

Tamworth Regional U3A Inc.

The name of this association will be:

Tamworth Regional U3A Incorporated

Section 1.01 Incorporated under the NSW Association
Incorporation Act 1984

And will be known as the association in this constitution.

Objectives.

The objectives of this association shall be:-

1. To provide stimulating programs of learning and the social contacts arising there-from, for mature age people in partial or complete retirement.
2. To deliver these programs through a voluntary, self-help community in which all members enjoy equal status.
3. To improve the quality of life of members and to demonstrate that intellectual and physical capacity can be maintained well into the third age.
4. To provide a framework for members to share their knowledge and interests with others under security of association

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Part 1 – Preliminary.

1. Definitions.

1.1.1 In these rules:

Commissioner means the Commissioner of the office of Fair Trading

Secretary means;

The person holding office under these rules as secretary of the association,
or

If no person holds that office – the public officer of the association.

Special General Meeting means a general meeting of the association other than an annual general meeting.

The Act means the Associations Incorporations Act 1984

The Regulation means the Associations Incorporation Regulation 1999

1.1.2. In these rules:

(a) a reference to a function includes a reference to a power, authority and duty, and

(b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

1.1.3 The provisions of the Interpretations Act 1987 apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

1.1.4 One or more prominent citizens may be invited to the position of **patron** at the Annual General Meeting.

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1) Part 2 – Membership

2. Membership

- 2.2.1 Membership shall be open to all people who are retired or semi-retired of mature age who are willing to accept the objectives and regulations of the organization and are interested in participating in educational activities
- 2.2.2 Admission to membership shall be by filling in the approved membership form and paying the prescribed annual fee.
- 2.2.3 All new membership applications are accepted subject to the discretion of the committee.
- 2.2.4 Reapplications for membership by persons who have had their membership previously rescinded by the committee are subject to committee approval.
- 2.2.5 The period covered by the prescribed annual fee will be a calendar year.
- 2.2.6 Members who have met the requirements as set out in Rules 2.2.1 and 2.2.2 may enrol in as many activities as they wish during the financial year after paying any additional course fee.
- 2.2.7 Membership shall cease if the member:
 - (A) resigns in writing from the association in accordance with rule 4. or
 - (B) fails to renew membership by paying the annual fee before three months after the beginning of the year.
 - (C) has had membership rescinded by the committee, or
 - (D) dies.

3. Membership entitlements not transferable.

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

4. Resignation of membership.

A member of the association is not entitled to resign that membership except in accordance with this rule.

- 2.4.1 A member of the association who has paid all amounts payable by the member to the association in respect of the member's membership 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.
- 2.4.2 If a member of the association ceases to be a member under Clause 2.4.1 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.

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5. Public Office.

- 2.5.1 The public officer of the association must establish and maintain a register of members of the association specifying the name and address of each person who is a member of the association together with the date on which the person became a member and the date on which the membership ceased.
- 2.5.2 The register of members must be kept at the principle place of administration of the association and must be open for inspection, free of charge, by any financial member of the association by prior arrangement.
- 2.5.3 The public officer will be responsible for all transactions with the Department of Fair Trading, which includes notifying the department as is required by the regulations.

6. Fees and Subscriptions.

- 2.6.1 A member of the association must pay to the association a yearly subscription fee of an amount determined by the committee and ratified by the meeting. This fee is due in January each year by January 31st.
- 2.6.2 There is no provision for a fee paid late for a subscription year to be carried forward to the next subscription year and discounts for part years are not allowed.
- 2.6.3 In addition to any amount payable by the member under clause 2.6.1, a member of the association must pay to the association any additional fees of an amount determined by the committee to participate in activities run by the association.

7. Members Liabilities.

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 rule 6.

8. Resolution of Internal Disputes.

- 2.8.1. Disputes between members (in their capacity as members) of the association, and disputes between members and the association, are to be mediated by a mediator agreeable to both parties.
- 2.8.2. At least seven days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

9. Disciplining of members.

- 2.9.1. A member may have his or her membership terminated by the management committee, if in the opinion of the management committee, after affording such member an opportunity of offering the management committee an explanation of his or her conduct either verbally or in writing the conduct is deemed detrimental to the best interests of the association.

