



**THE  
CONSTITUTION  
OF  
KEMPSEY MACLEAY VALLEY U3A  
INCORPORATED**

Incorporated Under the NSW Associations  
Incorporation Act 1984

To take effect on 1<sup>st</sup> January 2007

## **NAME**

The name of this association will be:

**Kempsey Macleay Valley U3A Incorporated**

and will be known as the association in this constitution.

## **OBJECTS**

The Objects of the 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.

## **Table of Contents**

Part 1 – Preliminary. ....	5
1. Definitions.....	5
Part 2 – Membership. ....	6
2. Membership. ....	6
3. Membership entitlements not transferable.....	6
4. Resignation of membership. ....	7
5. Public Officer.....	7
6. Fees and subscriptions. ....	8
7. Members’ liabilities. ....	8
8. Resolution of internal disputes.....	8
9. Disciplining of members.....	9
Part 3 - The Management Committee. ....	9
10. Powers of the management committee. ....	9
11. Committee constitution and membership. ....	10
12. Election of committee members. ....	10
Office Bearers. ....	11
13 President.....	11
14 Vice President. ....	12
15 Secretary. ....	12
16 Treasurer. ....	14
17 Committee Members.....	15
18 Casual vacancies. ....	15
19 Removal of committee member.....	16
20 Committee meetings and quorum. ....	16
21. Delegation by committee to sub-committee. ....	17
22. Voting and decisions.....	18

# KEMPSEY MACLEAY VALLEY U3A INCORPORATED

Part 4 - General Meetings. ....	19
23 Annual General Meetings – holding of. ....	19
24 Annual General Meetings – calling of and business at....	19
25 Special general meetings – calling of. ....	20
26. Notice. ....	21
27. Procedure. ....	21
28. Presiding member. ....	22
29. Adjournment. ....	22
30. Making of decisions. ....	23
31. Special resolution. ....	23
32. Voting. ....	24
33. Appointment of proxies. ....	24
34. Insurance. ....	24
35. Funds – source. ....	24
36. Funds – management. ....	25
37. Alteration of objects and rules. ....	25
38. Common seal. ....	25
39. Custody of books. ....	25
40. Inspection of books. ....	25
41. Service of notices. ....	26
42. By-laws, Policies and Procedures. ....	26
43. Class Leaders Associate Membership. ....	27
Appendix - Membership Application Form. ....	28

## Part 1 – Preliminary.

### 1. Definitions.

(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 such 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 Incorporation Act 1984.*

**the Regulation** means the Associations Incorporation Regulation 1999.

(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.

(3) The provisions of the *Interpretation 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*.

## **Part 2 – Membership.**

### **2. Membership.**

(1) Membership shall be open to all people of mature age who are willing to accept the objects and regulations of the organization and are interested in participating in educational courses.

(2) Admission to membership shall be by filling in the approved membership form and paying the prescribed annual fee. The approved membership form is Appendix 1.

(3) All new membership applications are accepted subject to the discretion of the committee.

(4) Reapplications for membership by persons who have had their membership previously rescinded by the committee are subject to committee approval.

(5) The period covered by the prescribed annual fee will be from the completion of the previous AGM to completion of the next AGM.

(6) Members who have met the requirements as set out in Rules 2.1 and 2.2 may enrol in as many courses as they wish during the financial year after paying the prescribed course fees.

(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 3 months after the AGM, or

(c) has had membership rescinded by the committee, or

(d) dies.

### **3. Membership entitlements not transferable.**

(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

## **KEMPSEY MACLEAY VALLEY U3A INCORPORATED**

(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.

(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) If a member of the association ceases to be a member under clause 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.

### **5. Public Officer.**

(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) The register of members must be kept at the principal 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.

(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.**

(1) A member of the association must pay to the association a yearly subscription fee of an amount as determined by the committee and ratified by the meeting. This fee is due on completion of an AGM and covers the period to the completion of the next AGM.

(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.

(3) In addition to any amount payable by the member under clause 6(1), a member of the association must pay to the association course fees of an amount determined by the committee to attend courses 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.**

(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) At least 7 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.**

(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.

(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

(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

(2) has 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. Committee constitution and membership.**

- (1) The committee is to consist of:
  - (a) the office-bearers of the association, and
  - (b) 5 committee members, each of whom is to be elected at the annual general meeting of the association under rule 12.
- (2) The office-bearers of the association are to be:
  - (a) the president,
  - (b) the vice-president,
  - (c) the secretary, and
  - (d) the treasurer.
- (3) Each member of the committee is, subject to these rules, to hold office until the dissolution of the 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.
- (4) Office bearers may only occupy the position for two consecutive years. This rule may be suspended by committee resolution in the event of rule 11.5 being implemented.
- (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 committee members.**

- (1) Nominations of candidates for election as office-bearers of the association or as members of the committee:
  - (a) must be made in writing, on the form authorised and issued by the committee signed by 2 financial members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and

## **KEMPSEY MACLEAY VALLEY U3A INCORPORATED**

- (b) must be delivered to the secretary of the association by hand or mail at least 14 days before the date fixed for the holding of the annual general meeting at which the election is to take place, and
  - (c) Nominees must be financial members of the association.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations to fill the unfilled positions may be received from the floor at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (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.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (7) The ballot papers and nomination forms are to be retained for a period of 2 months or until such time as any disputes are resolved.

