

U3A South Australia Inc.

CONSTITUTION

Preamble

The organization known as University of the Third Age (U3A) commenced in France in 1973 and later spread throughout most developed countries of the world.

As at June 2006 there were 18 U3A groups in South Australia. Of those the following are Foundation Members of this Association.

Salisbury U3A Incorporated
The University of the Third Age Murraylands Incorporated
The University of the Third Age South Australia (Port Adelaide Branch) Incorporated
The University of the Third Age S.A. (Whyalla Branch)
U3A Campbelltown Inc.
U3A Gawler Branch Incorporated
U3A Tea Tree Gully Inc.
U3A Yorke Peninsula Incorporated
University of the Third Age (Playford S.A.) Inc.
University of the Third Age (South Coast) Inc.

U3A membership is generally offered to people who have retired from employment and/or are people usually 50 years and over, who can be described as being in the third age of life.

Groups offer their members opportunities for friendship and companionship, enjoyment in on-going education, in a non-threatening environment and in various formats which are often presented by their own members. Topics may include languages, classics, art, music, history, sciences and physical activities and excursions, which meet the specific needs of their members.

In reliance on these commonalities the Foundation Members of U3As in South Australia have formed an Association to advocate/negotiate/receive consideration for funding for the general benefit of members and for the promotion of U3A in South Australia.

NOTE: In this document 'Member' (upper case M) refers to a U3A which has joined the Association and 'member' (lower case m) refers to the representatives of these U3As.

1. Name

The name of the incorporated association is **U3A South Australia** referred to herein as 'the Association'."

2. Objects

- 2.1. To explain the U3A movement to the community as opportunity offers and to assist local communities interested in establishing a U3A in their area.
- 2.2. To act as an advocate/negotiator with Governments, education associations and/or authorities and private enterprise.
- 2.3. To make submissions for financial and/or other assistance.
- 2.4. To arrange seminars, conferences and/or meetings of U3As in South Australia on matters of general interest in the conduct of third age learning.

3. Membership

- 3.1. Membership is available to all U3As in South Australia which support the objects of and join the Association (hereinafter called the Member)
- 3.2. Each Member may nominate one of its members as its representative on the Committee and a proxy to attend if the representative is unable to attend the meeting.
- 3.3. A Member may resign at any time by written notice, addressed to the secretary but it remains liable for any outstanding fees, which may be recovered as a debt due to the Alliance.

4. Powers

The Association has all the powers conferred by Section 25 of the Associations Incorporation Act.

5. Management

- 5.1. The management of the Association is vested in the Management Committee (the Committee). Committee members are those persons nominated by the Members as their representatives. The term of the first Committee shall be until the end of the first A.G.M. Thereafter the Committee members terms begin at the completion of an A.G.M. and end at the completion of the next A.G.M. Representatives may be renominated for a further term or terms by their Member.
- 5.2. At the first meeting of the Association, Committee members shall elect the office bearers, namely, president, vice-president, secretary and treasurer. One of the office bearers shall be the public officer.
- 5.3. The first meeting of a new Committee shall follow immediately after an A.G.M. At that meeting, Committee members shall elect the office bearers.
- 5.4. The Committee may appoint and disband sub-committees to assist in its business. At least one Committee member should be appointed to any sub-committee composed of non-committee members. Recommendations from sub-committees should be considered by the Committee and acted upon if approved by a simple majority of members.
- 5.5. The duties of the Committee shall include: setting the membership fee, establishing an administrative budget and a seeding fund for new U3As, managing and distributing grants and developing a program of activities (see 2.4).
- 5.6. Office bearers (President, Vice President, Secretary and Treasurer) are empowered to make decisions on urgent matters that arise between meetings of the Committee if in unanimous agreement. Such decisions will be presented to next meeting of Committee

6. Meetings

- 6.1. The Committee should hold at least 2 meetings in each financial year, dates for meetings should be decided at one meeting for the next meeting.
- 6.2. The Annual General Meeting (A.G.M.) shall be held within 5 months of the end of the financial year. Business should include:
 - i. adopting the minutes of the previous A.G.M.
 - ii. receiving the president's report
 - iii. receiving the treasurer's report, audited financial statements and the auditor's report
 - iv. fixing the fees payable by the Members of the current year
 - v. receiving the names of the representatives of the Members who then form the next Committee
 - vi. appointing an auditor
 - vii. considering any other business notified in writing to the secretary at least one hour before the commencement of the meeting.
- 6.3. Any member of the Association Members may attend the A.G.M. as an observer only.

