



U3A Pine Rivers Inc.

Constitution

*A University
of the
Third Age*

“Learning for Leisure and Pleasure”

MISSION STATEMENT

To create and maintain a community of mentally and socially motivated mature age people sharing their skills and knowledge with others in a voluntary and sociable environment that promotes the concept of “Learning for Leisure and Pleasure”.

Table of Contents

MISSION STATEMENT	1
1 Name	1
2 Aim.....	1
3 Definitions.....	1
4 Objectives.....	1
4.1 Guiding Principles of the U3A Pine Rivers	2
5 Powers.....	2
5.1 Financial Year	2
6 Membership	3
6.1 Membership Fees	3
6.2 Admission and Rejection of Members.....	4
6.3 Termination of Membership	4
6.4 Appeal Against Rejection or Termination of Membership.....	4
6.5 Register of Members	5
7 General Meetings	5
7.1 Annual General Meeting	5
7.2 Special General Meeting	5
7.3 Voting.....	6
7.4 Quorum	6
7.5 Chairing of Meetings	6
7.6 Other Meetings.....	6
8 Management Committee	7
8.1 Election	8
8.2 Powers of the Committee	8
8.3 Specific responsibilities	9
9 Funds and Accounts	10
10 Non-Profit Clause	11
11 Common Seal.....	11
12 Dissolution	11
13 Amendment to this Constitution	11
14 Availability of the Constitution.....	12
15 Amendments made within this Constitution.....	12

1 Name

The name of the Association shall be *U3A Pine Rivers Incorporated* otherwise known as "The University of the Third Age-Pine Rivers" and hereinafter called the Association.

2 Aim

A University of the Third Age is a learning community organised by and for people who can best be described as being in active retirement - the "Third Age of their lives".

Its overall aim is to provide members with both the stimulus of mental activity and the satisfaction of a continuing contribution to society. It will enable them to take up new interests and to extend old ones; it will offer the joy of learning for learning's sake, unrestricted by the requirements of vocation or the desire for qualifications; and it will do so, principally, by drawing upon the extensive experience, skills and energies of its own members. It is a mutual-aid movement - a modern community of scholars, but one catering primarily for Third-age people.

3 Definitions

For the purpose of this constitution: "U3A" means "University of the Third Age" and is defined by:

"University" is used in the old context to denote a "community of scholars" or in more modern terms a "group of students",

"Third Age" refers to a third stage of human life in the sense of it being that time when work and major family responsibilities have been completed and "active retirement" prevails. It is generally regarded as being over 50 years of age.

"Active Retirement" refers to people who are no longer in employment but wish to remain mentally, socially and physically active.

4 Objectives

The objectives of the U3A Pine Rivers are to:

- (a) Provide programmes of learning activities which offer stimulation and development.
- (b) Create an organisation wherein co-operative investigation of a topic or area of mutual interest is a major focus of activities and experience and expertise are freely shared.
- (c) Operate this organisation in such ways that learning is pursued without any reference to entry criteria, qualifications, assessment or awards and to create a climate free from discrimination according to colour race, creed or sex.
- (d) Act with others to improve the status and position of the elderly in our community.
- (e) Exchange ideas and resources with other Universities of the Third Age,
- (f) Do all such things as may be incidental to the attainment of the above objectives.

U3A Pine Rivers Inc. - Constitution

4.1 Guiding Principles of the U3A Pine Rivers

- (a) Those who join as members will be encouraged to learn, to teach, to offer themselves as office-bearers, to participate in activities and to assist in the operation of the Association.
- (b) In normal circumstances, no salary or emolument will be paid to members in recognition of their contributions as tutors, discussion leaders, convenors or organisers.
- (c) People of any age may join U3A Pine Rivers but the emphasis will be on the needs and interests of Third Age people i.e. those over 50 years of age and in active retirement.
- (d) There will be no pre-requisites for participation and no assessment.
- (e) U3A Pine Rivers will be financed principally by membership fees at a level designed to meet non-salaried operational costs.
- (f) Any other support, financial or in kind, will be accepted only on condition that the Association remains independent.
- (g) In arriving at a membership fee or any other costs associated with activities of the Association, the Management Committee should set the fees and costs as low as practicable to ensure that access to membership and activities can come from the widest possible representation of the Third Age community.
- (h) Whilst the Association is aimed at the community within the ***Pine Rivers Shire Council area***, there will be no restriction to membership or participation on geographical grounds. (*See Amendment changes to bold italic on page 13*)
- (i) The program of activities will be as wide as the human resources of the members permit, subject to overall objectives and principles of the Association.
- (j) It is expected that the form each activity takes and the standard at which it is conducted will be set by mutual agreement between those participating in it.
- (k) Participation in any class or activity shall be at the discretion of the tutor or person co-ordinating the class or activity.
- (l) In recognising the age group of membership of the Association, it should always be aimed for courses and other activities to be made available during daylight hours and at times likely to be most suitable to the majority of members.

