

CONSTITUTION OF KENTISH U3A Inc. (University of the Third Age)

EXPLANATION OF PROPOSED CHANGES

Proposed amendments in blue.

NAME OF THE ORGANISATION:

Kentish U3A (University of the Third Age) Inc.

Clarification of name. The name does not include the words (University of the Third Age)

Include Inc as required by Dept Justice for an incorporated body.

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 members learning opportunities and promote healthy aging in a friendly and enjoyable environment.

The word "learning" is redundant

We offer learning and participation to members.

"Lifelong" suggests cradle to grave which we do not offer.

RULES

1. INTERPRETATION

In these rules –

"Organisation" means Kentish U3A Inc.;

"Kentish U3A" means Kentish U3A Inc.

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

Clarification

“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 fulfil 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

1. Membership is open to any person aged 50 years and over who is retired or not working full-time.
2. Persons not satisfying these criteria may become [Associate Members](#) at the discretion of the Committee. [\(See below\)](#)
3. The Committee reserves the right to decline any application for membership.
4. An annual membership fee is payable by every member.
5. [Associate members may attend classes and activities if they meet all of the following conditions.-](#)

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Note from Section 2 the “dot points” have been replaced with numbers to allow simpler referencing.

2.2 At present the rules do not allow any members below the age of 50 or who has the time to attend. The committee is seeking to respond to requests to allow more flexible membership by creating “Associate Membership” category.

See 2.5 below for conditions

- 1) On payment of membership fee (payable per semester at the same rate as full members).
 - 2) If tutors are agreeable to their attendance.
 - 3) If all health and safety standards and requirements are met.
 - 4) If there is a good reason to encourage their attendance eg, for the persons self-development or to add value to the class or activity.
 - 5) Persons eligible as above may also join Summer School classes and activities upon payment of the Summer School fee as determined by the Committee.
6. Tutors and guest speakers who are not members will be granted membership on an honorary basis for the year in which they tutor.
 7. Honorary members may attend one full course in a year without paying the membership fee.
 8. Honorary members are not able to vote at any meetings or act on the Committee.
 9. Members can attend as many classes as they wish in a year, subject to there being places available when they seek to enrol in a class.
 10. A register of members will be drawn up and maintained by the Treasurer/ Membership Officer. This register shall include both financial, associate and honorary members.
 11. The membership fees will be decided by the Committee prior to the commencement of programmes for the year.
 12. No educational entry levels are required for membership. There will be no examinations and no awards or qualifications given.
 13. Tutors and class leaders will be U3A members or invited guests, all of whom will give their expertise and time in a voluntary capacity. Where a course need has been

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2.5 Associate membership will be allowed for a person under 50 only if all of these conditions are met.

2.5.1 Associate members will pay per semester, emphasising the temporary nature of their membership. Payment is at the same rate, ie if annual fees are \$40 for full members, Associate members will pay \$20 per semester.

10. adds associate members to the membership register

13. Most tutors will remain unpaid as at present. This change allows flexibility to pay an incentive to tutor in a specialist or technical subject.

identified and a tutor cannot be found within membership a tutor may be paid a fee.

3. CLASSES, ACTIVITIES AND COURSES

1. Courses will be offered over two semesters plus Summer School. ~~per year which will be approximately aligned with school terms 1-2 and 3-4.~~
2. All classes, activities and courses will be organised by the Committee, using the skills and expertise of volunteer members of Kentish U3A.
3. 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. *Contributions from participating members towards venue hire may be sought if required by the committee.*
4. *Classes and activities should take place in public venues rather than in a member or tutors home to meet Insurance specifications.*
5. Tutors and class leaders' reasonable out-of-pocket costs may be reimbursed on production of supporting documents.
6. 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

Risk Management Guidelines

Public liability certificate

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3.1. School classes have changed over time. There is no need to try and align with school classes.

3.3 In 2020 Kentish U3A funds were running low. Members were asked to contribute a gold coin donation towards venue hire eg Tandara day room or Sheffield town hall. There was no provision in the constitution to permit this. Hopefully it will not be needed in the future but the option will be there if required.

3.4 Public Liability insurance does not extend to private homes used for classes or activities.

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

1. 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.
2. 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.
3. 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.
4. The Committee will meet as required and no less than four times per year.
5. 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.
6. 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.

4.a Roles of office bearers of the Committee:

1. 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.
2. 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).

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4. The layout of this section has been changed with the intention of improving logical layout. The section on Roles of the office bearers has been moved out of the directions for the committee and appears in 4.a below. The content is the same.

3. 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.
4. 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.
5. 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.
6. 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.

5. ANNUAL GENERAL MEETING (AGM)

1. The AGM will be held before March 31 each year.
2. All members will be given at least 14 days' notice of the AGM and will be entitled to attend and vote.
3. The quorum for an AGM will be 15 members listed on the current register.
4. The business of the AGM shall include:
 - a. receiving a report from the President on the organisation's activities over the year;

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5. No changes proposed

- b. receiving a report from the Treasurer on the finances of the organisation;
- c. electing a new Committee and office bearers;
- d. considering any other matter as may be decided.

6. SPECIAL GENERAL MEETINGS OF MEMBERS

1. All other meetings of members as required will be deemed to be Special General Meetings.
2. All members will be given at least 14 days' notice of Special General Meetings and will be entitled to attend and vote.
3. The quorum for Special General Meetings will be 15 members listed on the current register.
4. Accurate minutes of the AGM and Special General Meetings must be prepared and kept and be available for inspection by members.

7. FINANCIAL YEAR

1. The Kentish U3A financial year is deemed to be from the first day of ~~March~~ **January** to the last day of ~~February~~ **December** of the following **each** year.

8. AFFILIATIONS AND/OR MEMBERSHIP OF NETWORKS

1. Kentish U3A is a member of U3A New South Wales Network. This arrangement enables Public Liability Insurance cover.

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6. No changes proposed

7. It is proposed to change the financial year to a calendar year. This will make it easier for our hard working Treasurer to complete all the financial works for the year and arrange audit and reporting before commencing a new year of courses, membership, etc. The AGM will continue to be in March as at present.

8. No changes proposed

2. Kentish U3A may liaise as the need arises with U3AAA (the national alliance of state networks).

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9. DISSOLUTION

1. 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.

9. No changes proposed

10. DISPUTES AND MEDIATION

1. 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.

10. No changes proposed

11. ALTERATION OF CONSTITUTION

1. 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.

11. No changes proposed to the rules surrounding any change to the constitution.

12. COPYRIGHT

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

END

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12.1 Clarification of wording. No change of effect.

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