



**CAMPBELLTOWN
SOUTH AUSTRALIA**

**Constitution,
Mission Statement
&
Code of Conduct**

Campbelltown U3A Inc.

Constitution

Article I: Preamble

The name of the Organisation shall be “Campbelltown U3A Inc.” hereinafter called U3AC.
A U3A 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”.

Article Ia: Principles

- a) Those who join as members will be encouraged to learn, to teach, or to assist in other ways in the operation of the organisation.
- b) Except in exceptional circumstances, no salary or payment will be paid to members in recognition of their contribution as tutors, discussion leaders, conveners or organisers.
- c) Membership in U3AC shall be restricted to persons who are primarily fifty years of age and above, and working not more than twenty hours per week, and the emphasis is on the needs and interests of Third Age people.
- d) There will be not be any academic pre-requisites for participation and there will not be any assessments.
- e) U3AC will be financed principally by annual low-level registration fees designed to meet non-salaried operational costs and any expense deemed necessary by the Committee. Any other support, financial or in kind, will be accepted only on condition that U3AC remains independent.

Article II: Aims and Objectives

The purpose of this Association is to advance the intellectual and cultural interests for retirees through

- a) Both mental and physical activity
- b) The satisfaction of making a contribution to society
- c) Discovering new interests and extending their old interests
- d) Working with others to improve the status, well being and position of older people in our community
- e) Sharing with others, the skills, experience and expertise gained during their lifetime
- f) Experiencing the joy of learning

Article III: Membership Classification

- a) Membership will be granted to a person who has agreed, in writing, to accept the above objectives, abide by the Code of Conduct as it may be amended from time to time, (refer to Article VIb) which has been given to each new member, and has paid the prescribed registration fee.

- b) Honorary Member: a group leader who has not registered for any other course or a person who has volunteered for office work only.
- c) Honorary Life Member: a group leader who has given outstanding service to U3AC as determined by the management Committee.
- d) Affiliate Member: a person who is a member of another U3A.
- e) Associate Member: a person who is ineligible to join U3AC but expresses support.

Article IIIa: Suspension of Membership

- a) Membership may be suspended by not less than a two-thirds majority vote at a General meeting.
- b) Any suspended member may, on not less than two weeks written notice, require the suspension to be reconsidered at a subsequent General meeting.
- c) U3AC shall not be required to accept the renewal of membership of a suspended member when renewal next falls due.

Article IIIb: Basis for Membership Suspension

Membership shall cease on:

- a) Conduct unbecoming a member of U3AC or termination by U3AC for any valid reason according to the U3AC Constitution and the Code of Conduct Document given to each new member on registration.
- b) Resignation, in writing, being delivered to the management Committee and accepted at a Committee meeting.
- c) Non-renewal of membership within two months of expiry

Article IIIc: Unbecoming Conduct

- a) Any member who wishes to complain about any matter associated with U3AC, including its management, activities, or administration must put the complaint in writing, addressed to the President, signed and dated. The President will investigate the complaint and will prepare a detailed response to be made to the complainant within 60 days. Anonymous complaints will be ignored as unjustified.
- b) Where a member of U3AC is perceived, by a written complaint as in IIIc a, to have acted in a manner detrimental to the interests of U3AC, the Committee may appoint a Disciplinary Sub-Committee (which will include two ordinary members of U3AC) to investigate the matter and make recommendations.
- c) The Sub- Committee shall call the member to a meeting at a mutually convenient time, where the member will be given the opportunity to explain his or her behaviour.
- d) The Sub-committee may recommend that no further action be taken, that the membership of that person be suspended for a specific period, that the person should no longer be a member of U3AC, or any other appropriate penalty, bearing in mind the facts of the case.
- e) The member will be clearly informed in writing of the recommendations of the Sub-committee, and he or she will then have fourteen days in which to appeal the decision to the full Committee. Where the Sub-committee has recommended suspension of membership or expulsion from U3AC pending the hearing of his or her appeal, the person shall be excluded from all privileges of membership, including admission to the U3AC premises.

- f) Upon receiving notice of an appeal against the Sub-committee's finding, the Secretary will convene a meeting of the Committee which will review the findings of the Sub-committee, hear any additional evidence the member wishes to present, and either dismiss the appeal or vary the recommendations of the Sub-committee. The Committee may not increase the severity of the penalty, and its decision shall be final.