### **Office Bearers.**

#### **13 President.**

The President will be responsible for the following:

- (1) Chairing meetings of committee and members.
- (2) Ensuring the overall running of the association is in accordance with this constitution, by-laws and objectives of the association.
- (3) Act accordingly to ensure that the appropriate tasks are performed in the correct manner by the officers of the association.

## **KEMPSEY MACLEAY VALLEY U3A INCORPORATED**

- (4) Maintain a general overview of the operations of the association with a view to ensuring an efficient and harmonious operation.
- (5) Ensuring that members are kept informed of all aspects of the association's business.
- (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:

- (1) Carry out the duties of the president in that person's absence.
- (2) Attend to official matters as requested by the president.
- (3) Act as the president's assistant in official matters.
- (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.
- (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:

- (1) Act as the Public Officer unless another person is elected to that position.
- (2) Maintain up to date records of:
  - (a) The names and addresses of members, dates of joining and ending membership.
  - (b) The names and addresses of committee members, date of election or appointment and official position on the committee.
  - (c) The attendance names at committee and general meetings.

## **KEMPSEY MACLEAY VALLEY U3A INCORPORATED**

- (3) Be responsible for all Official Communications for the Association.
- (4) Be responsible for the receipt of mail and its distribution to the appropriate persons within the association and ensure the appropriate action is taken.
- (5) Organise all meetings of the association and notify the correct persons to attend.
- (6) Make up and distribute appropriate agenda for each meeting, ensuring that unresolved and held over matters from previous meetings are raised.
- (7) Be responsible for the taking and distribution of minutes of all meetings and that a compendium of committee decisions is maintained.
- (8) Be responsible for organising an appropriate substitute if unable to carry out any duties.
- (9) Be responsible for maintaining the association records and the appropriate storage of files and that such files are passed on to the following secretary.
- (10) Be responsible to notify official bodies, banks and institutions of changes of address, officers or signatories of the association.
- (11) Be responsible to the president for ensuring that the wishes of the committee and motions carried by the general meeting are actioned.
- (12) Keep contact with all segments of the organisation and its committees.
- (13) Ensure that minute books are kept up to date, kept at the association office and available for inspection by members at any reasonable time.

## **16 Treasurer.**

The treasurer will be responsible for the following:

- (1) All monies due to the Association are collected and received, and that all payments authorised by the committee are made.
- (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) All books of account shall always be open to inspection by financial members by prior arrangement, and kept at the association office.
- (4) Profit and loss accounts, balance sheets and reports are prepared for presentation to each committee and general meeting.
- (5) All books of account and periodical reports are presented for audit not less than once per year. The auditor of accounts is to be appointed at each annual general meeting.
- (6) To be aware at all times of the association's financial position, income, expenditures and distribution of finances.
- (7) To be aware of future expenditures and income and inform the committee of these if and when required.
- (8) 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.
- (9) The treasurer must ensure that all money 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 or a general meeting.
- (10) The treasurer will be responsible for the correct operation of the petty cash system.

## **17 Committee Members.**

All Committee members will be responsible for the following:

- (1) All Committee members have the right to state their views if any, on any subject under discussion by the committee.
- (2) Only committee members elected at the AGM or subsequent general meetings and members filling casual vacancies have a right to vote on resolutions.
- (3) Committee members should attend all meetings of the association.
- (4) Committee members who miss a meeting should make themselves aware of proceedings at that meeting before the next meeting.
- (5) Committee members should familiarise themselves with information distributed before a meeting well before attending that meeting.
- (6) All sub committees delegated authority by the committee should have at least one committee member as a participant so that the committee member can report to the committee on matters affecting the subcommittee.

## **18 Casual vacancies.**

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

- (1) dies, or
- (2) ceases to be a member of the association, or
- (3) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
- (4) resigns office by notice in writing given to the secretary, or
- (5) is removed from office under rule 22, or
- (6) becomes a mentally incapacitated person, or
- (7) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

## **19 Removal of committee member.**

(1) The association in a general meeting, may by resolution, remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

(2) If a member of the committee, to whom a proposed resolution referred to in clause 19(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.

## **20 Committee meetings and quorum.**

(1) The committee must meet at least 3 times in each period of 12 months at such place and time as the committee may determine. Additional meetings of the committee may be convened by the president or by any member of the committee.

(2) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.

(3) Notice of a meeting given under clause 20(2) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business, which the committee members present at the meeting unanimously agree to treat as urgent business.

## KEMPSEY MACLEAY VALLEY U3A INCORPORATED

(4) 5 members of the committee one of whom must be an office-bearer constitute a quorum for the transaction of the business of a meeting of the committee.

(5) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.

