the Registrar & Secretary on behalf of Council 7th August 2023

Francis Pritchard  
DURSA Secretary