Article IV: Election of Officers

- a) U3AC shall be managed by a management Committee, herein called "the Committee".
- b) The Annual General meeting shall elect Office bearers comprising President, Vice President, Secretary, Minute Secretary if needed, Treasurer and a minimum of four extra members.
- c) If there is an unsuccessful election of an office bearer, the position shall be filled by the Committee from the extra members at a Committee meeting within two weeks following the Annual General meeting.
- d) The Committee shall appoint a Public Officer who shall notify the Corporate Affairs Commission of such appointment and shall file such other returns and notices as shall be required by law. The Officer shall hold the position until the Committee elects another person to the position.
- e) Any casual vacancy will be filled by the Committee from the extra members.

Article IVa: Removal of Officers

Office bearers will be removed from duties on:

- a) Suspension as a member of U3AC.
- b) Absence from three successive Committee meetings without explanation acceptable to the Committee or a majority vote at a general meeting.
- c) Resignation in writing.
- d) A Committee may appoint other Committee members to that position or can function without, as long as its number is not reduced below the quorum. (refer to Article Vb).
- e) An officer or member of the Committee shall cease to hold such office upon the two-thirds vote of U3AC at a general meeting or a special meeting called by the Committee where the position will be declared vacant because the duties of that position have not been performed in a proper and acceptable manner. Notice of the motion to declare the position vacant must have been given to the members (as per Article VIId), and that the person the subject of the motion shall be provided with an opportunity to speak in regard to the motion.

Article V: Management

- a) The Committee shall meet as often as may be required to conduct the business of U3AC and not less than six times in any calendar year.
- b) The quorum shall be one more than one-half the number of Committee members.
- c) Notice of meetings shall be given at the previous Committee meeting or fourteen days written notice to all Committee members or in an emergency by such other notice as shall be ratified by the Committee.

- d) The President or two other members of the Committee shall have the power to call a meeting of the Committee.

Article VI: Powers

- a) The powers of U3AC shall be the powers contained in the Associations Incorporation Act, and without limiting those powers, U3AC shall have control of property and funds including bank accounts, invest in trustee securities, and enter in any necessary or desirable contract including a contract of employment.
- b) The General meeting shall be entitled to create, amend, or delete such Code of Conduct as may be required in order to ensure the efficient running of U3AC.
- c) The Committee shall be entitled to exercise the full powers of U3AC, and without limiting those powers shall have the control of the funds and property. The Committee must obtain the approval of a General meeting before borrowing money or securing any payment by charging it to the property of U3AC.

Article VII: General meetings

- a) The Annual General meeting shall be held not more than four months after the close of the U3AC financial year, which is December 31st.
- b) Written notice of the Annual general meeting shall be included in the final newsletter for the year and distributed to all members.
- c) The business of the Annual general meeting shall be:
 - 1) to confirm the minutes of the previous Annual general meeting
 - 2) to receive the President's report for the previous financial year
 - 3) to receive the Treasurer's report and the audited financial statements for the previous financial year, together with the financial budget for the current year
 - 4) to elect or re-elect the Committee members who must consent in writing or in person
 - 5) to conduct any business placed on the agenda before the commencement of the meeting
 - 6) to nominate an auditor for the following financial year
- d) The Secretary shall call a special general meeting within 28 days of receipt of a directive of the Committee, a written request of three Committee members, or 25 members, specifying the business to be conducted at the special meeting. Written notice of such to be sent to all members within 21 days of the receipt of the directive.
- e) Members shall be entitled to one vote at any general meeting at which they are present.
- f) Where there is an equal division of votes at a committee or a general meeting, the chairperson shall have a casting vote in addition to a deliberative vote.
- g) A quorum at any General meeting shall be 25 members or two thirds of the membership which ever is less.
- h) If at any general meeting there is no quorum within 30 minutes of the time appointed, then a majority present may decide to adjourn the meeting for a period not exceeding 14 days. The quorum for such adjourned meeting shall be reduced to five failing, which the meeting will lapse.

- i) Ordinary General meetings shall be four times per year, one being held immediately following the A.G.M.

Article VIII: Voting

- a) Voting rights shall be confined to Members, Honorary members and Honorary life members.
- b) Voting shall be by a show of hands except where an election of Office bearers is contested. This shall be by a secret ballot, and any other business may be by secret ballot if the meeting, by show of hands, requires it.
- c) Persons with special interests or knowledge relevant to U3AC may be invited to attend any meeting and speak at the discretion of the President, but such persons may not vote.

