

University of the Third Age Armidale Incorporated

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CONSTITUTION

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Part 1 Preliminary

1) Name:

- a) The name of the organisation is University of the Third Age Armidale Incorporated referred to in this constitution as "U3AA".

2) Legal Status:

- a) University of the Third Age Armidale Incorporated (U3AA) is an incorporated association, incorporated under the Associations Incorporation Act 2009 (NSW) and is also subject to the Associations Incorporation Regulation 2016 (NSW).
- b) as an Incorporated Association, U3AA has its own legal identity separate from its members, providing protection to members in legal transactions, and:
 - i) is a 'legal person'
 - ii) can enter into and enforce contracts in its own name.
 - iii) can open a bank account
 - iv) can hold, acquire and deal with property in its own name
 - v) can sue or be sued
 - vi) continues, even though its members may change.
- c) U3AA operates under a Constitution registered with the NSW Department of Fair Trading. Under the Constitution U3AA is managed by a Committee of eight persons comprised of a President, Vice-President(s), Secretary, Treasurer and Committee Members.
- d) U3AA is also a registered Charity and is regulated by the Australian Charities and Not-for-profits Commission.

3) Definitions:

- a) In this constitution:
 - i) **Director-General** means the Director-General of the Department of Services, Technology and Administration.
 - ii) **ordinary Committee member** means a member of the Committee who is not an office-bearer of the association.
 - iii) **Secretary** means:
 - (1) The person holding office under this constitution as Secretary of the association, or
 - (2) if no such person holds that office - the Public Officer of the association.
 - iv) **special general meeting** means a general meeting of the association other than an annual general meeting.
 - v) **the Act** means the *Associations Incorporation Act 2009*.
 - vi) **the Regulation** means the *Associations Incorporation Regulation 2016*.
- b) In this constitution:
 - i) a reference to a function includes a reference to a power, authority and duty, and
 - ii) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
- c) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

Part 2 – Aims, Objectives and Principles

4) Aims

- a) To provide programs of learning activities for mature people in retirement or partial retirement to stimulate, maintain, strengthen, and sustain mental and physical health into later years.
- b) To provide a physical location for members to gather where multiple activities can be conducted concurrently and where friendship and connection is supported, potentially relieving and/or preventing isolation and loneliness within the aged community.
- c) To create a community in which there is no distinction in terms of the membership, between those who provide learning opportunities and those who learn.
- d) To support individuals working on projects in a communal setting within the premises where assistance is given, ideas are shared, and collaborative interests can be developed.
- e) To operate the U3AA in such ways that friendship, involvement, and learning is pursued without any reference to entry criteria, qualifications, or assessment.
- f) To assist in dispelling the notion of intellectual decline with age. To encourage the awareness of the plasticity of the brain where life-long learning and participation is natural.
- g) To exchange ideas and resources with other University of the Third Age (U3A) organisations both in Australia and overseas.
- h) To encourage and develop partnership/s with similar institutional organisations.
- i) To encourage participation with local multicultural and indigenous communities in a culturally meaningful way and to develop broad understanding and stronger integration within the community.
- j) To provide a safe environment where members can participate and become involved in multilevel ways.
- k) To encourage and assist in providing support to those members wishing to share their expertise and knowledge with others through running courses within U3AA.

5) Objects

- a) To make those in their later years aware of their intellectual, cultural, and aesthetic potentialities, and of their values to themselves and to their society.
- b) To assail the dogma of intellectual decline with age.
- c) To provide from amongst the membership, the resources for the development and intensification of their intellectual, cultural, and aesthetic lives. In this way to help members to make effective and satisfying use of their freedom in later years
- d) To create an institution for these purposes where there is no distinction between the class of those who teach and those who learn, where all of the activity is voluntary, freely offered by the members of the university to other members.
- e) To organise this institution that learning is pursued, skills acquired, interests are developed for themselves alone with no reference to qualifications, awards, or personal advancement.
- f) To mobilise members of the university to help provide the need for educational stimulation but also to provide skills and expertise within the membership for the maintenance and management of the organisation.
- g) To ensure that the curriculum of U3AA will be determined by the needs/preferences of members and according to the resources made available through the participating members

