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BY-LAWS

A reference to U3A Ipswich in this document is a reference to U3A Ipswich and West Moreton Incorporated

By-Law Number 1: Membership of management committee

Made by the Management Committee under Constitution Rule 18

1. The Management Committee shall consist of ten members or any other number determined by the Management Committee consistent with the Constitution.
2. As soon as possible after the election of the Management Committee, the Management Committee will:
 - a) appoint one of its number as vice president if the Management Committee so desires;
 - b) appoint a secretary if one has not been elected under rule 15(1)(a) of the constitution;
 - c) allocate such portfolios to members of the Management Committee, and any member of the association approved by the Management Committee, as are expedient or necessary for the efficient operation of the association;
 - d) appoint such chairs of sub-committees of the Management Committee as are expedient or necessary for the efficient operation of the association;
 - e) confirm the membership of each sub-committee of the Management Committee;
 - f) notify each appropriate authority that must be notified, of any change to the composition of the Management Committee;
 - g) form an Executive Committee consisting of the president, the secretary, and the treasurer.
3. The Executive Committee may meet at such times, in such places and with such further members of the association as the chairperson of the Executive Committee deems necessary or convenient to deal with any urgent matter that cannot be deferred until the next scheduled meeting of the Management Committee.
4. The Executive Committee shall report all of its proceedings to the next meeting of the Management Committee.

By-Law Number 2: Electing the Management Committee

Made by the Management Committee under Constitution Rule 19

1. The Management Committee, at least two months prior to the annual general meeting shall, in a written notice to the members of the association, call for nominations for the positions of president, secretary, treasurer and sufficient numbers of members to take the membership of the Management Committee to the total number of members determined by the Management Committee under By-Law number 1.
2. The notice required by clause 1 of this By-Law shall contain a notice to satisfy Constitution rule 19(5).
3. A member of the association may nominate for each of the positions of president, secretary, treasurer and as a member of the Management Committee.

4. If a member of the association resigns from the Management Committee the year during which the resignation takes effect will be deemed to have ended at the next annual general meeting for the purposes of clause 6 of this By-Law.
5. Each candidate for election to the Management Committee shall certify on the nomination form for election to the Management Committee that they satisfy the requirements of Constitution rule 19(2).
6. At the annual general meeting, unless a poll is demanded the members of the association shall vote in the following order:
 - a) The first vote taken shall be for that of president.
 - b) If nominations have been received for the position of secretary, the second vote will be for the position of secretary.
 - c) If nominations have been received for the position of treasurer, the third vote will be for the position of treasurer.
 - d) Members present at the annual general meeting will then be asked for a show of hands as to the desirability of electing each member who has nominated for a position on the Management Committee. The consideration of each candidate shall take place in the alphabetical order of candidates as displayed in accordance with Constitution rule 19(3) and displayed at the annual general meeting.
7. If a member has been elected to a position on the Management Committee, the chairperson conducting the election shall not put that candidate to the annual general meeting as a candidate for any further position on the Management Committee.
8. If a poll is demanded:
 - a) A ballot paper shall be distributed to each person physically present at the annual general meeting.
 - b) The ballot paper shall contain, in the order of the notice displayed under Constitution rule 19(3), the names of all candidates for all the positions for which the candidate has been nominated in accordance with Constitution rules 19(1)(a) and 19(1)(b).
 - c) Two persons of known integrity shall be appointed scrutineers to count the votes cast by ballot.
 - d) The scrutineers shall report to the chairperson conducting the election all votes cast in favour of the candidates for election in all positions for which a candidate has nominated.
 - e) The chairperson conducting the election shall announce as elected, in order, the president, secretary, treasurer and the number of persons required to be elected to the Management Committee as determined by the Management Committee under By-Law number 1.
 - f) Once the chairperson conducting the election has declared a member of the association elected to any position, the chairperson shall not declare that person elected to any further position on the Management Committee and shall declare positions on the Management Committee filled as if the members elected had not nominated for any further positions on the Management Committee.
 - g) On a poll a member present may cast only one vote for the position of president, one vote for secretary, one vote for treasurer, and the number of votes for members of the Management Committee as are required to add to the total number of members determined by the Management Committee under By-Law number 1.
 - h) The scrutineers shall declare invalid a ballot for any position that contains any excess of votes for that position, but the ballot paper shall remain valid for all other positions where the votes are not in excess of the votes required. A ballot paper shall not be invalid if, in voting for any position, it casts less votes than the maximum number allowed.

**By-Law Number 3: Fair treatment, Complaints & Grievances Policy
Made by the Management Committee under Constitution Rule 41**

The association is committed to fair and equitable treatment for every member by offering a prompt and effective Complaints & Grievances resolution procedure. This is covered by the association's Complaints & Grievances Policy available to all members on the association's website.

**By-Law Number 4: Management committee to control activities
Made by the Management Committee under Constitution Rule 22**

1. No activity outside of the normal operations of the association shall be carried out in the name of the association without the approval of the Management Committee.
2. Approval shall be sought from the Management Committee prior to initiating any extracurricular activity.
3. The Management Committee shall not give approval for an activity if the activity cannot, in the absolute discretion of the Management Committee, be classified as a secular, non-commercial, non-partisan or non-party political activity.
4. Activity includes invitations to non-members to address a class, contribution of articles related to U3A Ipswich for general publication and broadcasting of views and comment as a member of U3A Ipswich.

**By-Law Number 5: Payment of Reward for Service
Made by the Management Committee under Constitution Rule 22**

The payment of wages or salary to any member, whether in cash or kind, for service or services rendered is forbidden.

**By-Law Number 6: Sub-committee of Management Committee
Made by the Management Committee under Constitution Rule 27**

1. If the Management Committee appoints a sub-committee of one under rule 27 of the Constitution, that member is deemed, under rule 27(3), to have been elected chairperson of that sub-committee.
2. The Management Committee may increase or decrease the size of a sub-committee as is expedient or necessary.
3. A sub-committee's appointment may be terminated by the Management Committee when it is determined that the sub-committee's function:
 - a) has been completed; or
 - b) is no longer expedient or necessary for the efficient operation of the association.
4. A sub-committee survives the expiry of the Management Committee which appointed it, unless terminated in accordance with clause 3 of this By-Law.

**By-Law Number 7: Custody of records
Made by the Management Committee under Constitution Rule 46**

1. The treasurer shall have custody of, or ensure electronic preservation, of all documents relating to the financial records of the association.
2. The secretary shall have custody, or ensure electronic preservation, of all documents not in the custody of the treasurer.

**By-Law Number 8: Absence from class
Made by the Management Committee under Constitution Rule 46**

When a member has failed to attend a class for which the member is registered five times in succession without forwarding an apology to the tutor, that member will lose their registration

for that class and a waiting-list member will be invited to take up the vacated position. A member who has provided an apology and explained absences from a class will not lose their position in that class.

By-Law Number 9: Sponsorship of class activities

Made by the Management Committee under Constitution Rule 46

Classes may at times participate in public events and exhibitions for which a fee is requested. Under the guidance of the tutor, classes then have the option of deciding to cover any such fees themselves, all sharing equally in the cost. However, U3A Ipswich strongly encourages such public exhibitions as a powerful promotional tool for the association. Accordingly, the Management Committee is keen to receive sponsorship applications from tutors planning such activities and the Management Committee will determine, on its merits, whether to decline the proposal, to offer part sponsorship of the activity, or to offer full sponsorship of the activity. Where part or full sponsorship is offered it is expected that the opportunity will be taken to display any U3A Ipswich signage such as teardrop banners or pull-up banners and display promotional flyers.

***** END OF BYLAWS