(6) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.

(7) At a meeting of the 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 committee as may be chosen by the members present at the meeting is to preside.

### **21. Delegation by committee to sub-committee.**

(1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:

(a) this power of delegation, and

(b) a function which is a duty imposed on the committee by the *Act* or by any other law.

(2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.

## **KEMPSEY MACLEAY VALLEY U3A INCORPORATED**

(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.

(4) Despite any delegation under this rule, the committee may continue to exercise any function delegated.

(5) Any act or thing done or suffered by a 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 committee.

(6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.

(7) A sub-committee may meet and adjourn, as it thinks proper.

### **22. Voting and decisions.**

(1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.

(2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

(3) Subject to rule 20(5), the committee may act despite any vacancy on the committee.

(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.**

### **23 Annual General Meetings – holding of.**

(1) The association must, at least once in each calendar year and within the period of 3 months after the expiration of each financial year of the association, convene an annual general meeting of its members.

(2) The financial year for the association is from the 1<sup>st</sup> January to 31<sup>st</sup> December.

(3) Clause 23(1) has effect subject to any extension or permission granted by the Commissioner under section 26(3) of the *Act*.

### **24 Annual General Meetings – calling of and business at.**

(1) The annual general meeting of the association is, subject to the *Act* and to rule 23, to be convened on such date and at such place and time as the committee thinks fit.

(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 last 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 12 months,

(f) Ratify the annual membership fee proposed by the committee,

## **KEMPSEY MACLEAY VALLEY U3A INCORPORATED**

(g) Set the limits of major expenditure by the committee without a general meeting, and

(h) Nominate and approve the signatories to the bank account.

(3) An annual general meeting must be specified as such in the notice convening it.

### **25 Special general meetings – calling of.**

(1) The committee may, whenever it thinks fit, convene a special general meeting of the association.

(2) The committee must, on the requisition in writing of at least 5 per cent of the total number of financial members, convene a special general meeting of the association.

(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) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.

(5) A special general meeting convened by a member or members as referred to in clause 25(4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expenses is entitled to be reimbursed by the association for any expense so incurred.

## **26. Notice.**

(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 an agenda of the business proposed to be addressed at the meeting.

(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 26(1), the intention to propose the resolution as a special resolution.

(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) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary, at least 28 days prior to the meeting, who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

## **27. Procedure.**

(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.

(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.

## **KEMPSEY MACLEAY VALLEY U3A INCORPORATED**

(3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:

(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) 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 4) is to constitute a quorum.

### **28. Presiding member.**

(1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association.

(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.

### **29. Adjournment.**

(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.

(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.

## **KEMPSEY MACLEAY VALLEY U3A INCORPORATED**

(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.

### **30. Making of decisions.**

(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.

(2) At a general meeting of the association, a poll may be demanded by the chairperson or by at least 3 members present in person at the meeting.

(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.

### **31. 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 present of the association as, being entitled under these rules so to do, vote in person, at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or

## **KEMPSEY MACLEAY VALLEY U3A INCORPORATED**

(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.

### **32. Voting.**

- (1) On any question arising at a general meeting of the association a member has one vote only.
- (2) All votes must be given personally.
- (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) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.

### **33. Appointment of proxies.**

There is no provision for the appointment of proxies.

## **Part 5 – Miscellaneous.**

### **34. Insurance.**

The association may effect and maintain insurance.

### **35. Funds – source.**

- (1) The funds of the association are to be derived from course fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- (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.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **36. Funds – management.**

(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 committee determines.

(2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the association, being members or employees authorised to do so by the committee.

### **37. 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.

### **38. Common seal.**

(1) The common seal of the association must be kept in the custody of the public officer.

(2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer or secretary.

### **39. 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.

### **40. 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 by appointment.

## **41. Service of notices.**

(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.

(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.

## **42. 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 organisation in keeping with the current committee's views and is not permitted to be contrary to this constitution.

**43. Class Leaders Associate Membership.**

Class leaders who are not financial members of the Kempsey Macleay Valley U3A Inc. will become associate members of the association, at no cost, for the period of their tutorage. Associate membership carries no voting rights.

**Appendix - Membership Application Form**



**KEMPSEY MACLEAY  
VALLEY U3A INC**

***MEMBERSHIP APPLICATION***

Mr/Mrs/Ms Preferred Given Name.....Surname .....

Address .....

Town..... Postcode..... Date of birth.....

Phone No..... E-Mail .....

**By signing this form I agree to be bound by the constitution and by-laws of Kempsey Macleay Valley U3A Incorporated.**

Signature.....Date.....

**How would you like to receive your newsletters? (Please tick)**

- E-MAIL

- AUSTRALIA POST

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**The following questions will help us design and structure current and future courses**

What topics not in our current program would you be interested in pursuing .....

.....

Are there any topics or activities for which you would be prepared to act as a Class Leader .....

.....

**TREASURER  
KEMPSEY MACLEAY VALLEY U3A INC  
PO BOX W666  
WEST KEMPSEY 2440**