



**U3A Rockhampton and District Inc.**

*ABN 83 907 668 103*

***BY-LAWS***

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## 1. FEES AND CHARGES

1. **Joining fee** shall be the amount determined by the management committee and ratified at the following general meeting.
2. **Annual membership subscription** for the period 1<sup>st</sup> January to 31<sup>st</sup> December shall be the amount determined by the management committee and ratified at the following general meeting.
3. **Continuing members** must pay the full year's membership subscription and should renew their membership by 31<sup>st</sup> December.
4. **New members**
  - (a) Anyone wishing to become a member must complete a Membership Application Form which is available from the secretary or can be downloaded from the association's website.
  - (b) New members joining before 30<sup>th</sup> June each year shall pay the joining fee and the full annual membership subscription.
  - (c) New members joining between 1<sup>st</sup> July and 31<sup>st</sup> December each year shall pay the joining fee and half the full annual membership subscription.

### 5. Unfinancial Members

Members who have not renewed their membership will be sent a reminder. Should membership not be renewed by 30<sup>th</sup> April, the membership will be cancelled and the name deleted from the financial members list.

### 6. Other Charges

- (a) A charge may be made for social activities or trips. The charges should be set to cover the costs related to the particular activity or trip but, in special cases, the management committee may determine to provide a subsidy towards the cost of an activity or trip. The charge should be advised on the monthly newsletter and may be payable before the activity or trip. When U3A has paid for, or is committed to pay for, an activity or trip or part thereof, there will be no refunds to members for cancellations.
- (b) Activity groups that use materials or venues that charge for their use should advise those charges before members enrol in these groups.

## 2. AUSTRALIAN BUSINESS NUMBER

1. The U3A Rockhampton and District Inc. Australian Business Number as recorded on the Australian Business Register is 83 907 668 103.
2. The current secretary of U3A Rockhampton and District Inc. shall be the contact person on the Australian Business Register.
3. In the case of a change of secretary, contact details must be updated on the Australian Business Register. The previous secretary must sign the Change of registration details form.

### **3. FINANCES**

#### **1. Financial Institution**

The funds of the association must be kept in an account or accounts in the name of the association in a financial institution decided by the management committee.

#### **2. Financial Management**

(a) All financial transactions are to be recorded using a suitable account keeping computer program.

(b) Receipts are to be issued for all membership fees and sundry other income received by cash, cheque, direct deposit or card payment. No receipts will be issued to members for payments for social activities or raffle tickets.

(c) All monies received should be banked as soon as possible after receipt.

(d) The treasurer has authority to pay accounts when due, and such payments are to be ratified at the next management committee meeting.

#### **3. Petty Cash and Event Management**

(a) Treasurer will have \$200.00 petty cash for float at General Meetings.

(b) Social Coordinator will have \$100 for petty cash for float for social activities payments.

(c) Social Coordinator will have a bank account of \$300 limit, a debit card for event expenditures, as the only source of expenditure management. The account is to be topped up when required and monitored by Treasurer.

(d) The Raffle organiser will have \$50 for float.

#### **4. Signatories**

(a) All electronic funds transfers must be authorized by two people. Normally, the president and the treasurer authorize transactions. In the absence of either the president or the treasurer, the secretary will be the second authorizer of transactions.

(b) Cheques must be signed by any 2 of the following: President, Secretary, Treasurer.

(c) President and Treasurer are the signatories on the Social Coordinator account.

### **4. MANAGEMENT COMMITTEE**

1. The management committee shall consist of president, vice-president, secretary, assistant secretary, treasurer, social coordinator, activities manager and up to three other members elected at a general meeting or appointed by the committee.

2. The management committee should ensure that a position description is made available to all members, or prospective members, of the management committee. The master copy of all position descriptions is held by the secretary, who shall be the only person permitted to make changes.

3. While all management committee positions will be declared vacant at each annual general meeting, members may be renominated for that management committee position.

4. A member should be expected to serve in the same management committee position for only 3 consecutive years. Should a member have served in the same management committee position for 3 years and a candidate for that position cannot be found, a motion at a general meeting may give approval for that member to serve a further year in that position.
5. Subject to the exception above, a member should not serve for more than three 3-year terms on the management committee.

#### **6. Management Committee Meetings**

- (a) A management committee meeting will be held prior to each general meeting unless circumstances have resulted in the management committee meeting being unavoidably postponed or adjourned to a date after the general meeting. The meetings will be held at a location, on a day and at the commencement time determined by the management committee and advised to members.
- (b) The management committee will determine the routine administration of the association at this meeting.
- (c) All financial transactions are to be approved by this meeting.
- (d) Reports, recommendations and proposals are to be submitted to the committee and where necessary details taken to a general meeting for formal approval by the association.

### **5. OTHER OFFICERS**

1. The management committee may appoint members of the association to carry out other functions for the association. These officers include, but are not limited to, publicity officer, web coordinator, journal editor, guest speaker coordinator and volunteers' coordinator.
2. The management committee should ensure that a position description is made available to all officers, or prospective officers, in these appointed positions.

### **6. GENERAL MEETINGS**

#### **1. Ordinary General Meetings**

- (a) A general meeting of the association will be held each month, except December and January, on a day and at a time and venue decided by the management committee.
- (b) General meetings are to keep members informed of decisions of the management committee as they apply to the regular activities in which members could be involved. The following management committee members must report to the general meeting: president, secretary and treasurer. Other members of the association, as decided by the president, may report to the general meeting.
- (c) A record of attendance at each general meeting is to be kept in a manner determined by the management committee.
- (d) A volunteers' coordinator shall be responsible to ensure that sufficient numbers of members are available for the efficient running of general meetings, including:

- maintaining the record of attendance sheets
- distributing the monthly newsletter
- welcoming visitors and new members
- managing the raffle procedures
- assisting with morning teas.