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- 2.9.2. A member who wishes to appeal against a decision expelling him or her from membership or otherwise disciplining him or her may do so at the next general meeting of the association. The general meeting shall give both the management committee and the member reasonable time to state their case and then determine the issue by secret ballot.

Part 3 The Management Committee.

10. Powers of the management committee

The committee is to be called the committee of management of the association and subject to the Act, the regulation and these rules and to any resolution passed by the association in general meeting is to control and manage the affairs of the association, and

- 3.10.1 May exercise all such functions as may be exercised by the association, other than those functions that are required by these rules to be exercised by a general meeting of members of the association, and
- 3.10.2. Any power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

11. Management committee constitution and membership.

- 3.11.1 The management committee is to consist of :

- (a) The office bearers of the association, and
- (b) Five committee members. Each of whom is to be elected at the annual General meeting of the association under rule 12.

- 3.11.2 The office bearers of the association are to be:-

- (a). President
- (b). the Vice-president
- (c). Secretary
- (d). the Treasurer
- (e). Program co-ordinator
- (f). Webmaster

- 3.11.3. Each member of the management committee is, subject to these rules, to hold office until the dissolution of the management committee at the annual general meeting following the date of the member's election, but is eligible for re-election subject to rule 11.4

- 3.11.4 Office bearers may only hold any specific position for no more than a maximum of five consecutive years. This rule may be suspended by the management committee in the event of exceptional circumstances .

- 3.11.5. 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 these rules, until the conclusion of the annual general meeting next following the date of the appointment.

12. Election of Management committee members.

- 3.12.1 Nominations of candidates for election as office-bearers of the association or as ordinary members of the management committee (who must be financial members of the association):

- (a) must be made in writing, on the form authorised and issued by the management committee, signed by two financial members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination),
- (b) 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.

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- 3.12.2. 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.
- 3.12.3 If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- 3.12.4 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- 3.12.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- 3.12.6 The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- 3.12.7 The ballot papers and nomination forms are to be retained for a period of two months or until such time as any disputes are resolved.

Office Bearers

13. President.

The President shall be responsible for the following:

- 3.13.1 Chairing meetings of the management committee and members.
- 3.13.2 Ensuring the overall running of the association is in accordance with this constitution, by-laws and objectives of the association.
- 3.13.3 Act accordingly to ensure that the appropriate tasks are performed in the correct manner, by the officers of the association.
- 3.13.4 Maintain a general overview of the operations of the association with a view to ensuring an efficient and harmonious operation.
- 3.13.5 Ensuring that members are kept informed of all aspects of the association's business.
- 3.13.6 Promote the image and day-to-day activities of the association when the opportunity arises.

14. Vice President

The vice-president will be responsible for the following:

- 3.14.1. Carry out the duties of the president in that person's absence.
- 3.14.2. Attend to official matters as requested by the president.
- 3.14.3. Act as the president's assistant in official matters.
- 3.14.4 Act as public relations officer and in that capacity be responsible for promoting the image and activities of the association at all appropriate opportunities.
- 3.14.5 Act as official spokesperson and in that capacity be aware of and voice the official policies and views of the committee and bring such matters to the committee's attention when an official policy is likely to be required.

15. Secretary.

The secretary will be responsible for the following:

- 3.15.1 Act as the public officer unless another person (the treasurer) is elected to that position.
- 3.15.2 Maintain up to date records of:
 - (a). The names and addresses of management committee members, dates of election or appointment and official position on the management committee
 - (b). The attendance names at management committee and general meetings.
- 3.15.3. Be responsible for all official communications for the association.
- 3.15.4 Maintain accurate records of incoming and outgoing mail.
- 3.15.5 Organise all meetings of the association and notify the correct persons to attend.