5 Powers

The Association shall maintain assets and liabilities in accordance with this Constitution and the requirements of the Association Incorporations Act 1981 and any future amendments to that Act.

All powers of the Association rest with the Management Committee who will ensure that:

- i. The Association has, in the exercise of its affairs, all the powers of an individual.
- ii. The Association may, for example:
 - enter into contracts; and
 - acquire, hold, deal with and dispose of property; and
 - make charges for services and facilities it supplies; and
 - do other things necessary or convenient to be done in carrying out its affairs.

5.1 Financial Year

The financial year of the Association shall close on the 31st of December.

6 Membership

Membership of the U3A Pine Rivers shall be unlimited in number. There will be four (4) types of members. These are:

(a) Ordinary members

Persons who have by submission of a completed Application for Membership form agreed to the aims, objectives and principles and paid the annual membership fee as set from time to time by the Management Committee. Individual membership shall cease on:

- i. resignation in writing to the Secretary of the Association, or
- ii. failure to renew membership within three months of expiry.

(b) Affiliated Members

Current Financial members of other U3As may apply for affiliated membership of the U3A Pine Rivers. They will also be required to complete the relevant Application for Membership form and pay an annual fee as set from time to time by the Management Committee. They will have the same entitlements as Ordinary Members except that they will not be eligible to hold office nor exercise voting rights.

(c) Honorary Members

Members who, at the discretion of the Management Committee, are given this status. It is envisaged that this would apply to tutors who are not ordinary members or to others who may be temporary such as visitors from other organisations. These members will not be required to pay membership fees and will not be eligible to hold office nor exercise voting rights.

(d) Life members.

The Management Committee may of its own volition, or on receipt of a recommendation from any member, may confer on any person the status of Life Member of the Association. This shall be done as recognition of meritorious service or some other extraordinary circumstance.

A Life Member shall be entitled to:

- i. free membership for life, with the same enrolment rights as an ordinary member, and
- ii. a Certificate in a form decided by the Committee, and/or a badge or other tangible evidence of the Life Membership. These members will not be required to pay membership fees but will be eligible to hold office and exercise voting rights.

6.1 Membership Fees

- (a) The membership joining fee shall apply at the time of joining the Association and be a sum as determined by the Management Committee.
- (b) The membership annual fee for the Association shall be payable in advance at the beginning of each calendar year and be such a sum as recommended from time to time by the Management Committee and agreed to by the members present at an ordinary meeting
- (c) Membership fees shall not be payable by Honorary or Life Members.
- (d) A financial member at any material time is a member who is not then indebted to the organisation in respect of any annual subscription or levy or any other payment whatsoever;
- (e) A member who is in arrears with the annual membership fee for three (3) calendar months, shall be deemed to have forfeited membership.

U3A Pine Rivers Inc. - Constitution

- (f) Only those members who are financial at the time shall, subject to the lawful procedure of the meeting, be entitled to speak or vote upon any motion at any annual general meeting of the organisation.
- (g) Only those members who are financial at the time, or have been conferred Honorary or Life membership, shall be entitled to attend classes or to participate in any activities of the Association.

6.2 Admission and Rejection of Members

- (a) All applicants for membership shall be nominated by two financial members. The application shall be in such form and contain such particulars as determined by the Management Committee from time to time.
- (b) At the next meeting of the Management Committee after the receipt of any application and the fee applicable for ordinary membership, such application shall be considered by the Management Committee who shall thereupon determine upon the admission or rejection of the applicant;
- (c) Any applicant who receives a majority of votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member of the Association;
- (d) Upon the acceptance or rejection of an application for membership, the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection and, if accepted, allocate a membership number and issue a membership card.