Article IX: President

- a) The President shall ensure the safekeeping of the Common Seal, which shall be affixed only by resolution of the Committee or of a General meeting and in the presence of two Committee members including at least one office bearer.
- b) The President shall chair Executive, Committee and General meetings except that in the absence of the President, or at the request of the President or of a majority of a meeting, the Vice President or another member may act as Chair at that meeting.
- c) The President at any meeting shall have a personal vote and a casting vote if votes are equal.
- d) The President, with the Secretary shall prepare the agenda for Committee and general meetings.
- e) The President shall act as spokesperson unless an alternative spokesperson has been appointed by the Committee or a General meeting. The Spokesperson shall make statements in accordance with previously agreed policy, or in an emergency following consultation with at least two members of the Committee.

Article X: Treasurer

- a) The Treasurer shall ensure that all monies received are paid into an account authorised by the Committee in the name of U3AC. Payments made shall be as petty cash or by cheque signed by two authorised signatories of whom there shall be no more than four appointed by the Committee. The Committee or a general meeting shall authorize major or unusual expenditures in advance.
- b) The Treasurer shall ensure that records are kept of all receipts and payments and other financial transactions. Such records shall be available for inspection by any member.
- c) The Treasurer shall ensure that financial budgets and statements are prepared and shall submit a report to each Committee meeting.
- d) The Treasurer shall ensure that annual financial statements comprising an account of receipts and payments, a statement of assets and liabilities and a balance sheet shall be prepared following the end of U3AC's financial year, which shall commence on January 1st and end on 31 December unless altered at a general meeting.
- e) The Treasurer shall ensure that the Annual Financial Statements are audited before presentation to the Annual general meeting. An independent auditor shall be appointed by the Committee and agreed by the Annual General meeting, and where

the auditor is changed, the treasurer shall inform the Annual general meeting in the treasurer's report.

Article XI: Secretary

- a) The Secretary shall ensure that notice of meetings is given in accordance with the provisions of this Constitution.
- b) The Secretary shall ensure that all records of U3AC business are kept, those being the Constitution and policies, record of member details, minutes of meetings, record of notices, a file of correspondence, a record of submissions and reports made by or on behalf of U3AC.
- c) In the absence of the Secretary, or at the request of the Secretary, or a majority of the meeting another member shall be elected as Minutes Secretary.

Article XII: Group Leaders

- a) Offers by members to become Group Leaders are to be made to and endorsed by the Committee.
- b) Group Leaders are responsible for the preparation and conduct of their classes and the security of the venue and equipment.
- c) Attendance records must be kept and returned at the end of each term.
- d) Group Leaders may elect a representative to the Committee.
- e) Course content shall be determined by the course leader and not be subject to the control of the U3AC organisation or any member of it, except for the provisions of IIIc.

Article XIII: Patron

- a) The Annual General Meeting or a Special General Meeting may appoint a Patron for such term as the meeting may decide.
- b) The Patron may attend meetings, if invited, but does not have any managerial obligations or voting rights.

Article XIV: Amendment of Constitution.

- a) This Constitution may be repealed or amended by resolution of three-fourths of members present at a General Meeting.
- b) Written notice of the meeting and the proposed amendments must be sent to members fourteen days before such meeting.
- c) Amended Constitution to be registered with Corporate Affairs Commission.

Article XV: Liability, Property and Dissolution.

- a) Persons who have the authority of the Committee to incur debt or other liability on behalf of U3AC shall have such liability met by U3AC.
- b) The income, property and funds of U3AC shall be used solely towards the promotion of the objectives. They shall not be paid or transferred to any members or relatives of members, provided that this does not prevent any payment in good faith to any person

- in return for services actually rendered, or to any person in furtherance of the objectives of U3AC and without undue preference.
- c) On dissolution all property remaining, after payment of all legal liabilities, shall be transferred to such other body formed for promoting similar objectives, or for charitable objectives as shall be approved by U3AC. Such body shall also prohibit the distribution of income to members to the extent stated herein.
 - d) U3AC shall be dissolved in accordance with the Associations Incorporation Act and following the approval of not less than three-fourths of the voting members present at the meeting called for that purpose.
 - e) One calendar month's written notice of the meeting and the proposed dissolution is to be sent to all members.
 - f) On dissolution, the Australian Tax Office and all other relevant Government bodies shall be notified in accordance with current legislation.