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- 3.15.6 Make up and distribute appropriate agenda for each meeting, ensuring that unresolved and held over matters from previous meetings are raised.
- 3.15.7 Be responsible for the taking and distribution of minutes of all meetings and that a compendium of management committee decisions is maintained. Ensure that minute books are available for inspection by members at any reasonable time.
- 3.15.8 Be responsible for organising an appropriate substitute if unable to carry out any duties.
- 3.15.9 Be responsible for maintaining the association records and the appropriate storage of files and that such files are passed on the following secretary.
- 3.15.10 Be responsible to notify official bodies, banks and institutions of changes of address, officers or signatories of the association.
- 3.15.11 Be responsible to the president for ensuring that the wishes of the management committee and motions carried by the general meeting are actioned.
- 3.15.12 Keep contact with all segments of the organization and its committees.
- 3.15.13 Any of these responsibilities may be delegated to another member of the management committee as appropriate

16. Treasurer

The treasurer will be responsible for the following;

- 3.16.1 All monies due to the association are collected and received, and that all payments authorised by the committee are made.
- 3.16.2 . 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 and that all records are passed on to the following treasurer.
- 3.16.3 . All books of account shall always be open to inspection by financial members by prior arrangement.
- 3.16.4 Profit and loss accounts, balance sheets and reports are prepared for presentation to each committee and general meeting.
- 3.16.5 .Maintain up to date records of names and addresses of members, dates of joining and ending membership.
- 3.16.6 All books of account and periodical reports are presented for audit not less than once a year. The auditor of accounts is to be appointed at each annual general meeting.
- 3.16.7 To be aware at all times of the association's financial position, income, expenditures and distribution of finances.
- 3.16.8 To be aware of future expenditures and income and inform the committee of these if and when required.
- 3.16.9 If so directed by the committee make up and keep up to date budgets approved by the committee and ensure the financial affairs of the association are conducted according to those budgets.
- 3.16.10 The treasurer must ensure that all monies received by the association is paid into an account in the association's name. Payments must be made through a petty cash system or by cheque signed by two signatories authorised by the committee. Major or unusual expenditures must be authorised in advance by the committee of a general meeting.
- 3.16.11 The treasurer will be responsible for the correct operation of the petty cash system.

17 Program Co-ordinator

The program co-ordinator will be responsible for the following:-

- 3.17.1 The selection of course leaders, and course subjects
- 3.17.2 The provision of suitable premises in which members may hold classes.
- 3.17.3 Preparing a schedule of classes and times, and liaising with class leaders,
- 3.17.4 Ensuring the inclusion of the schedule in the newsletter and webpage

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- 3.17.5 Overseeing registration day.
- 3.17.6 Liaising with the management committee.

18. Webmaster

The webmaster will be responsible for the following:-

- 3.18.1. Preparing a website which is available to all members.
- 3.18.2. updating the web pages at regular intervals
- 3.18.3. Liaising with the management committee with regard to material for the site.

19. Management Committee Members

All management committee members will be responsible for the following:

- 3.19.1 All management committee members have the right to state their views if any, on any subject under discussion by the management committee.
- 3.19.2 Only management committee members elected at the AGM or subsequent general meetings and members filling casual vacancies have a right to vote on resolutions.
- 3.19.3 Management Committee members should attend all meetings of the association.
- 3.19.4 Management Committee members who miss a meeting should make themselves aware of the proceedings of that meeting before the next meeting.
- 3.19.5 Management Committee members should familiarise themselves with information distributed before the meeting .

20. Casual Vacancies

For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:

- 3.20.1 dies, or
- 3.20.2. ceases to be a member of the association, or
- 3.20.3. becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
- 3.20.4. resigns office by notice in writing to the secretary, or
- 3.20.5. is removed from office under rule 9, or
- 3.20.6. becomes a mentally incapacitated person, or
- 3.20.7. is absent without apology to the committee from all meetings of the committee held during a period of six months.

21. Removal of a management committee member.

- 3.21.1. The association in a general meeting may by resolution, remove any member of the management 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.
- 3.21.2. If a member of the management committee , to whom a proposed resolution referred to in clause 3.21.1. relates, makes representation in writing to the secretary (not exceeding a reasonable length) and requests that the representation be notified to the members of the association, the secretary 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 representation be read out at the meeting at which the resolution is considered.

22 Committee meetings and quorum

- 3.22.1 The committee must meet at least three times in each period of twelve months at such place and time as the management committee may determine. Additional meetings of the management committee may be convened by the president or by any member of the management committee.
- 3.22.2. Oral or written notice of a meeting of the management committee must be given by the secretary to each member of the management committee at least 48 hours (or any such period as may be agreed upon by the management committee) before the time appointed for the holding of the meeting.

