

*Refused P. Williamson
28/4/14.*

MANA U3A INCORPORATED

1. NAME

The name of the Society shall be: MANA U3A INCORPORATED

2. REGISTERED ADDRESS

The registered address of the Society shall be: P O BOX 57042 MANA

3. AIMS

In the belief that the pursuit of life-long learning is a valuable and enriching endeavour and that this is particularly so when retired people reach 'Third Age' and are free of the responsibilities of a full-time profession or occupation, this society has as its aims the following:

- (a) To provide an organisation in which members may meet in social surroundings to study chosen subjects in a classroom, tutorial or field situation with the help of voluntary tutors drawn from within or outside the membership, without any prerequisite educational achievements or other restrictions and/or
- (b) To encourage individual members to offer their knowledge and skills free of charge to groups of members wishing to acquire similar knowledge and/or
- © Participate in organised communal activities designed to exercise the mind or body.
- (d) To retain an apolitical and non-sectarian stance without in any way inhibiting the study of religious and political theory.

4. OBJECTIVES

- (a) To organise a programme of courses, tutorials, activities and discussion groups to meet the wishes of members.
- (b) Liaise with other U3As and encourage mutual cooperation.
- © To promote such activities as will encourage membership.
- (d) Assist in the creation of new U3As.
- (e) To foster friendship, communication and mutual support between members through regular plenary meetings, newsletters or other appropriate means.

5. POWERS OF THE SOCIETY

The society shall have the widest powers to do all things which may be necessary in the pursuance of its Aims and Objectives. These powers may be exercised by the executive committee in the course of normal operations, except in those matters where the rules state otherwise or when specifically directed by members at a general or special meeting. All decisions of the executive committee may be supported or overturned by members at a special or annual general meeting convened as specified

herein. The society's powers shall include the power:

- (a) To rent, purchase, or dispose of accommodation, equipment, or any other material resources.
- (b) To pay honoraria and expenses.
- © To join in association with any other organisation having similar objectives.
- (d) To raise and apply funds in any way to further the aims and objectives of the Society.
- (e) To open and operate bank accounts.
- (f) To invest funds in trading banks or other recognised financial institutions.
- (g) To borrow resources for the furtherance of the aims and objectives and to give security by way of mortgage over any of the society's assets to enable such borrowing.
- (h) To enter into contracts under seal or through representatives of the society authorised for the purpose by the executive committee.
- (i) To print and publish posters, pamphlets and other literature to members and prospective members.

6. MANAGEMENT

The management of the society shall lie with the executive committee which may make decisions within the aims and objectives but subject to any direction from members in any general meeting. The committee may delegate any of its duties to one or more members of the committee.

7. EXECUTIVE COMMITTEE

- (a) At each annual general meeting the financial members present shall elect a President, Vice President, Secretary, and Treasurer who shall be the officers of the society. No officer shall hold the same office for more than 36 months in succession. In addition to the officers, not less than four and not more than six ordinary committee members shall be elected. Written nominations, duly seconded by another financial member, and confirmed by the nominee may be accepted by the secretary up to the beginning of the meeting.
- (b) Further nominations, to fill vacancies when sufficient written nominations have not been received, may be accepted from the floor during the meeting.
- © The committee shall have power to coopt any member to fill a position on the committee left vacant at the start of a year or falling vacant during a year.

8. FINANCIAL YEAR

The financial year of the society shall end on the 30th of September.

9. FINANCIAL

- (a) The treasurer shall issue receipts for all money received and all money will be banked promptly. The treasurer shall keep a record of all income and expenditure

and shall reconcile such records with a bank statement each month.

(b) Cheques may be signed by any two of either three or four authorised officers.

© Any decision to invest surplus funds shall be made by the executive committee in accordance with rule 5 (f).

10. FINANCIAL REVIEWER

The accounts of the society shall be reviewed by a financial reviewer to be appointed each year at the preceding annual general meeting.

11. MEMBERSHIP

(a) Any person who has reached that stage in life when they are largely free of work and family commitments, who accepts the aims and objectives of the society and who agrees to abide by these rules may apply to the secretary to become a member.

(b) The applications will be placed before the next meeting of the committee for confirmation and membership will be deemed to commence from that date.

© Any person may withdraw from membership of the society on written advice to the secretary, who will remove the name from the register of members from that date.

