

UNIVERSITY OF THE THIRD AGE TOWNSVILLE INCORPORATED BY-LAWS

These bylaws are to be read in conjunction with the Rules of the U3A Townsville Association. The Management Committee may from time to time make, amend or repeal bylaws, not inconsistent with these rules, for the internal management of the Association and any bylaw may be set aside by a general meeting of members.

1. Membership (Part 4 of the Rules)

Membership becomes due at the commencement of the Association's financial year (1 January) in accordance with Part 4.3 of the Rules.

New members joining on or after 1 November will be enrolled for the following year. Notwithstanding, they can attend any classes during the remainder of the year, until their membership becomes effective.

2. Fees

In accordance with Part 4.3 of the Rules, membership subscriptions shall be a fixed amount each year.

A reduced membership subscription shall apply to new members who join U3A Townsville between 1st August to 31st December each year. The pro rata subscription shall be fixed each year by the Management Committee and endorsed by members at the following Annual General Meeting.

Members will be issued with a receipt which must be shown to a Tutor as proof of current membership.

3. Member types

Part 4.4 of the Rules defines classes of members into ordinary members, and honorary members.

Honorary membership may be awarded by the Committee to persons who are deemed to be providing (or have provided) services beneficial to the Association. This decision is subject to review on an annual basis, at the time of membership renewal on or before 1 January of each year.

Tutors fall into special categories:

1. those who teach, without attending other U3A classes
2. those who attend other classes

Category 2 Tutors pay normal member dues; however a total or partial refund of dues may be granted by the Management Committee in consideration of services rendered.

4. Access to Classes

Members are entitled to attend any of the classes provided by the Association during their membership, subject to vacancies being available. Access is subject to the Tutor's consent.

5. Class fees

- 5.1 There may be a nominal class fee for attendance at any class provided by U3A Townsville.
 - 5.1.1 Any nominal class fee collected is for the conduct of the class business and a levy paid to U3A Townsville to support the overall growth and development of U3A in Townsville and the local region.
- 5.2 Any expense of the group must be shared and met by the attendees.
 - 5.2.1 Each class/group can collect money to be used as petty cash for Day to Day running expenses of the class/group such as room hire, purchase, or rental of teaching, extra materials, or for social occasions, catering etc.
 - 5.2.2 This money to be capped at \$100 (Petty Cash). Records of the money collected must be kept by the Tutor, or a person or persons delegated by the Tutor, and show the name of the donor, and the reason/s for the collection.
 - 5.2.3 The records subject to section 5.2.2 must be made available on a regular basis to U3A Townsville.
 - 5.2.4 Such records (ref 5.2.2) should also be made immediately available to either the U3A Townsville Treasurer and/or the auditor upon request in writing.
 - 5.2.5 Any money collected above the limit of \$100 (Petty Cash) must be transferred promptly to the U3A Townsville bank account.
 - 5.2.6 Any class/group may collect money from the members for the purchase of large items to improve the class for the benefit of the members. Any money collected for this purpose, if more than \$100, must be transferred promptly to the U3A Townsville bank account.
- 5.3 Any money transferred to U3A Townsville as in Section 5.2.6, will be recorded by the Treasurer in a special account for that class/group in the U3A database, and details provided to the class/group on a regular basis.
 - 5.3.1 When the class/group decides that sufficient funds have been collected for the purpose, the Treasurer will liaise with the class/group and arrange for the purchase of the item/s.
- 5.4 Classes/Groups can make donations to U3A Townsville which will be at the discretion of the class/group.

6. Protection of Class/Groups funds.

- 6.1 The money collected under section 5 which is considered to be a particular class/group's funds shall be respected by the Committee as that class/group's money.
 - 6.1.1 The funds so collected shall be identified by the Treasurer as an aggregate amount when drawing up the budget and cannot be used for general U3A Townsville purposes without express agreement of the class/group.
 - 6.1.2 All money spent on a class/group shall be for the benefit of the entire class/group and will be subject to 7.3.1 of the constitution which reads:

- No portion of the Association's funds shall be paid or distributed directly or indirectly to the members, except as reimbursement for expenses incurred.
- 6.1.3 Changes to the bylaws related to section 5 and 6 shall require the Committee to give eight (8) weeks' notice to the class/group in writing.
 - Note; The purpose of subsection 6.1.3 is to 'future proof' each group class/group's funds and allow the class's/group's time to use the funds for the benefit of its members.

7. Winding up of groups/classes.

- 7.1 From time to time class's/group's will cease to exist due to lack of interest in the subject or for other mutually agreed reasons.
 - 7.1.1 All class's/group's shall notify the Committee of their intent to dissolve the class/group.
 - 7.1.2 Should a class/group choose to dissolve, then monies held by U3A Townsville on behalf of that class/group can be spent on a closing down event, provided the amount involved passes the test of reasonableness.
 - 7.1.3 Once the date for the dissolving of the class/group has passed the property of the class/group is to be handed over to U3A Townsville and placed on the register as property or in the case of cash then the cash is absorbed by U3A Townsville.
 - 7.1.4 No class/group can incur a debt on behalf of U3A Townsville or leave U3A financially worse off.
- End of by laws as at 21/11/2018.