U3A Campbelltown Inc.

Mission Statement

U3AC is a learning co-operative of older people, a self-help and non-profit organisation encouraging positive ageing by enabling its members to share many educational, creative and leisure activities.

By drawing on the skills and interests of its members, U3AC will tap the huge resource of skills and experience which exists among Third-age people and which is largely ignored in the wider community.

Its overall aim is to provide Third Age people with both the stimulus of mental activity and the continuing contribution to society.

Code Of Conduct

Absenteeism

In a course with a waiting list, absenteeism for more than 3 consecutive sessions without a reasonable excuse will, at the Group Leader's discretion, lead to exclusion from that course.

Members are to notify the Office if withdrawing from a course.

Active Participation

- a) Members are encouraged to contribute in some small way to U3AC. Contribution can be in the classroom, administration, social activities or any way that can benefit the smooth running and enjoyment of U3AC.
- b) In appropriate groups, members are encouraged to participate in preparation and presentation of classes.

Registration Fees

The Committee will set the registration fees at a minimal level for all categories of members to ensure the financial viability of U3AC.

All fees must be paid on enrolment and are not refundable.

Conditions of Registration

- a) There are no academic pre-requisites beyond a willingness to participate. Persons who register with U3AC must be fifty years of age or older and not working in paid employment for more than twenty hours per week.
- b) Members shall be persons who have agreed to the aims, objectives and principles laid out in the Constitution and paid the annual (calendar year) membership fee set from time to time by the General Committee provided that half of the annual membership fee shall apply to memberships commencing on or after July 1st each year.
- c) New members should note that the annual membership fee is for membership of U3AC for the calendar year, not for particular classes and is not refundable.
- d) Fees for courses or study trips, that have to be paid in addition to the membership fee, must be paid in full when enrolling. These fees are not refundable within 14 days of commencement of course.
- e) Office hours will be notified in the newsletter and on the notice board. If enrolling in person allow time for your enrolment to be handled.
- f) Enrolments may be sent by mail with cheque enclosed at any time or in person at the office when open. Enclose or bring with you a self-addressed envelope for the return of your receipt and class advice list.

Emergencies

In the case of a collapsed person, ensure a clear passage way and ring for an ambulance. Notify the President and Office of the incident. Fill in the appropriate forms at the earliest convenience.

Emergency procedures in each venue are to be made familiar to all instructors and class participants by Management Committee. Evacuation Instructions are on all exit doors of rooms.

Group Leaders

- a) Attendance Sheets must be marked at the beginning of each session and taken with the class to the appointed area in case of fire or any other emergency. (Refer to Emergencies)
- b) All Group Leaders work in a voluntary capacity and shall not use the position for personal gain.
- c) Group Leaders should not accept outside engagements in the name of U3AC without first consulting the Management Committee.
- d) Group Leaders should encourage members to give assistance in leading the class when appropriate or to develop a duplicate class where necessary.
- e) Group Leaders will be informed of emergency procedures in each location.

New Groups

All members are encouraged to develop their personal growth by offering to share their own personal expertise in leading a group.

Operational Costs

Registration fees are set at a level to meet the non-salaried operational costs and any provisions deemed necessary by the Committee. Any other support, financial or in kind will be accepted only on condition that U3AC remains autonomous.

Sub Committees

- a) The Committee shall determine the Sub-committees needed for the ensuing year, and advertise these in the last U3AC newsletter for the year. Members will then have the opportunity to nominate as specific Chairpersons when nominating for the Committee.
- b) Members are encouraged to volunteer to join the Sub-committees of their choice by notifying a Committee member.
- c) Elected Chairs of Sub-committees have the right to approach appropriate members to fill any vacancies on their Sub-committees.

Suspension of members.

Members may be suspended for conduct unbecoming to U3AC.

The reasons may include the following;

- Deliberate interference with a Group leader's management of a class
- Persistently mis-representing U3AC to outside bodies.
- Neglecting to pay Registration Fees.
- Not complying with conditions for Registration, i.e. Constitution and Code of Conduct.
- Malicious damage to U3AC or landlord's property.

Suspension should not occur until counselling has been provided by either the Group leader or an appropriate Committee member and has been proven to be unsuccessful.

In the case of an indisputable problem, members should follow the guidelines of the Constitution, "Article IIIc: Unbecoming Conduct".