6) Guiding principles for the Operation of U3AA:

- a) Members will be encouraged to learn, teach, share or to assist in the operation of U3AA using their skills and talents that may be lost if not utilised.
- b) Members will not receive payment for contributions as tutors (course leaders, etc) convenors or organisers.
- c) U3AA has an open membership and younger persons are will not be prevented from joining, however, the organisation has been developed around the interests of retired or semi-retired people in the community. Programmes and courses are as diverse as the community itself.
- d) U3AA will be financed principally by annual membership fees maintained at minimum levels which enable access for persons of all means.
- e) In order to maintain and expand the physical infrastructure and obtain operational funding, governance policy and other documents will be kept up to date to maximise potential outcomes of fund raising, grant applications, gifts, sponsorships and philanthropic opportunities.
- f) The programme of activities will be as broad as the membership and its resources permit.
- g) Organisational and financial autonomy will be the guiding principle at all times.

PART 3 - Membership

7) Application for membership

- a) Persons wishing to apply to become Ordinary Members shall register in writing by completing an application form. (See Appendix 1).
- b) Ordinary Members shall pay current membership fees applying at the time of joining.
- c) The Secretary must, on payment by the person of the amount referred to in Clause 12 (ii), enter or cause to be entered the person's name in the register of Ordinary Members.
- d) A register of Ordinary Members shall be kept by the Committee, showing the name, address and date of joining. A note shall also be kept of the date of cessation of membership.
- e) Persons wishing to become Temporary Members shall apply in writing by completing an application form. (See Appendix 2). By signing the temporary membership form Temporary Members agree to be bound by the time, period and rules set out on the form. Temporary Members shall have no voting rights and shall not be eligible for election to the Committee.
- f) The Committee may award Associate Membership or Institution Membership to those persons or organisations it thinks fit. Associate or Institution Members shall have no voting rights and shall not be eligible for election to the Committee. The Secretary shall keep a separate list of any such members.
- g) The Committee may award Honorary Life Membership to appropriate members. U3AA Honorary Life Members shall have the same voting rights as Ordinary Members. The Secretary shall keep a separate list of any such members.

8) Cessation of membership

Persons cease to be a member of the association if the person:

- i) dies, or
- ii) resigns membership, or
- iii) is expelled from the association, or
- iv) fails to pay the annual membership fee under Clause 12 (b) within 2 months after the fee is due.

9) Membership entitlements not transferable

- a) A right, privilege or obligation which a person has by reason of being a member of the association:
 - i) is not capable of being transferred or transmitted to another person, and
 - ii) terminates on cessation of the person's membership.

10) Resignation of membership

- a) A member of the association may resign from membership of the association by first giving to the Secretary written notice of at least one month (or such other period as the Committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- b) If a member of the association ceases to be a member under subclause (a), and in every other case where a member ceases to hold membership, the Secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

11) Register of members

- a) The Committee must establish and maintain a register of members of the association (whether in written or electronic form) specifying the name and postal, residential or email address of each person who is a member of the association together with the date on which the person became a member.

- b) The association register may also include the email address of an association member. The register can be kept in written or electronic form. If kept in electronic form, a current hard copy must be made available for any member to inspect at the association's main premises or the official address.
- c) The register of members must be kept in New South Wales:
 - i) at the main premises of the association, or
 - ii) if the association has no premises, at the association's official address.
- d) The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- e) A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- f) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- g) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
 - i) The purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
 - ii) any other purpose necessary to comply with a requirement of the Act or the Regulation.

12) Fees and subscriptions

- a) The membership year of U3A Armidale is a calendar year: January to December.
- b) A member of the association must pay to the association a current annual membership fee or, if some other amount is determined by the Committee, that other amount:
 - i) except as provided by paragraph (b), before 28 February in each calendar year, or
 - ii) new members who join in the last quarter of the year – 1 October to 31 December – will be financial for the remainder of the current and the whole of the subsequent year.

13) Members' liabilities

- a) The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges, and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by Clause 12.