(d) Should a member fail to pay the annual subscription within six months of the date of the AGM, or in the case of a new member, six months after joining they will be deemed to be unfinancial and the committee may give notice in writing of intention to terminate that person's membership.

(e) No person may continue to be a member of the society, whose subscription remains unpaid for more than one year.

(f) The committee may admit to honorary membership any person who performs special services while such services are being rendered. Such a person may not vote or hold office but may enjoy all other benefits.

12. SUBSCRIPTIONS

(a) The subscription shall be fixed by members present at the annual general meeting after consideration of a recommendation and budget from the treasurer.

Subscriptions become due for payment at the date of the annual general meeting.

The treasurer may reduce a subscription to half in the case of a new member joining after 1 June in any year.

(b) An entry fee or a levy for a particular purpose may be imposed by members at a general meeting.

13. COURSES

(a) Subjects of courses and course convenors shall be approved by the committee.

(b) The course convenors will arrange with the tutor, the duration and scope of the course and the time and place of meetings.

(b) Courses generally shall be self-supporting and convenors may levy participants for this purpose.

© Only financial members, intending financial members or financial members of other U3As may attend courses.

14. ANNUAL GENERAL MEETING

- (a) The society shall hold an annual general meeting once a year not later than two months after the end of the financial year, and notice of such AGM shall be publicly advertised and given in writing by the secretary to all members at least 14 days prior to the meeting.
- (b) An annual report and a financially reviewed statement of the society's financial status at the 30th September shall be presented at the AGM.
- (c) An election of officers and committee shall take place as per clause 7 (a).
- (d) The president or other authorised chairman shall preside for the duration of the meeting.

15. SPECIAL GENERAL MEETING

- (a) A special general meeting may be called at any time on a decision of a majority of the committee or at the written request to the secretary of at least ten of the financial members of the society stating the purpose for which such a meeting is required.
- (b) Upon receipt of such a request the secretary shall convene a special general meeting giving 14 clear days notice in writing to all members specifying the purpose, place and time of the meeting.

16. CHAIRPERSON

At all annual and special general meetings and committee meetings the president shall take the chair but in the event of the president being unable to attend, the vice president shall act as chairperson. In the absence of both president and vice president the persons then present shall elect a chairperson for that meeting and such chairperson while so acting shall have all the powers of the president.

17. VOTING

- (a) Only financial members are eligible to vote.
- (b) At any meeting a resolution put to the vote shall be decided by a show of hands unless a poll is requested.
- © Unless a poll is requested by one or more persons the chairperson's declaration of the outcome of a vote shall be accepted.
- (d) If a poll is requested, it shall be taken in such a manner as the chairperson directs.
- (e) In the case of a tied vote, whether on a show of hands or on a poll, the chairperson at a general or committee meeting when the vote was conducted shall be entitled to a second or casting vote except for elections when there shall be a re-ballot.

18. QUORUM

- (a) At any general meeting a quorum shall be one quarter of the financial members at that date.
- (b) A quorum for an executive committee meeting shall be half of the members of the committee at that date.

19. COMMON SEAL

- (a) The common seal shall be kept by the secretary and affixed to any document where a seal is legally required.
- (b) The common seal shall only be used by resolution of the committee and shall be witnessed by the secretary and one other member of the committee.

20. EXECUTIVE COMMITTEE REGULATIONS

The committee may make such regulations it considers necessary for the proper and efficient execution of its duties.

21. ALTERATION TO RULES

These rules with the exception of clause 22 and clause 23 may be amended added to or replaced by resolution of members at a special general meeting convened as in clause 15 and provided at least two-thirds of those financial members in attendance are in favour.

22. PECUNIARY GAIN

No member of the society shall receive or obtain any pecuniary gain (except in the form of honoraria or reimbursement of personal expenses) from the property or operations of the society or from a winding-up. Payment of an honorarium shall be limited to that which is reasonable for the services performed and any interest on money lent shall be not greater than the current market rate.

23. WINDING UP

- (a) If, at a general meeting a majority of those present and voting, shall resolve that the society shall be wound up, a further special general meeting shall be held not earlier than 30 days after the day of the meeting at which such resolution was passed, to confirm or reject such resolution. If the resolution shall be confirmed by a majority of those present and voting at such further special general meeting, the society shall be wound up and surplus assets after payment of all costs and liabilities of the society shall be gifted to an agreed charity or kindred incorporated society which prohibits distribution of its funds to members.
- (b) No surplus assets whatsoever shall be paid to or distributed among the members of the society.