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- 3.22.3. Notice of the meeting given under clause 3.22.2 must specify the general nature of the business to be transacted at the meeting and no other business except that which the committee members unanimously agree to include, will be transacted.
- 3.22.4. Five members of the management committee, one of whom must be an office bearer constitute a quorum for the transaction of the business of the meeting of the management committee.
- 3.22.5. No business is to be transacted by the management committee unless a quorum is present and if, within ½ an hour of the timer 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 of the next week.
- 3.22.6. If at the adjourned meeting a quorum is not present within ½ an hour of the time appointed for the meeting, the meeting is to be dissolved.
- 3.22.7. At a meeting of the management committee:
 - (a). The president or, in the president's absence, the vice-president is to preside, or
 - (b). If the president and the vice-president are absent or unwilling to act, such one of the remaining members of the management committee as may be chosen by the members present at the meeting is to preside.

23. Delegation by management committee to sub- management

- 3.23.1. The management committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the management committee thinks fit) the exercise of such of the functions of the management committee as are specified in the instrument, other than:
 - (a) This power of delegation, and
 - (b) A function which is duly imposed on the management committee by the act or by any other law.
- 3.23.2. A function of the exercise of which has been delegated to a management sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the management sub-committee in accordance with the terms of the delegation.
- 3.23.3. A delegation under this section 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.
- 3.23.4. Despite any delegation under this rule the management committee may continue to exercise any function delegated.
- 3.23.5. Any act or thing done or suffered by a management sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the management committee.
- 3.23.6. The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- 3.23.7. A sub-committee may meet and adjourn, as it thinks proper.

24 Voting and decisions

- 3.24.1. Questions arising at a meeting of the management committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the management committee or sub-committee present at the meeting.
- 3.24.2. Each member present at a meeting of the management 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.
- 3.24.3. Subject to rule 22(5), the committee may act despite any vacancy on the committee.

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3.24.4 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 4 General Meetings

25 Annual General Meetings. Holding of.

- 4.25.1. The association must, at least once in each calendar year and within the period of three months after the expiration of each financial year of the association, convene an annual general meeting of its members.
- 4.25.2. The financial year for the association is from 1st January to 31st December
- 4.25.3. Clause 4.25.1. has effect subject to any extension or permission granted by the Commissioner under section 26(3) of the Act.

26 Annual General Meetings – calling of and business at.

- 4.26.1 The annual general meeting of the association is, subject to the Act and to rule 25, to be convened on such date and at such time and place as the committee thinks fit.
- 4.26.2. 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:
 - (a) To confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting.
 - (b) to receive from the committee reports on the activities of the association during the preceding financial year.
 - (c) To elect office bearers of the association and members of the committee.
 - (d) To receive and consider the statement which is required to be submitted to members under section 26(6) of the Act.
 - (e) The nomination and confirmation of an auditor for the following twelve months.
 - (f) Ratify the annual membership fee proposed by the committee.
 - (g) Set the limits of major expenditure by the committee without a general meeting
 - (h) Nominate and approve the signatories to the bank account
- 4.26.3 An annual general meeting must be specified as such in the notice convening it.

27 Special General meetings – calling of

- 4.27.1. The management committee may, whenever it thinks fit, convene a special general meeting of the association.
- 4.27.2. The management committee must, on the requisition in writing of at least 5 percent of the total number of members, convene a special general meeting of the association.
- 4.27.3. A requisition of members for a special general meeting:
 - (a) must state the purpose or purposes of the meeting, and
 - (b) must be signed by the members making the requisition, and
 - (c) must be lodged with the secretary, and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 4.27.4. If the management 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.
- 4.27.5 A special general meeting convened by a member or members as referred to in clause 27.4 must be convened as nearly as is practicable in the same manner as general meetings are convened by the management committee and any member who consequently incurs expenses is entitled to be reimbursed by the association for any expense so incurred.

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28. Notice

- 4.28.1. 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.
- 4.28.2. 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 clause (1), the intention to propose the resolution as a special resolution.
- 4.28.3. 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 rule 24(2).
- 4.28.4 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

29. Procedure

- 4.29.1. No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- 4.29.2. Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 4.29.3. If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present
 - (a) if convened on the requisition of members, is to be dissolved, and
 - (b) 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.
- 4.29.4. 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 three) is to constitute a quorum.

