



Constitution

NAME: The name of the Association is: **U3A Wynyard Inc.**

STATEMENT OF PURPOSES:

The purposes of U3A Wynyard Inc. are:

1. To provide classes and activities primarily for mature-aged persons living in the Waratah-Wynyard Municipality who wish to develop knowledge and skills.
2. To encourage all members to contribute their time and talents to assist with the running of the U3A and to volunteer as tutors or any other roles.
3. To operate as a learning co-operative to offer lifelong learning opportunities and promote healthy ageing in a friendly and enjoyable environment.

RULES

1 Membership

- i. Membership is open primarily to mature-age persons.
- ii. A membership fee is to be paid according to the categories of membership defined in the Membership Guidelines
- iii. Membership fees to be decided by the Committee prior to commencement of enrolments in classes for the year.
- iv. No educational entry levels are required; no examinations and no awards or qualifications given.
- v. Annual Membership is from January to December, or per term, as determined by the Committee.

2 Committee of Management

- i. The U3A is run by the Committee of Management which is responsible for the planning and delivery of courses and activities, the financial management of the group and other general business.
- ii. The Committee members are elected at a general meeting of all members. The Executive positions are: President, Vice President, Secretary and Treasurer. There will also be no more than 5 ordinary members.
- iii. One member of the Committee shall act in the capacity of Public Officer of the Association.
- iv. The number of ordinary members is to be decided by the members at a general meeting and any other positions deemed necessary.
- v. The Committee shall meet regularly, not less than 4 times a year.
- vi. A quorum constitutes half plus one of the Committee.
- vii. The Association shall, in each year, hold an Annual General Meeting.
- viii. The Annual General Meeting shall be held at a date (not later than three (3) months after the end of the financial year of the Association) determined by the Committee.

3 U3A Membership of Other Alliances

U3A Wynyard Inc. is a Member of the New South Wales Network through whom we avail ourselves of appropriate Insurance cover and other benefits. The State U3A group is also supported by attending meetings twice a year. Delegates will be appointed by the Committee to attend these meetings as necessary.

4 Classes, activities and courses

- i. All classes, activities and courses are organised by the Committee using the skills and expertise of volunteer members of the U3A. No extra fees are payable unless there are added costs to be covered such as materials, books or special equipment needed for a specific class.
- ii. Any proposed class or event is to be authorised by the Committee prior to being offered.

5. Financial matters

i. Financial year



The financial year of the Association shall end on 31 December.

ii. Subscriptions and levies

The membership fee for each category of membership shall be ratified at the Annual General Meeting. The Association may pay an annual membership fee to the New South Wales Network and Tasmanian State Alliance, or other organisations as agreed by the Committee.

iii. Income and Expenditure

Income and property of the Association shall only be applied toward the objects and purposes of the Association.

Members of the Committee may not receive gifts or a fee for holding such an office

All income and expenditure of the Association shall be authorised by the Committee. Validated out of pocket expenses maybe reimbursed.

iv. Accounts

True accounts shall be kept of all monies received and expended and all of the assets and liabilities of the Association.

Such accounts shall be open for inspection by members of the Association by arrangement with the Treasurer.

The Treasurer shall prepare the annual financial statements of the Association.

iv. Bank accounts

The Committee shall open banking accounts in the Association's name, in such manner as the Committee may determine.

Each cheque issued by the Association shall be signed by any two (2) of the Executive Committee.

6. Auditor

i. At each Annual General Meeting the Members shall appoint an auditor who is a registered company auditor, or

ii. The Association may Request an Exemption from Audit from Department of Justice, Consumer Affairs and Fair Trading.

iii. If required, the appointed auditor shall hold office until the following Annual General Meeting and is eligible for reappointment.

7. Dissolution (Not For Profit Status)

In the event of Wynyard U3A Inc. being dissolved, the amount which remains after dissolution and the satisfaction of all debts and liabilities shall be applied by U3AW in accordance with its powers, to any organisation which has similar objectives and which has rules prohibiting the distribution of its assets and income to its members.

8. Disputes and Mediation

The grievance procedure set out in this Rule applies to a dispute between a member and the U3A. If the member or the U3A has a grievance, it shall notify the other party in writing of the substance of the dispute. Both parties must be invited to meet and discuss the matter within 14 days of notification. If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend the meeting, then the parties must within 10 days hold a meeting in the presence of a mediator. The mediator must be a person chosen by agreement between the parties. The mediator must not determine the dispute.

9. Alteration of Rules

The Statement of Purposes and Rules may be changed by no less than a three quarters majority of the members present and voting at a meeting after copies of the proposed changes have been circulated to all members with a minimum of twenty one day's notice.