

# Rules and Constitution

**NAME:** The name of the Association is:

**University of the Third Age - Central Coast (Tas) Inc**

**NAME:** (Short Form) Referred to in this document as:

**Association**

or

**U3A Central Coast**

## **ASSOCIATION OFFICE:**

The office of the Association shall be at the following place or at any other place determined by the Steering Committee

**Apex House, 3 Gollan Street, Ulverstone Tas 7315**

**(P O Box 553, Ulverstone Tas 7315)**

## **STATEMENT OF PURPOSES:**

The purposes of the Association are:

1. To provide classes and activities for mature-aged persons who wish to develop knowledge and skills.
2. To conduct programs for its members in the local community.
3. To encourage all members to contribute their time and talents to assist with the organisation of the U3A Central Coast and to volunteer as tutors or class leaders.
4. To operate as a learning co-operative to offer lifelong learning opportunities and promote positive ageing in a friendly and enjoyable environment.

## **RULES:**

### **1. Membership**

- a) Membership is open to mature-age persons (ordinarily aged 50 years or older)
- b) An annual membership fee is payable by each member and is set at the Annual General Meeting of the Association.
- c) There are no educational entry levels required, no examinations and no awards or qualifications given.
- d) Tutors and class leaders should be U3A Central Coast members who are unpaid. Honorary membership may be provided to tutors or class leaders who do not otherwise meet membership criteria.

### **2. Committee of Management**

The Association will be run by a Committee of Management who is responsible for:

- a) the planning and delivery of courses and activities,
- b) the financial management of the Association
- c) other general business, which shall include:
  - i. Incorporation of the Association
  - ii. Maintaining the Rules and Constitution consistent with the requirements and model rules contained in the Associations Incorporation Act 1964
  - iii. Holding an annual general meeting of members in November each year to approve the ongoing Rules and Constitution of the association and elect a Committee of Management in accordance therewith.
  - iv. Affiliation with national or state U3A Networks

The Committee of Management shall consist of the following:

- Chairperson
- Deputy Chairperson
- Secretary
- Treasurer
- Public Officer
- Course Co-ordinator
- Ordinary members

The number of ordinary members is to be decided by the Committee of Management and shall include any other positions deemed necessary to continue the Association such as:

- Assistant Secretary
- Assistant Treasurer
- Assistant Course Co-ordinator(s)
- Publicity Officer

The Committee of Management shall meet at least monthly. A quorum shall be a number exceeding 50% of Committee of Management members

### **3. Classes, activities and courses**

- a) All classes, activities and courses are organised by the Committee of Management using the skills and expertise of volunteer members of the U3A Central Coast.
- b) No class or activity fees are payable unless there are added costs to be covered such as materials, venue, books or special equipment needed for a specific class.
- c) Tutors' and class leaders' costs will be reimbursed.
- d) Any proposed class or activity is to be authorised by the Committee of Management prior to being offered.

## **4. Financial**

- a) The Committee of Management is authorized to maintain an account or accounts in the name of the Association with an authorised deposit taking institution.
- b) True accounts are to be kept of the following:
  - i. Each receipt or payment by the Association and the matter in respect of which the money was received or paid.
  - ii. Each asset or liability of the Association.
  - iii. On behalf of the Association, the Treasurer is to
    1. Receive all monies paid to the Association
    2. Issue an official receipt
    3. Pay such monies into the Association's account
  - iv. Except with the authorization of the Steering Committee a payment in excess of \$50 is not to be paid from the funds of the Association otherwise than by cheque or electronic transfer from the Association's account.
  - v. The financial year of the association commences on 01 January and close 31 December.
  - vi. The committee will appoint an external auditor to provide an annual audit of the Associations accounts.

## **5. Disputes and Mediation**

The grievance procedure set out in this Rule applies to dispute between a member and the Association.

If the member or the U3A Central Coast has a grievance, it shall notify the other party in writing of the substance of the dispute. Both parties shall be invited to meet and discuss the matter within 14 days of notification.

If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend the meeting, then the parties must within 30 days hold a meeting in the presence of a mediator.

The mediator shall be a person chosen by agreement between the parties. The mediator shall not determine the dispute.

## **6. Alteration of Rules**

The Statement of Purposes and Rules may be changed by no less than a three quarters majority of the members present and voting at a meeting of the Committee of Management after copies of the proposed changes have been circulated to Committee of Management members not less than 7 days before such meeting.

## **7. Dissolution**

In the event of the Association being dissolved, any amount remaining after dissolution and the satisfaction of all debts and liabilities shall be applied by the Association in accordance with its powers to any organisation which has similar objectives and which has rules prohibiting the distribution of its assets and income to its members.

## **8. Adoption**

The Association, at the Annual General Meeting of U3A Central Coast on Monday 27 November, 2017, formally adopted these Rules and Constitution.

**Committee of Management Chairperson**

**27 November, 2017**