(e) An Activities Expo may be held each year to provide an opportunity for the various activity groups to showcase what they do. The Expo will be publicised as widely as possible to encourage members of the public to attend to see what U3A has to offer. Membership Application Forms will be available for any persons wishing to join the association.

(f) General meetings during the year may include a guest speaker.

2. The **annual general meeting** will be conducted in March each year.

## 7. ACTIVITY GROUPS

1. Any member with an expertise or interest may make a request to the management committee to form an activity group.
2. An activity group may operate for members only or in conjunction with another organisation, when in those circumstances it shall be known as a third party provided activity.
3. The management committee shall approve the formation of an activity group provided-
  - (a) a suitable coordinator is willing to take responsibility to lead the group;
  - (b) sufficient interest is shown by members to make the group viable;
  - (c) a suitable venue is available as a meeting place for the group;
  - (d) costs to members for participation are known and reasonable.
4. Activity group coordinators will be supplied with a coordinator's folder. The folder will contain forms and documents as decided by the management committee but must include at least U3A Rockhampton and District Inc's safety management documents and forms, Guidelines for Coordinators, attendance records, Next of Kin details, blank membership applications. Certificates of Currency for insurance and conditions of hire of venue if necessary.
5. The coordinator should keep an accurate record of each member's attendance at each group meeting. Attendance sheets, preferably in scanned PDF format, are to be sent monthly to the assistant secretary for filing.

## 8. PLANNING

Future planning is the responsibility of the management committee. The management committee should take responsibility for the changing of meeting dates and/or venues should the need arise, e.g., unavailability of venue, public holidays.

## 9. PUBLISHING

1. **A journal**, the Quarterly Flyer, shall be produced by the journal editor for distribution to members in March, June, September and December. The journal will be distributed electronically to members who have provided an email address. Printed copies are to be taken to a general meeting for collection by those on the mailing list. Any uncollected copies will be mailed. The journal shall contain various reports, stories, poems, photographs and artwork submitted by members.
2. **A newsletter** is to be produced by the assistant secretary for distribution to members at each general meeting and made available to cooperating organisations. The information contained therein should include date, time and guest speaker for the present meeting and next meeting; details of the next two social/educational outings/trips; details provided by coordinators of activity groups when requested; and any information requested by the management committee.
3. **Website** – A site on the World Wide Web is to be maintained by a web coordinator in conjunction with the management committee. The site should contain details of the association's contacts, functions and activities, and any other information the management committee decides.

## 10. PUBLICITY

The publicity officer will arrange for information to be given to the media regarding meetings, activity groups and any special events.

## 11. INSURANCE

The management committee must ensure:

- (a) that the association takes out Public and Products Liability insurance, Management Liability insurance, Voluntary Workers Accident insurance, Property insurance and any other insurance the management committee considers necessary; and
- (b) that such insurance cover is current at all times.

## 12. SAFETY MANAGEMENT

Every member of U3A Rockhampton and District Inc. must understand and accept their responsibilities for health and safety and must comply with any reasonable health and safety instructions.

## 13. GRIEVANCES

Any grievances within U3A Rockhampton and District Inc. should be reported to the secretary, who will refer the grievance to the management committee. All grievances will be resolved in accordance with the Internal Grievance Procedures.

## 14. CONFLICT OF INTEREST POLICY

The Management Committee of U3A Rockhampton & District Inc shall disclose all real or perceived conflicts of interest that they discover or that have been brought to their attention in connection with the organization's activities. Management committee members must disclose when they have a material personal interest in a matter being considered at a management committee meeting to the committee as soon as they become aware of the interest and to members at the next general meeting of the association. This will help improve internal governance and give members greater transparency.

A "conflict of interest" occurs where a person is responsible for promoting the interest of the organization at the same time, he or she is involved in a competing personal interest whether it be financial, business, personal, or relational.

"Disclosure" shall mean that members provide to the Management Committee a written description of the facts comprising of the real or apparent conflict of interest.

The Management Committee shall then determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable as to the organization. The decisions on these matters must be for the welfare of the organization and the advancement of its purposes.

If a conflict of interest is within the Management Committee, then an appointed Responsible Person who is not associated to the conflict must oversee the discussion and deliberations.

At the discretion of the Management Committee a person with a real or perceived conflict of interest may be excused from all or any portion of discussion or deliberations with respect to the subject of the conflict.

The written notices of disclosures shall be filed with the Secretary and tabled at the meeting of the Management Committee, all disclosures of real or perceived conflicts of interest shall be noted for the record in the minutes.

The Committee Member affected by the disclosure must abstain from.

- (1) Participating in discussions or deliberations with respect to the subject of the conflict (other than to present information or to answer questions).
- (2) Using his or her personal influence to affect deliberations.
- (3) Making motions or voting.

A member of the committee who having disclosed a conflict of interest, nevertheless, shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes of the meeting shall reflect the member's disclosure, the vote thereon, and the member's abstention from participation and voting.

At the discretion of the Management Committee the determination of the conflict should in good faith and governance be brought to the General Meeting. However, in a highly sensitive issue the committee may decide that the conflict not to be disclosed at the General Meeting, pending legal advice if seen for example as a defamatory matter in the best interests of the organization.