14) Resolution of disputes

- a) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to the Committee for mediation.
- b) If a dispute is not resolved by mediation within 3 months, the dispute is to be referred to arbitration by a Community Justice Centre. (Under the *Community Justices Act 1983 No 127*).
- c) The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

15) Disciplining of members

- a) A complaint may be made to the Committee by any person that a member of the association:
 - i) has refused or neglected to comply with a provision or provisions of this constitution, or
 - ii) has wilfully acted in a manner prejudicial to the interests of the association.
- b) The Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- c) If the Committee decides to deal with the complaint, the Committee:
 - i) must cause notice of the complaint to be served on the member concerned, and
 - ii) must give the member at least 14 days from the time the notice is served within which to make submissions to the Committee in connection with the complaint, and

- iii) must take into consideration any submissions made by the member in connection with the complaint.
- d) The Committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- e) If the Committee expels or suspends a member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Committee for having taken that action and of the member's right of appeal under Clause 16.
- f) The expulsion or suspension does not take effect:
 - i) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - ii) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under Clause 16, whichever is the later.

16) Right of appeal of disciplined member

- a) A member may appeal to the association in general meeting against a resolution of the Committee under clause 15, within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- b) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- c) On receipt of a notice from a member under subclause (a), the Secretary must notify the Committee, which is to convene a general meeting of the association to be held within 28 days after the date on which the Secretary received the notice.
- d) At a general meeting of the association convened under subclause (3):
 - i) no business other than the question of the appeal is to be transacted, and
 - ii) the Committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - iii) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- e) The appeal is to be determined by a simple majority of votes cast by members of the association.
- f) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.

Part 4 - The Committee

17) Powers of the Committee

- a) Subject to the Act, the Regulation, this constitution, and any resolution passed by the association in general meeting, the Committee:
 - i) is to control and manage the affairs of the association, and
 - ii) may exercise all the functions that may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
 - iii) has power to perform all the acts and do all things that appear to the Committee to be necessary or desirable for the proper management of the affairs of the association.

18) Composition and membership of Committee

The Committee is to consist of:

- a) the office-bearers of the association, and
- b) at least 3 ordinary Committee members, each of whom is to be elected at the annual general meeting of the association under Clause 30.
- c) The total number of Committee members is not to exceed 8.
- d) The office-bearers of the association are as follows:
 - i) the President,
 - ii) one or more Vice-Presidents,
 - iii) the Treasurer,
 - iv) the Secretary.
- e) A Committee member may hold up to 2 offices (other than both the President and Vice-President offices).
- f) There is no maximum number of consecutive terms for which a Committee member may hold office.
- g) Each member of the Committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election but is eligible for re-election.

19) Election of Committee members

- a) Nominations of candidates for election as office-bearers of the association or as ordinary Committee members:
 - i) must be made in writing, signed by 2 members of the association, and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - ii) must be delivered to the Secretary of the association at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- b) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- c) If insufficient further nominations are received, any vacant positions remaining on the Committee are taken to be casual vacancies.
- d) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- e) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- f) The ballot for the election of office-bearers and ordinary Committee members of the Committee is to be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.
- g) A person nominated as a candidate for election as an office-bearer or as an ordinary Committee member of the association must be a member of the association.

20) Secretary

- a) The Secretary of the association must, as soon as practicable after being appointed as Secretary, lodge notice with the association of his or her address.
- b) It is the duty of the Secretary to keep minutes of:
 - i) all appointments of office-bearers and members of the Committee, and
 - ii) the names of members of the Committee present at a Committee meeting or a general meeting, and
 - iii) all proceedings at Committee meetings and general meetings.
- c) Minutes of proceedings can be kept in written or electronic form and that the chairperson can sign the minutes of meeting proceedings electronically
- d) The signature of the chairperson may be transmitted by electronic means for the purposes of subclause (c).