7. Quorum

The quorum for all meetings shall be a simple majority.

8. Voting Rights

- 8.1. Voting is by show of hands.
- 8.2. Each member present at any meeting is entitled to one vote on each issue.
- 8.3. The meeting may, by show of hands, require any vote to be by secret ballot.
- 8.4. Resolutions are passed by a simple majority vote, except in respect of a tied vote when the president has a casting vote and in respect of Amendment to the Constitution and Dissolution Rules, when a three-quarter majority is required.

9. President

The president:

- 9.1. chairs all meetings. In the absence of the president, the vice-president chairs the meeting.
- 9.2. together with the secretary prepares the agenda for meetings.
- 9.3. acts as spokesperson unless an alternative spokesperson is appointed by the Committee. The spokesperson may only make statements in accordance with previously agreed policy, or in an emergency, following consultation with the other office bearers.
- 9.4. signs and dates minutes of the previous meeting after members attending agree that they are a correct record, including amendments and corrections (if any).

10. Secretary

The secretary:

- 10.1. gives notice of meetings in accordance with the provisions of these rules.
- 10.2. causes records to be kept of the Association, including the Constitution and policies, minutes of meetings and of notices, a file of correspondence and records submissions or reports made by or on behalf of the Association for current use and archival purposes.
- 10.3. is the custodian of the seal.
- 10.4. keeps the register of Members and their representatives (members).
- 10.5. in the absence of the secretary, or at the request of the secretary, the meeting may elect another member as minute secretary.

11. Treasurer

The treasurer:

- 11.1. causes monies received to be paid into an account with a financial institution authorised by the Committee in the name of the Association. Payments are by petty cash or a cheque signed by any two office bearers or electronic means approved by any two office bearers. Major or unusual expenditures must be authorised in advance by the Committee.
- 11.2. causes records to be kept of all receipts and payments and other financial transactions, which records must be available for inspection by any member and for subsequent archival records.
- 11.3. causes financial budgets and statements to be prepared and submits a report on the finances to each Committee meeting.
- 11.4. presents audited accounts to the Annual General Meeting.

12. Appointment of auditor

- 12.1. At each Annual General Meeting the members must appoint a person to be the auditor of the Association.
- 12.2. The auditor holds office until the next Annual General Meeting and is eligible for re-appointment.
- 12.3. If an appointment is not made at an Annual General Meeting the Committee must appoint an auditor for the current financial year.

13. Financial year

The financial year of the Association ends on the next 30th June and thereafter on each following 30th June.

14. Finances and property

- 14.1. Persons who by authority accept or incur any pecuniary liability on behalf of the Association are held indemnified against any personal loss in respect of that liability.
- 14.2. The income, property and funds of the Association must be used and applied solely towards the promotion of the objects, and must not be paid or transferred to the members or relatives of members, provided that any payment in good faith may be made to any person in return for services actually rendered, or to any person in furtherance of the objects of the Association and without undue preference.

15. Alteration of rules

These rules may be repealed, added to, or amended by resolution of at least three-quarters of members present and voting at a meeting, of which not less than twenty-eight days written notice, including notice of the proposed repeal, addition or amendment has been distributed to all members.

16. By-laws

By-laws for the proper administration of the Association may be made, repealed or amended.

17. Winding up

The Association may be wound up in the manner provided for in the Associations Incorporation Act.

Incorporated 14 August 2006

Constitution amended 22 January 2010

Constitution further amended July 2015