6.3 Termination of Membership

Membership of the Association may be terminated at any time by voluntary resignation or by a decision of the Management Committee:

- (a) A member may resign from the Association at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified when it shall then take effect on that later date,
- (b) The management Committee shall consider whether the membership shall be terminated if the member:
 - (i) Is convicted of an indictable offence; or
 - (ii) Fails to comply with any of the provision of these rules; or
 - (iii) Has membership fees in arrears for a period of three months or more; or
 - (iv) Conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the Association;

The member concerned shall be given a full and fair opportunity to present their case and if the Management Committee resolve to terminate the membership it shall instruct the Secretary to advise the member in writing accordingly.

6.4 Appeal Against Rejection or Termination of Membership

- (a) A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the Secretary written notice of his/her intention to appeal against the decision of the Management Committee:
- (b) Upon receipt of the notification of intention to appeal against rejection or termination of membership, the Secretary` shall convene within three months of the date of

U3A Pine Rivers Inc. - Constitution

receipt by him/her of such notice, a General Meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his or her case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting;

- (c) Where a person whose application is rejected does not appeal against the decision of the Management Committee within the time prescribed by these rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

6.5 Register of Members

- (a) The Management Committee shall cause a Register to be kept to which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission;
- (b) The Register shall be kept accurate and up to date.
- (c) The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

7 General Meetings

7.1 Annual General Meeting

The Annual General Meeting shall be held no later than the 31st of March of each year. Written notice, of not less than 14 days shall be distributed to all members. This shall normally be by inclusion of a notice in the Association's Newsletter. The period covered by annual reports and financial reports to the annual meeting shall be the previous calendar year.

The business to be transacted at every Annual General Meeting shall be:-

- i. The receiving of the Management Committee's annual report and financial statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the preceding financial years;
- ii. The receiving of the Auditor's report upon the books and accounts for the preceding financial year;
- iii. The election of members of the Management Committee which will consist of : officer bearers as listed in section 8(b) and up to nine (9) ordinary members;
- iv. The appointment of an Auditor.
- v. Other business may be considered if it has been included on the notice calling the meeting.

7.2 Special General Meeting

The Secretary shall convene a special general meeting:

- i. When directed to do so by the Management Committee.
- ii. Within 28 days of receipt of a directive of the Management Committee or a written request of 20% of current financial members, specifying the business to be conducted.
- iii. On being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

7.3 Voting

- (a) All voting at General Meetings shall be restricted to financial ordinary or life members.
- (b) Voting shall be by a show of hands. However, any meeting of the Association may, by show of hands, require any vote to be by secret ballot.
- (c) The person chairing Management Committee meetings and General meetings of the Association shall have both a deliberative and a casting vote.
- (d) A simple majority is required for any vote to be resolved in the affirmative.
- (e) Any financial member may appoint a proxy by sending the appropriate form or writing to the Secretary of the Association at least seven (7) days prior to the meeting.

7.4 Quorum

At any General or Special meeting, the number of members required to constitute a quorum shall be twenty five (25) or one third of the total number of financial members, whichever is the lesser.

- i. No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- ii. If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of the members of the Management Committee or the Association shall lapse. In any other case it shall stand adjourned to such other day and at such other time and place as the Management Committee may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- iii. The Chairman may, with the consent of any meeting at which a quorum is present (and shall if directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

7.5 Chairing of Meetings

All meetings shall be chaired by the President or, in his/her absence the Vice President. If neither of these officers is available, a Chairperson may be elected by the members present at the meeting.

7.6 Other Meetings

The Association shall hold other social and information meetings as determined by the Management Committee from time to time. Details of these meetings shall be advertised in the newsletter and/or local newspapers. These meetings shall be of general public interest and no official business shall be transacted.

