

# CONSTITUTION OF KENTISH U3A

## NAME OF THE ORGANISATION:

**Kentish U3A (University of the Third Age)**

## STATEMENT OF PURPOSES

The purposes of Kentish U3A are to:

- Provide classes and activities for mature-age persons who wish to develop knowledge and skills.
- Conduct programs for members in their local community.
- Encourage all members to contribute their time and talents to assist with the running of the U3A and to volunteer as tutors or class leaders.
- Operate as a learning co-operative to offer lifelong learning opportunities and promote healthy aging in a friendly and enjoyable environment.

## RULES

### 1. INTERPRETATION

In these rules –

“Organisation” means Kentish U3A;

“Member” means a member of Kentish U3A as defined in Rule 2;

“Register” means a register of members as defined in Rule 2;

“Objectives” means the objects and purposes as described in Statement of Purposes;

"Committee" means the Management Committee as defined in Rule 4;

"Meeting" includes –

- (a) the Annual General Meeting (AGM) of all members;
- (b) any Special General Meetings of all members;
- (c) Committee Meetings.

"Act" means the Associations Incorporation Act 1964 (Tasmania);

“Casual vacancy” as noted in Rule 4 means the inability of any Committee member to fulfill his/her duties within the meaning of the Act;

“The Office of Consumer Affairs and Fair Trading” (Tas) is the government department which approves incorporation of community organisations.

## **2. MEMBERSHIP**

- Membership is open to any person aged 50 years and over who is retired or not working full-time.
- Persons not satisfying these criteria may become members at the discretion of the Committee.
- The Committee reserves the right to decline any application for membership.
- An annual membership fee is payable by every member.
- Tutors who are not members will be granted honorary membership for the year in which they tutor.
- Honorary members may attend one full course in a year without paying the membership fee. Honorary members are not able to vote at any meetings or act on the Committee.
- Members can attend as many classes as they wish in a year, subject to there being places available when they seek to enroll in a class.
- A register of members will be drawn up and maintained by the Treasurer. This register shall include both financial and honorary members.
- The membership fees will be decided by the Committee prior to the commencement of programs for the year.
- No educational entry levels are required for membership. There will be no examinations and no awards or qualifications given.
- Tutors and class leaders will be U3A members or invited guests, all of whom will give their expertise and time in a voluntary capacity.

## **3. CLASSES, ACTIVITIES AND COURSES**

- Courses will be offered over two semesters per year which will be approximately aligned with school terms 1-2 and 3-4.

- All classes, activities and courses will be organised by the Committee, using the skills and expertise of volunteer members of Kentish U3A.
- No extra fees will be paid, unless there are added costs to be covered such as materials, books or special equipment needed for a specific class. Photocopying costs will be negotiated, as required.
- Tutors and class leaders' reasonable out-of-pocket costs may be reimbursed on production of supporting documents.
- Any proposed class or activity will be authorised by the Committee prior to it being offered. The following documents as authorised by the Committee relating to courses should be noted:

*Kentish U3A Membership Application Form (including emergency contact)*

*Incident form*

*Public liability certificate*

#### **4. COMMITTEE OF MANAGEMENT (known as 'the Committee')**

- Kentish U3A will be run by the Committee, who are responsible for the planning and delivery of courses and activities, the financial management of the organisation and other general business.
- Committee members will be elected at the AGM. Positions will be: President, Public Officer, Course Coordinator, Publicity Officer, Secretary, Treasurer and between three and six other ordinary Committee members.
- Positions may be combined e.g. Secretary/Treasurer; President/Public Officer; or shared e.g. two people sharing the Course Coordinator role, according to the discretion of the Committee.
- Roles of office bearers of the Committee:
  - **President** - Chair all meetings of the Committee as well as the AGM and other Special General Meetings of members; represent Kentish U3A at functions/meetings that the organisation has been invited to; act as spokesperson for the Group when necessary.
  - **Public Officer** – carry out any specific duties of a Public Officer of an incorporated organisation as required by the Office of Consumer Affairs and Fair Trading (Tas).
  - **Course Coordinator** - in consultation with others on the Committee as required, liaise with tutors and potential tutors and providers of appropriate venues to draw up course offerings for each semester.
  - **Publicity Officer** - inform the Kentish community of U3A courses and activities through the monthly Kentish Voice publication, the Kentish U3A website, and other appropriate means.
  - **Secretary** - take and keep minutes of all meetings; prepare the agenda for meetings of the Committee and the organisation in consultation with the

President; deal with correspondence; collect and circulate any relevant information within the organisation.

- **Treasurer** - supervise the financial affairs of the organisation; maintain the membership register; keep proper accounts that show all monies collected and paid out by the organisation; prepare financial records for presentation at the AGM and to relevant government department/s as required by law and these accounts may be audited at the discretion of the Committee.
- The Committee will meet as required and no less than four times per year.
- The quorum for a Committee meeting will be 4 and any Committee member may temporarily step into an office bearer role for the duration of the meeting.
- If a casual vacancy occurs on the Committee, the Committee may appoint a member of the organisation to fill the vacancy until the conclusion of the next AGM following the date of the appointment.

## **5. ANNUAL GENERAL MEETING (AGM)**

- The AGM will be held before March 31 each year.
- All members will be given at least 14 days' notice of the AGM and will be entitled to attend and vote.
- The quorum for an AGM will be 15 members listed on the current register.
- The business of the AGM shall include:
  - receiving a report from the President on the organisation's activities over the year;
  - receiving a report from the Treasurer on the finances of the organisation;
  - electing a new Committee and office bearers;
  - considering any other matter as may be decided.

## **6. SPECIAL GENERAL MEETINGS OF MEMBERS**

- All other meetings of members as required will be deemed to be Special General Meetings.
- All members will be given at least 14 days' notice of Special General Meetings and will be entitled to attend and vote.

- The quorum for Special General Meetings will be 15 members listed on the current register.
- Accurate minutes of the AGM and Special General Meetings must be prepared and kept and be available for inspection by members.

## **7. FINANCIAL YEAR**

- The Kentish U3A financial year is deemed to be from the first day of March to the last day of February of the following year.

## **8. AFFILIATIONS AND/OR MEMBERSHIP OF NETWORKS**

- Kentish U3A is a member of U3A New South Wales Network. This arrangement enables Public Liability Insurance cover.
- Kentish U3A may liaise as the need arises with U3AAA (the national alliance of state networks).

## **9. DISSOLUTION**

- In the event of Kentish U3A being dissolved, the amount of money which remains after dissolution and the satisfaction of all debts and liabilities shall be applied by Kentish U3A to any organisation which has similar objectives as determined by the Committee.

## **10. DISPUTES AND MEDIATION**

- If a member of Kentish U3A has a grievance, he/she shall notify the other party and the President of Kentish U3A in writing of the substance of the dispute. The President will invite both parties to meet and discuss the matter within 14 days of notification. If the parties are unable to resolve the dispute at 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 three parties. If a member fails to attend a meeting as arranged, the Committee may consider the matter closed.

## **11. ALTERATION OF CONSTITUTION**

- This Constitution may be changed by no less than 20 members, present and voting at a Special General Meeting or AGM after copies of the proposed changes have been circulated to all members with a minimum of thirty days' notice.

## **12. COPYRIGHT**

- Kentish U3A, as a member of U3A NSW Network, is covered under a Statutory Education License held by the Network. Kentish U3A may copy third-party copyright materials. Tutors will be clearly informed about copyright provisions under this license.