

**U3A ROCKHAMPTON AND DISTRICT INC.****BY – LAWS**

Adopted at the General Meeting on Monday 8th April 2013

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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 1st January to 31st 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 the 31st December.
4. **New members**
  - (a) Persons wishing to become members must complete an 'Application for Membership Form' which is available from the secretary or can be downloaded from the association's website.
  - (b) New members joining before 30th June each year shall pay the joining fee and the full annual membership subscription.
  - (c) New members joining between the 1st July and 30th October each year shall pay the joining fee and half the full annual membership subscription.
  - (d) New members joining after the 30th October shall pay the joining fee and full annual membership subscription which will give them membership until the end of the following year.
5. **Unfinancial members**

Members who have not renewed their membership will be sent a reminder. Should membership not be renewed by the 30th 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 charge 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 is payable to the social co-ordinator 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 refund 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. The activities co-ordinator should be advised of the charge and it should be shown on the activities sheet.

## **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 president of U3A Rockhampton and District Inc. shall be the contact person on the Australian Business Register.
3. In the case of a change of president, the outgoing president must update the contact details on the Australian Business Register.

### **3. FINANCES**

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

- (a) 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 -
  - (i) in a ledger if handwritten; or
  - (ii) using a suitable account keeping computer program.
- (b) A receipt is to be issued for monies received.
- (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**

- (a) The level of petty cash is: (i) secretary - \$100.00; (ii) treasurer - \$100.00; and (iii) social co-ordinator - \$100.00.
- (b) Petty cash must be kept on the imprest system.

#### **4. Signatories**

- (a) Electronic funds transfers must be authorised by, and cheques must be signed by any 2 of the following—
  - (i) the president;
  - (ii) the secretary;
  - (iii) the treasurer;
  - (iv) any one of three other members of the association who have been authorised by the management committee to sign cheques issued by the association.
- (b) However, one of the persons who signs the cheque must be the president, the secretary or the treasurer.

### **4. MANAGEMENT COMMITTEE**

1. The management committee shall consist of: president, vice-president, secretary, assistant secretary, treasurer, activities co-ordinator, guest speaker co-ordinator,

social co-ordinator, publicity officer, journal editor, volunteers co-ordinator, web site co-ordinator and the immediate past president (for 1 year after their term as president, provided they are willing to accept the position).

2. The management committee should ensure that a position description is made available to all members, or prospective members, of the management committee. A copy of all position descriptions should be held by the secretary.
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. **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 a 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. **MEETINGS**

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

- (a) General meetings of the association will be held on the first Monday of each month (except January) at a time and venue determined 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 should report to the general meetings as required – president, secretary, treasurer, activities co-ordinator, social co-ordinator, guest speaker co-ordinator, publicity officer, journal editor and web-site co-ordinator.
- (c) A record of attendance at each general meeting is to be kept in a manner determined by the management committee.
- (d) The following volunteer positions, which may be varied by the management committee, are required to provide for the efficient running of general meetings:

- (i) 3 members required to maintain the record of attendance sheets and to distribute the monthly newsletter.
- (ii) 1 member to welcome visitors and new members.
- (iii) 1 member to sell tickets in the raffle.
- (iv) 3 members to assist with morning teas.

(e) A “**sign on day**”, where members have the opportunity to meet individual tutors/activity co-ordinators in order to sign on for the activity group, must be held once per calendar year.

(f) A “**show and tell session**”, where groups have the opportunity to display or speak about the activities of the group, must be held once per calendar year.

(g) All other general meetings during the year are to include a guest speaker.

(h) Morning tea is to be made available for members following the business section of the meeting followed by the guest speaker.

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

## 6. **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 organization, when in those circumstances it shall be known as a shared activity.
3. The management committee shall approve the formation of an activity group provided -
  - (a) a suitable tutor/co-ordinator 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; and
  - (d) costs to members of participation are known and reasonable.
4. Activity group tutors/co-ordinators will be supplied with a roll at the beginning of each year, or prior to a group commencing. The tutor/co-ordinator should keep an accurate record of each member’s attendance at each group meeting, including times of arrival and departure.

## 7. **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.

## 8. **PUBLISHING**

1. **A journal** shall be produced by the journal editor for distribution to members at the March, June, September and December meetings. The journal may be distributed in print form, or in electronic form to members who provide an email address for that purpose. The journal should contain information, stories, poems, photographs and artwork submitted by members and a current activity sheet.
2. **A newsletter** is to be produced by the secretary for distribution at each general meeting to members and made available to co-operating organisations. The information contained therein should include – date, time and guest speaker for present meeting and next meeting; details of the next two (2) social/educational outings/trips; details provided by tutors/co-ordinators of activity groups when requested; or any information the management committee requests. Minutes of the previous general meeting are to be printed on the back of the newsletter.
3. **Website** – A site on the World Wide Web is to be maintained by a web co-ordinator 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.

## 9. **PUBLICITY**

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

## 10. **ACCIDENT REPORTING**

Accident report sheets will be supplied to each activity group tutor/co-ordinator and will also be available at each general meeting. In the event of an accident or injury to a member at any U3A meeting or activity an accident report sheet should be completed giving full details. The completed sheet should be given to the secretary for filing and future reference if required.

## 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 and any other insurance the management committee considers necessary.
- (b) that the association shall keep such insurance cover current at all times.