21) Treasurer

It is the duty of the Treasurer of the association to ensure:

- a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
- b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

22) Casual vacancies

- a) In the event of a casual vacancy occurring in the membership of the Committee, the Committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.
- b) A casual vacancy in the office of a member of the Committee occurs if the member:
 - i) dies, or
 - ii) ceases to be a member of the association, or
 - iii) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
 - iv) resigns office by notice in writing given to the Secretary, or
 - v) is removed from office under Clause 23, or
 - vi) becomes a mentally incapacitated person, or
 - vii) is absent without the consent of the Committee from 3 consecutive meetings of the Committee, or
 - viii) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
 - ix) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

23) Removal of Committee members

- a) The association in general meeting may by resolution remove any member of the Committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- b) If a member of the Committee to whom a proposed resolution referred to in subclause (a) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the Secretary or the President may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

24) Committee meetings and quorum

- a) The Committee must meet at least 3 times in each period of 12 months at such place and time as the Committee may determine.
- b) Additional meetings of the Committee may be convened by the President or by any member of the Committee.
- c) Oral or written notice of a meeting of the Committee must be given by the Secretary to each member of the Committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the Committee) before the time appointed for the holding of the meeting.
- d) Notice of a meeting given under subclause (c) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.
- e) Any 3 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- f) If the number of Committee members is less than the number required to make a quorum (i.e., less than 3), then the existing Committee members may appoint enough association members to establish a quorum
- g) No business is to be transacted by the Committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- h) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- i) At a meeting of the Committee:
 - i) the President or, in the President's absence, the Vice-President is to preside, or
 - ii) if the President and the Vice-President are absent or unwilling to act, such one of the remaining members of the Committee as may be chosen by the members present at the meeting is to preside.
 - iii) Committee meetings can be held at 2 or more venues using any technology the Committee approves. Whatever technology is used, it must give each Committee member a reasonable opportunity to participate. Committee members who participate at a Committee meeting using such technology have the same rights as members who are present at the meeting, including voting rights.

25) Appointment of association members as Committee members to constitute quorum

- a) If at any time the number of Committee members is less than the number required to constitute a quorum for a Committee meeting, the existing Committee members may appoint a sufficient number of members of the association as Committee members to enable the quorum to be constituted.
- b) A member of the Committee so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.
- c) This clause does not apply to the filling of a casual vacancy to which Clause 22 applies.

26) Use of technology at Committee meetings

- a) A Committee meeting may be held at 2 or more venues using any technology approved by the Committee that gives each of the Committee's members a reasonable opportunity to participate.
- b) A Committee member who participates in a Committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

27) Delegation by Committee to Sub-Committee

- a) The Committee may, by instrument in writing, delegate to one or more Sub-Committees (consisting of such member or members of the association as the Committee thinks fit) the exercise of such of the functions of the Committee as are specified in the instrument, other than:
 - i) this power of delegation, and
 - ii) a function which is a duty imposed on the Committee by the Act or by any other law.
- b) A function the exercise of which has been delegated to a Sub-Committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the Sub-Committee in accordance with the terms of the delegation.
- c) A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- d) Despite any delegation under this clause, the Committee may continue to exercise any function delegated.
- e) Any act or thing done or suffered by a Sub-Committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the Committee.
- f) The Committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- g) A Sub-Committee may meet and adjourn as it thinks proper.

28) Voting and decisions

- a) Questions arising at a meeting of the Committee or of any Sub-Committee appointed by the Committee are to be determined by a majority of the votes of members of the Committee or Sub-Committee present at the meeting.
- b) Each member present at a meeting of the Committee or of any Sub-Committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- c) Subject to Clause 24 (e), the Committee may act despite any vacancy on the Committee.
- d) Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a Sub-Committee appointed by the Committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or Sub-Committee.

Part 5 - General meetings

29) Annual general meetings - holding of

- a) The association must hold its first annual general meeting within 18 months after its registration under the Act.
- b) The association must hold its annual general meetings:
 - i) within 6 months after the close of the association's financial year, or
 - ii) within any later time that may be allowed or prescribed under section 37 (2) (b) of the Act.

30) Annual general meetings - calling of and business at

- a) The annual general meeting of the association is, subject to the Act and to Cause 29, to be convened on the date and at the place and time that the Committee thinks fit.
- b) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - i) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - ii) to receive from the Committee reports on the activities of the association during the last preceding financial year,
 - iii) to elect office-bearers of the association and ordinary Committee members,
 - iv) to receive and consider any financial statement or report required to be submitted to members under the Act.
- c) An annual general meeting must be specified as that type of meeting in the notice convening it.