8 Management Committee

- (a) Management of the Association shall be vested in the Management Committee consisting of the Officers of the Association - as listed in 8(b), *up to nine (9)* other ordinary members of the general membership as elected at the Annual General Meeting. *(See Amendment changes to bold italic area on Page 13)*
- (b) In accordance with the Constitution, office-bearers of the Association shall be the:
 - President,
 - Secretary
 - Treasurer
 - Vice President (Although there is no legal requirement to have a Vice President and the person is not a signatory, it is desirable to have one to take over as acting President should it be required)
- (c) All office-bearers and Committee members are to be elected at the Annual General Meeting of the Association and retain that position until the next AGM.
- (d) The immediate Past President shall be considered to be an ex-officio member for a period of 12 months.
- (e) At the Annual General meeting of the Association, all members of the Management Committee shall retire from office but shall be eligible for re-election.
- (f) All office-bearers may be re-elected for any position but may hold any such office for no longer than three (3) years.
- (g) The Management Committee shall meet as often as may be required to conduct the business of the Association, at intervals of not less than two (2) months. It is expected that it will meet once a month during the teaching year.
- (h) The quorum for meetings of the Management Committee shall be one more than half the number of members of the Committee.
- (i) A simple majority is required for any vote to be resolved in the affirmative.
- (j) An office-bearer or member of the Management Committee shall cease to hold such office upon
 - i.resignation in writing,
 - ii.absence from three successive committee meetings without explanation or apology.
- (k) Vacancies unfilled or arising in the office-bearers or other Management Committee members may be filled by the Management Committee co-opting members for the unexpired portion of the term.
- (l) The Management Committee shall allocate roles to members of the Committee for such activities as:
 - Course Co-ordinator
 - Social Convenor
 - Newsletter Editor
 - Membership Officer
 - Publicity Officer
 - Any other requirements that may arise from time to time
- (m) While recognising the force of clause (b) of the Guiding Principles, the Management Committee shall have the power to employ persons, on such terms and conditions and for such periods as it deems necessary, if in the Committee's view the Association has need of services which cannot be adequately provided by volunteer workers.

U3A Pine Rivers Inc. - Constitution

8.1 Election

All Management Committee members shall be appointed at the Annual General Meeting of the Association. However, the Act allows for a Committee member to be elected at any general meeting in accordance with the voting rules of the Association as described in Section 7.3 of this Constitution. Nominations for all Management Committee positions shall:

- (a) Be sought from all members of the Association by advertisement in the Newsletter no less than 30 days before the AGM.
- (b) Close with the Secretary 10 days before the AGM.
- (c) Be called for the positions of President; Secretary; Treasurer; Vice President; Committee Members.

To be eligible for election the person must be a financial ordinary or life member of the Association.

If a casual vacancy occurs on the Management Committee it may be filled by the Committee itself by authority of Section 33 (2) of the Act. Clause 13 of the model rules provides this specific power of appointment and the appointed person will hold office until the next annual general meeting.

A casual vacancy may occur because of the resignation of a management committee member or if a member:

- i. dies;
- ii. becomes bankrupt or compounds with his creditors or otherwise takes advantage of the laws in force for the time being relating to bankruptcy;
- iii. becomes unable to carry out their duties as a result of illness,
- iv. is convicted of an offence under this Act, or convicted of an indictable offence or of an offence punishable on summary conviction for which he is sentenced to imprisonment otherwise than in default of payment of a fine.

8.2 Powers of the Committee

Section 32 of the Associations Incorporation Act states that "the business and operations of an incorporated association shall be controlled by a management committee". This is, of course, subject to other provisions in the Act.. It does, however, give the management committee a great deal of power and responsibility.

All members of the management committee are agents of the Association for all the purposes within its objects. This means that contracts can be made by the management committee, or its delegated officer, which will bind the Association. Any significant decision or expense shall be presented to the management committee for approval by a majority of members of the management committee.

Any major decision that may impact on the operation of the Association shall be documented and placed on the agenda for the following meeting.

Definition of "significant or major" will rest with the President and endorsed by a majority of members of the management committee present at any meeting.

The liability of members of the management committee for the debts of the incorporated association is limited by Section 24 of the Act. Property of the incorporated association can be taken and used to satisfy the liability. However, the members of the management

U3A Pine Rivers Inc. - Constitution

committee shall not be personally liable. Members of the management committee could still however find themselves liable to the association for a breach of their duty to the association. While the Queensland Associations Incorporation Act does not set out categories of such duties, it is speculated that the common law duties owed by a company director also apply to a member of a management committee. If this is so management committee members owe the following duties to the association:

- to act bona fide in the interests of the association;
- to exercise powers given to them for their proper purpose;
- to retain their discretionary powers;
- to avoid conflicts of interest;
- to exercise care, diligence and skill.

Members of the management committee may also be criminally liable for their misdeeds under the Associations Incorporation Act. Failure to comply with the provisions of the Act or regulations can bring a fine.

