

Constitution of U3A Aldinga Inc

1 Name

The name of the association is U3A Aldinga Inc hereinafter called 'the Association'.

2 Objects

The objects of the Association are to:

- (a) encourage and conduct learning groups which will allow for the interchange of ideas, knowledge and skills amongst members;
- (b) find and utilise the experiential and intellectual resources available;
- (c) encourage the investigation and enhancement of knowledge in areas of mutual interest; and
- (d) liaise with other mutual-help learning groups in the area and other U3As.

3 Scope

The scope of the Association excludes the granting of educational qualifications and the Association shall not seek accreditation with any qualification-granting body.

4 Powers

For the purpose of carrying out its objects, the Association has all the powers conferred by section 25 of the Associations Incorporation Act 1985 and in addition may accept donations to assist in the pursuance of its objects.

5 Membership

- (a) Membership shall be open to persons who subscribe to the above objects and pay the prescribed annual membership fee.
- (b) Membership may be suspended by not less than a two-thirds majority at a Committee Meeting or a simple majority at a General Meeting.

6 Subscription

- (a) The annual subscription shall be such sum as the Committee may determine from time to time, subject to confirmation at a General Meeting.
- (b) The subscription shall be payable annually by 31st January.
- (c) Membership shall cease automatically when any subscription is three months in arrears.
- (d) Members shall be entitled to full voting and other membership rights and shall not be deemed unfinancial until their subscriptions are three months in arrears.

7 Committee

- (a) The Committee shall be responsible to the Association for the exercise of the powers specified under clause 4 of this Constitution and for the management of its affairs. In exercising such powers, the Committee shall seek endorsement from a General (Ordinary or Extraordinary) Meeting for all actions designated in Section 25 of the Associations Incorporation Act 1985 except clause 25 (c).

- (b) Reports about Committee activities shall be given to members through meetings and in newsletters.
- (c) The Committee shall consist of eight members. Members of the Committee shall normally have a tenure of two years. Half the Committee will retire on alternate years and shall be eligible for re-election.
- (d) The Committee members shall be elected from amongst the members at the Annual General Meeting. Office bearers shall consist of at least the following: President, Program Co-ordinator, Secretary, Treasurer and Publicity Officer and shall be chosen by the Committee. One person may occupy two positions.
- (e) The quorum for Committee meetings shall be four.
- (f) The Committee shall meet as often as may be required to conduct the business of the Association and not less than six times in the year.
- (g) The position of any Committee member absent for three successive Committee meetings without explanation acceptable to the Committee shall become vacant.
- (h) Vacancies unfilled or arising in the Committee may be filled by the Committee by co-opting members for the required period.
- (i) The Committee may co-opt any persons for specific purposes.
- (j) The Committee may appoint sub-committees for specific purposes who shall meet as they see fit or as directed by the Committee and who shall report to the Committee. Membership of sub-committees need not be confined to members of the Association.
- (k) Subject to this Constitution and to any directions of a General Meeting, the Committee may regulate its own affairs as it considers best to meet the Association's objects.

8 Financial Year

The financial year of the Association shall be from December 1 until November 30.

9 General Meetings

- (a) General Meetings shall be called by the Secretary within twenty-eight days of receipt of a directive of the Committee or a written request of six members specifying the business to be conducted at the meeting.
- (b) An Annual General Meeting shall be held in December of each year.
- (c) At least ten days' written notice of meetings shall be given to members.
- (d) A quorum at any General Meeting shall be 20 members.
- (e) If a quorum of members is not present within thirty minutes from the time appointed for the meeting, a meeting convened upon the requisition of members shall lapse. In any other case, a majority of members present may decide to adjourn the meeting for a period not exceeding fourteen days. If a quorum is not present at such an adjourned meeting, the meeting shall lapse altogether.

- (f) Voting shall be by show of hands except when the meeting, by show of hands, requires any vote to be by secret ballot.
- (g) Each member shall be entitled to one vote on each resolution. Results shall be established by simple majority. In the event of an equality of voting on any question, it shall be resolved so as to preserve the *status quo*. Equality of votes for the election of Committee members shall be determined by lot.

10 Minutes

- (a) Minutes of all proceedings of General and Committee meetings shall be entered in a minute book kept for the purpose and shall be signed by the chairperson of the next succeeding General or Committee meeting.
- (b) Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, and that all appointments and resolutions made at the meeting are deemed to be valid.

11 Finance

- (a) All monies received shall be deposited in an account of a financial institution approved by the Committee. If a cheque account is utilised, cheques are to be signed by two of three office bearers authorised by the Committee.
- (b) The assets and income of the Association shall be applied solely to the furtherance of its objects and no portion shall be distributed directly or indirectly to its members except as *bona fide* compensation for services rendered or expenses incurred on behalf of the Association.
- (c) Officers of the Association may hold petty cash floats to a value determined by the Committee.

12 President

The President shall:

- (a) chair Committee and General Meetings except that in her/his absence or at the request of a majority at the meeting, another member may be elected as chairperson;
- (b) act as spokesperson for the Association unless alternative arrangements are made by the Committee; and
- (c) make statements in accordance with previously agreed policy, or in an emergency following consultation with at least two members of the Committee.

13 Program Co-ordinator

The Program Co-ordinator, in consultation with the Committee, shall be responsible for the overall program of studies in determining subjects of interest to members, undertaking negotiations for and with group leaders, organising session times and meeting places, and providing term programs.

14 Publicity Officer

The Publicity officer shall disseminate information about the Association and instigate promotional activities.

15 Treasurer

The Treasurer shall:

- (a) cause monies received to be paid into an account authorised by the Committee in the name of the Association. Major or unusual expenditures shall be authorised in advance by the Committee or a General Meeting;
- (b) cause records to be kept of all receipts and payments and other financial transactions. Records shall be available for inspection by any member;
- (c) cause to be prepared financial budgets and statements and submit a financial report to each Committee Meeting; and
- (d) present accounting records which correctly record and explain the transactions and financial position of the Association to each Annual General Meeting.

16 Secretary

- (a) The Secretary shall call meetings in accordance with the provisions of this Constitution.
- (b) The Secretary shall cause records to be kept of the Association including the Constitution and policies, a register of minutes of meetings and notices, a file of correspondence, records of submissions or reports made on behalf of the Association, and, in concert with the Treasurer, keep a record of members.
- (c) All records shall be available for inspection by members.
- (d) In the absence of the Secretary, or by request of the Committee, another member may be elected as minute secretary.

17 Amendments

The provisions of this Constitution may be repealed or amended by a resolution of three-quarters of the members voting in person or by written proxy at a General Meeting called for that purpose provided twenty-one days' written notice of the proposed amendment(s) has been given to all members.

18 Seal of the Association

The seal of the Association shall be kept in the custody of a person approved by the Committee, its use approved by the Committee and that authorisation entered in a record kept for that purpose. The affixing of the seal to a document shall be attested in the record by the signatures of two members of the Committee.

19 Dissolution

- (a) The Association shall be dissolved if a resolution to this effect is carried by a three-quarters majority of members voting in person or by written proxy at a General Meeting called for that purpose, twenty-one days' written notice of the proposed resolution having been given to all members.
- (b) In the event of dissolution, any monies or equipment that remain after such dissolution and the satisfaction of all debts and liabilities, shall be paid and applied by the Committee to any fund, institution or authority which is a non-profit organisation whose objects and purposes are similar to those of the Association.

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November 2000