31) Special general meetings - calling of

- a) The Committee may, whenever it thinks fit, convene a special general meeting of the association.
- b) The Committee must, on the requisition in writing of at least 5 % of the total number of members, convene a special general meeting of the association.
- c) Members have the option to make and send their request electronically for a general meeting to be held.
- d) A requisition of members for a special general meeting:
 - i) must state the purpose or purposes of the meeting, and
 - ii) must be signed by the members making the requisition, and
 - iii) must be lodged with the Secretary, and
 - iv) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- e) If the Committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- f) A special general meeting convened by a member or members as referred to in subclause (d) must be convened as nearly as is practicable in the same manner as general meetings are convened by the Committee.
- g) For the purposes of subclause (d)
 - i) a requisition may be in electronic form, and
 - ii) a signature may be transmitted, and a requisition may be lodged, by electronic means.

32) Notice

- a) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the Secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the

place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

- b) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the Secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (a), the intention to propose the resolution as a special resolution.

Note. A special resolution must be passed in accordance with section 39 of the Act.

- c) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 30 (b).
- d) A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

33) Quorum for general meetings

- a) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
- b) A Committee member (member) who participates in a Committee (general) meeting using approved technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.
- c) Five members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- d) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - i) if convened on the requisition of members, is to be dissolved, and
 - ii) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- e) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

34) Presiding member

- a) The President or, in the President's absence, the Vice-President, is to preside as chairperson at each general meeting of the association.
- b) If the President and the Vice-President are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

35) Adjournment

- a) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- b) If a general meeting is adjourned for 14 days or more, the Secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- c) Except as provided in subclauses (a) and (b), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

36) Making of decisions

- a) A question arising at a general meeting of the association is to be determined by:
 - i) a show of hands or, if the meeting is one to which clause 37 applies, any appropriate corresponding method that the Committee may determine, or
 - ii) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- b) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- c) Subclause (b) applies to a method determined by the Committee under subclause (a) (ii) in the same way as it applies to a show of hands.
- d) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.
- e) A resolution put to a vote at a general meeting being held using technology (as per Clause 40) can be decided using a suitable method that the Committee determines.

37) Special resolutions

A special resolution may only be passed by the association in accordance with section 39 of the Act.

38) Voting

- a) On any question arising at a general meeting of the association a member has one vote only.
- b) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- c) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.
- d) A member is not entitled to vote at any general meeting of the association if the member is under 18 years of age.

39) Proxy votes not permitted

Proxy voting must not be undertaken at or in respect of a general meeting.

40) Postal or Electronic ballots

- a) The association may hold a postal or electronic ballot (as the Committee determines) to determine any issue or proposal (other than an appeal under clause 16).
- b) A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.
- c) Electronic ballots can be conducted to determine any issue or proposal as decided by the Committee

41) Use of technology at general meetings

- a) General meetings can be held at 2 or more venues using any technology that the Committee approves. Whatever technology is used, it must give each association member a reasonable opportunity to participate.
- b) Members who participate at a general meeting using such technology have the same rights as members who are present at the meeting, including voting rights.

Part 6 - Miscellaneous

42) Insurance

- a) The Association shall effect and maintain, with an approved insurer, public liability insurance cover of such an amount as may be required by law and may effect and maintain such other insurance as the Committee may, from time to time, deem necessary.

43) Funds - Source

- a) The funds of the association are to be derived from course fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the Committee determines.
- b) All money received by the association must be deposited as soon as practicable and without deduction, notwithstanding commission charges, to the credit of the association's bank or other authorised deposit-taking institution account.
- c) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

44) Funds - Management

- a) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the Committee determines.
- b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 office-bearers of the association authorised to do so by the Committee.

45) Association is non-profit

- a) Subject to the Act and the Regulation, the association must apply its funds and assets so as to be consistent with its objectives. An association is prohibited from providing pecuniary gain for any of its members. A 'pecuniary gain' is defined in section 5 of the Act.