8.3 Specific responsibilities

The Association Incorporation Act makes the following responsibilities of the management committee:

- (a) The management committee has control of the business and operations of the association.
- (b) Each member of the management committee is able to contract on behalf of the association if delegated to do so by the committee.
- (c) The management committee must meet at least once every two months and have the quorum prescribed by the rules [One half of the total members plus 1].
- (d) Appoint a secretary within 14 days of the office being vacant.
- (e) Effect insurance in respect of damage to property, death or bodily injury occurring on the property of the association.
- (f) Be responsible for the preparation of the audited financial statement, and its presentation to the annual general meeting.
- (g) Maintain the books of accounts and other records that are required to be kept by the management committee.
- (h) With regard to membership of the Association, the management committee shall be responsible for:
 - Admission and rejection of members,
 - The termination of membership,
 - Keeping the register of members,
 - The membership of the management committee,
 - Resignation from the management committee,
 - Filling casual vacancies on the management committee,
- (i) With regard to the operation of the Association the functions of the management committee are:
 - Determine the meetings of the committee,
 - Determine the place and date of the annual general meeting,
 - Present a report and financial statement to the annual general meeting,
 - Convene a special general meeting if required,
 - Make and review the Constitution,
 - Keep and affix the common seal,
 - Safe custody of documents.

U3A Pine Rivers Inc. - Constitution

8.3.1 President

- a. The President shall chair all meetings of the Association.
- b. At the President's discretion, responsibility for chairing a meeting may be delegated to another officer or member.
- c. The President shall preside as Chairman at every meeting of the Management Committee, or in the absence of the President, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chairman or if the Vice-President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.
- d. The exception being the election of officers at the Annual General Meeting which will be carried out by an impartial member of the Association or a guest as determined by the President.

8.3.2 Treasurer

- a. The Treasurer shall pay money received into a bank account authorised by the Management Committee in the name of the Association.
- b. Payments shall only be made by cheque signed by any two of three signatories appointed by the Management Committee ***unless the amount is less than \$ 100 when it can*** be paid from the petty cash account. *(See Amendment changes to bold italic area on page 13)*
- c. The Treasurer shall keep records of all receipts and payments and other financial transactions, which records shall be available for inspection by any member.
- d. The Treasurer shall prepare, and have audited, annual financial statements for consideration at the Annual General Meeting; and shall make interim financial reports, as necessary, to the Management Committee.

8.3.3 Secretary

- a. The Secretary shall call meetings in accordance with the provisions of this constitution.
- b. The Secretary shall keep records of the business of the Association including the constitution and policies, records of members, a register of minutes of meetings and keep a file of correspondence.
- c. Another member shall be appointed as minute secretary if deemed necessary by the Management Committee.
- d. Minutes of the Management Committee meetings shall be tabled at the next public meeting of the Association and be made available for perusal by any member.
- e. The Secretary shall carry out all the requirements as prescribed in the relevant documentation pertaining to the roles of the Management Committee.

9 Funds and Accounts

The funds of the Association shall be banked in the name of the Association in such bank as the Management Committee may from time to time direct.

Proper ***books*** and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.

- (a) All moneys shall be banked as soon as practicable after receipt thereof.

U3A Pine Rivers Inc. - Constitution

- (b) All amounts of one hundred dollars (\$100) or over shall be paid by cheque signed by two of the president, secretary, treasurer or other member authorised from time to time by the Management Committee.
- (c) Cheques shall be crossed "not negotiable" except those in payment of *wages, allowances or petty cash recoupment* which may be open.
- (d) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (e) All expenditure shall be approved or ratified at a management Committee meeting.
(See Amendment changes to bold italic area on page 13)

10 Non-Profit Clause

The income and property of the Association shall be applied solely towards the promotion of the objects of the Association, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise, howsoever by way of profit, to members or relatives of members of the Association, provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Association or to any member of the Association, for reasonable and proper rental for premises let by any member of the Association.

11 Common Seal

The Association shall have a Common Seal which shall be used by resolution of a General Meeting or the Management Committee in the presence of two of the office-bearers.

12 Dissolution

The Association shall be dissolved if:

- (a) The membership is less than three persons; or
- (b) A resolution to that effect is carried by a vote of a three-fourths majority of the financial members present at a general meeting convened for the purpose of which not less than 28 days' written notice, including notice of the proposed dissolution, has been given to all members.

The property and other assets of the Association remaining after payment of all expenses and other liabilities shall be handed over to some other Organisation or Organisations having similar objects or in part similar objects, gifts to which are allowable deductions under the provisions of Section 78 (1) (a) of the Income Tax Assessment Act as the majority of members present at such general meeting, by resolution, may decide.

13 Amendment to this Constitution

Subject to the Associations Incorporation Act 1981, these rules may be amended, repealed or added to by a special resolution carried at a general meeting. However, an amendment, repeal or addition is valid only if it is registered by the chief executive administering the Act.