30. Presiding member

- 4.30.1. The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association.
- 4.30.2. 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.31.

Adjournment

- 4.31.1. 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.
- 4.31.2. 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.

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- 4.31.3. Except as provided in clauses (1) and (2), 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.

32. Making of decisions

- 4.32.1. A question arising at a general meeting of the association is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, 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.
- 4.32.2. At a general meeting of the association, a poll may be demanded by the chairperson or by at least three members present in person or by proxy at the meeting
- 4.32.3. If a poll is demanded at a general meeting, the poll must be taken:
- (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

33. Special resolution

A resolution of the association is a special resolution:

- (a) if it is passed by a majority which comprises at least three-quarters of such members of the association as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
- (b) where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (a), if the resolution is passed in a manner specified by the Commissioner.

34. Voting

- 4.34.1. On any question arising at a general meeting of the association a member has one vote only.
- 4.34.2. All votes must be given personally or by proxy but no member may hold more than five proxies.
- 4.34.3. 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.
- 4.34.4. A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

35 Appointment of proxies

There is no provision for the appointment of proxies.

Part 5. Miscellaneous

36. Insurance.

The association must effect and maintain insurance.

37. Funds – source

- 5.37.1. The funds of the association are to be derived from annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the management committee determines.
- 5.37.2. All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.

5.37.3. The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

38. Funds – management

5.38.1. 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 management committee determines.

5.38.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of the management committee or employees of the association, being members or employees authorised to do so by the management committee.

39. Alteration of objects and rules

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association.

40. Common seal

5.40.1. The common seal of the association must be kept in the custody of the public officer.

5.40.2. The common seal must not be affixed to any instrument except by the authority of the management committee and the affixing of the common seal must be attested by the signatures either of two members of the management committee or of one member of the management committee and of the public officer or secretary.

41. Custody of books

Except as otherwise provided by these rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the association.

42. Inspection of books

The records, books and other documents of the association must be open to inspection, free of charge, by a member of the association at any reasonable hour.

43. Service of notices

5.43.1. For the purpose of these rules, a notice may be served on or given to a person:

- (a) by delivering it to the person personally, or
- (b) by sending it by pre-paid post to the address of the person, or
- (c) 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

5.43.2. For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:

- (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
- (b) 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
- (c) 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.

44. By-Laws, Policies and Procedures.

In addition to this constitution, members will be bound and protected by a set of by-laws, policies and procedures approved and proclaimed by the current committee. The purpose of the by-laws, policies and procedures is to allow efficient operation of the organization in keeping with the current committee's views and is not permitted to be contrary to this constitution.

45 Group Leaders Honorary Membership

Group leaders who are not financial members of the Tamworth Regional U3A Inc will become honorary members of the association at no cost for the year in which they lead a group.

Tamworth Regional U3A Incorporated

BY-LAWS

1. Management Committee.

In addition to the positions in the constitution the management committee will consist of :- a Newsletter editor; Public relations officer, Membership officer and assistant Program co-ordinator.

2. The committee shall meet monthly on the fourth Friday at 10.1m in the meeting room at Tamworth Public School .
3. The management committee shall operate a cheque account in the name of Tamworth Regional U3Ainc at the New England Credit Union, cheques are to be signed by any two of the following:
President; Vice-president; Secretary; Treasurer; Program co-ordinator.
4. Any purchase/transaction on behalf of Tamworth U3A must be presented and authorised at a management committee meeting, and must be recorded in the minute book.
5. All accounts will be paid by cheque.
6. A limit of \$100 for petty cash will be maintained by the treasurer.
7. Miscellaneous supplies and other incidentals may be paid by petty cash.
8. Additional fees may be levied to cover the cost of venue hire/photocopying or course leader expenses.
9. Additional fees for course/activities must be paid at enrolment.
10. The annual general meeting will be held on the Wednesday prior to the commencement of U3A term in October.
11. Membership fees of \$30 per person to be paid prior to enrolment in any course or activity.
12. Four terms will be held each year generally coinciding with school terms.
13. A meeting of course leaders will be convened by the program co –ordinator ,one week before enrolment day.