46) Distribution of property on winding up of association

- a) Subject to the Act and the Regulations, in a winding up of the association, any surplus property of the association is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.
- b) In this clause, a reference to the surplus property of an association is a reference to that property of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges, and expenses of the winding up of the association.

47) Change of name, objects, and constitution

- a) An application for registration of a change in the association's name, objects, or constitution in accordance with section 10 of the Act is to be made by the Public Officer or a Committee member.

48) Custody of books

- a) Except as otherwise provided by this constitution, the association's records etc. must be kept in NSW at the main premises of the association in the custody of the Public Officer, or a member of the association as the Committee determines.
- b) If the association does not have any premises, the association's records etc. must be kept at the association's official address in the Public Officer's custody.

49) Inspection of books etc

- a) The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
 - i) records, books and other financial documents of the association,
 - ii) this constitution,
 - iii) minutes of all Committee meetings and general meetings of the association.
- b) A member of the association may obtain a copy of any of the documents referred to in subclause (a) on payment of a fee of not more than \$1 for each page copied.
- c) The Committee may refuse to allow a member to inspect or obtain copies of records in certain circumstances

50) Service of notices

- a) For the purpose of this constitution, a notice may be served on or given to a person:
 - i) by delivering it to the person personally, or
 - ii) by sending it by pre-paid post to the address of the person, or
 - iii) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- b) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
 - i) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - ii) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - iii) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

51) Financial year

The financial year of the association is:

- i) the period of time commencing on the date of incorporation of the association and ending on the following 31 December, and
- ii) each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 January and ending on the following 31 December.

52) Appendix 1 – Sample Application for Membership Form

Office use only		Receipt Number:	
Membership Number	Initials	Date issued	Entered

NEW MEMBER REGISTRATION FORM

I hereby apply to become a member of the University of the Third Age, Armidale Incorporated.

(Please print details for clarity)

Title (Mr / Mrs / Ms / Other) _____

Given names _____

Known as
(for name tag) _____

Family name _____

Address _____

_____ Postcode _____

Telephone _____

Mobile _____

Email _____

Signature _____

Date _____

P.T.O.

What skills or experience or qualifications have you gained from work or education or hobbies?

Are there any topics for which you would be prepared to act as a tutor?

Enrolments

Please enrol me in the following courses:

Course Number	Course or Activity Name	Type	Amount
Membership			\$50.00
		New	
Total Payable			\$r

How did you hear about U3A Armidale? _____

University of the Third Age Armidale Inc

Office: ASCA House (entrance at rear)
166 Barney Street
(Cnr Markham and Barney Streets)
Armidale NSW 2350

Mail: PO Box 1440
Armidale NSW 2350

Telephone: (02) 6772 2752

Email: u3aa@iinet.net.au

Web Page: www.u3aa.org.au

Cut here and post to above address together with your cheque for membership and any course fees.



53) Appendix 2 – Sample Application for Temporary Membership

Office use only			
Potential Member No.	Initials	Date issued	Entered

POTENTIAL MEMBER REGISTRATION FORM

I hereby apply to register my name as a potential member of University of the Third Age Armidale Incorporated. I understand I will be invited to join U3AA as a full member when COVID-19 restrictions relax and spaces become available in the course(s) I am interested in.

(Please print details for clarity)

Title (Mr / Mrs / Ms / Other) _____

Given names _____

Known as
(for name tag) _____

Family name _____

Address _____

Postcode _____

Telephone _____

Mobile _____

Email _____

Signature _____

Date _____

P.T.O.

What skills or experience or qualifications have you gained from work or education or hobbies?

Are there any topics for which you would be prepared to act as a tutor?

Enrolments

Please enrol me in the following courses:

Course Number	Course or Activity Name	Type
		New

How did you hear about U3A Armidale? _____

University of the Third Age Armidale Inc

Office: ASCA House (entrance at rear)
166 Barney Street
(Cnr Markham and Barney Streets)
Armidale NSW 2350

Mail: PO Box 1440
Armidale NSW 2350

Telephone: (02) 6772 2752

Email: u3aa@iinet.net.au

Web Page: www.u3aa.org.au

Cut here and post to above address together with your cheque for membership and any course fees.