Any clause of this Constitution may be repealed, altered or amended by a Special Resolution of the association. A "special resolution" of an association means a resolution passed at a general meeting of the association by the votes of 3/4 of the members who are present and entitled to vote on the resolution.

U3A Pine Rivers Inc. - Constitution

- i) Written notice of a proposed special resolution, and of the time and place of the general meeting at which it is proposed to move the resolution, must be given to each member of the association who has a right to vote on the resolution, not less than fourteen (14) days before the proposed general meeting.
- ii) The notice must state the terms of the proposed special resolution.
- iii) A special resolution about which notice has not been given under this section has no effect.
- iv) A declaration by the person presiding at a general meeting that a resolution has been passed at the meeting by the votes of 3/4 of the members who are present and entitled to vote the resolution is conclusive evidence of the fact, unless a poll is demanded at the meeting.

An amendment, repeal or addition is valid only if it is registered by the chief executive administering the Act.

14 Availability of the Constitution

It shall not be necessary to issue a copy of the Constitution to all members but it shall be freely available for perusal. As a minimum, a copy of the Constitution shall be:

- (a) Given to all members of the Management Committee.
- (b) Tabled at all public meetings
- (c) Made available, for a nominal fee to offset costs, to any member who lodges a written request to the Secretary.

15 Amendments made within this Constitution

Amendment 1 – Accepted at the AGM – March 2010 (not approved by Fair Trading)

Amendment 1a – Accepted at the AGM – March 2010

In accordance with the requirements of section 48 of the Associations Incorporation Act 1981, notice is hereby given to all members of the Association (U3A Pine Rivers Inc.) of proposed changes to the constitution.

Section 8 Management Committee

- a. Management of the Association shall be vested in the Management Committee consisting of the Officers of the Association - as listed in 8(b), up to ***eleven (11)*** other ordinary members of the general membership as elected at the Annual General Meeting.

Section 8.3.2 Treasurer

- a. The Treasurer shall pay money received into a bank account authorised by the Management Committee in the name of the Association.
- b. Payments shall ***normally*** be made by cheque signed by any two of three signatories appointed by the Management Committee. ***If the amount is less than \$100 then it may be paid from the petty cash account.***
- c. ***Regular creditor payments of amounts up to \$500, when approved by the committee, may be paid by Internet electronic transfer or BPAY.***
- d. The Treasurer shall keep records of all receipts and payments and other financial transactions, which records shall be available for inspection by any member.

U3A Pine Rivers Inc. - Constitution

- e. The Treasurer shall prepare, and have audited, annual financial statements for consideration at the Annual General Meeting; and shall make interim financial reports, as necessary, to the Management Committee.

Section 9 Funds and Accounts

The funds of the Association shall be banked in the name of the Association in such bank as the Management Committee may from time to time direct.

Proper accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature, *or the accounts may be maintained using a computer accounting system approved by the Management Committee*

- a) All moneys shall be banked as soon as practicable after receipt thereof.
- b) All amounts of one hundred dollars (\$100) or over may be paid by cheque signed by two of the president, secretary, treasurer or other member authorised from time to time by the Management Committee, *or if the payment is of a regular nature and approved by the Management Committee, payment may be made by Internet electronic transfer or BPAY.*
- c) Cheques shall be crossed "not negotiable" except those in payment of petty cash *reimbursement* which may be open.
- d) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- e) All expenditure shall be approved or ratified at a management Committee meeting.

Amendment 2 – Accepted at the AGM – March 2011

4.1 Guiding Principles of the U3A Pine Rivers

(Changes made AGM March 2011)

- (h) Whilst the Association is aimed at the community within the *Pine Rivers area of the Moreton Bay Regional Council*, there will be no restriction to membership or participation on geographical grounds.

Amendment 3 – Accepted at Special General Meeting – September 2019

4 Objectives

The objectives of the U3A Pine Rivers are to:

- (a) Provide programmes of learning activities which offer stimulation and development.
- (b) Create an organisation wherein co-operative investigation of a topic or area of mutual interest is a major focus of activities and experience and expertise are freely shared.
- (c) Operate this organisation in such ways that learning is pursued without any reference to entry criteria, qualifications, assessment or awards and to create a climate free from discrimination according to *ability*, colour race, creed or *gender*.
- (d) Act with others to improve the status and position of the elderly in our community.
- (e) Exchange ideas and resources with other Universities of the Third Age,
- (f) Do all such things as may be incidental to the attainment of the above objectives.