

# U3A ARMADALE INC.

## RULES OF THE ASSOCIATION

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### PREAMBLE

The name of the Association is **U3A Armadale Inc.**

### Objects

The objects of the Association are:

1. To provide opportunities for persons aged fifty (50) years and over to learn through talks, lectures, discussions, courses, demonstrations, study groups, visits and workshops.
  2. To provide opportunities for members to meet and socialise.
  3. To do all such lawful things as may appear proper for the advancement of the Association.
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## PART 1 — PRELIMINARY

### 1. Terms Used

In these rules, unless the contrary intention appears:

**Act** means the Associations Incorporation Act 2015 (WA).

**Association** means U3A Armadale Inc.

**books** includes registers, financial records, documents and any other record of information.

**by-laws** means by-laws made under Rule 66.

**committee** means the management committee of the Association.

**committee member** means a member of the committee.

**financial year** means 1 July to 30 June.

**general meeting** means a meeting of all members entitled to attend.

**member** means an ordinary or associate member.

**office holders** means the President, Deputy President, Secretary and Treasurer.

**ordinary member** means a member with voting rights.

**associate member** means a member without voting rights unless otherwise determined at a general meeting.

**special resolution** has the meaning given in section 51 of the Act.

## 2. Financial Year

The financial year of the Association is the period of 12 months commencing on 1 July and ending on 30 June.

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# PART 2 — NOT FOR PROFIT

## 3. Not-for-Profit Body

1. The income and property of the Association must be applied solely towards the promotion of its objects.
  2. No portion shall be distributed directly or indirectly to members except:
    - reasonable remuneration for services rendered;
    - reimbursement of reasonable expenses;
    - reasonable rent;
    - interest on borrowed funds at a rate not exceeding the RBA cash rate.
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# PART 3 — MEMBERSHIP

## 4. Eligibility

1. Any person aged 50 years or over who supports the objects of the Association is eligible to apply.

## 5. Application for Membership

1. Application must be made in writing or electronically in a form approved by the committee.
2. The committee determines acceptance or rejection.
3. Reasons for rejection need not be given.

## 6. Classes of Membership

1. The Association consists of ordinary members.

2. Additional classes (including life membership) may be created by resolution at a general meeting.
3. Only ordinary members have voting rights unless otherwise determined by general meeting.

## 7. Cessation of Membership

Membership ceases if a member: - resigns in writing; - fails to pay fees within 3 months of the due date; - dies; - is expelled under disciplinary procedures.

## 8. Membership Fees

1. Fees are determined by the committee and confirmed at the AGM.
  2. Failure to pay within 3 months results in cessation of membership.
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## 9. Register of Members

1. The Secretary must maintain a register of members in accordance with section 53 of the Associations Incorporation Act 2015 (WA).
  2. The register must include:
    - the member's full name;
    - a postal, residential or electronic address;
    - the date on which the person became a member; and
    - the class of membership (if applicable).
  3. The register may be kept in written or electronic form.
  4. The register must be kept at the Secretary's place of residence or at another place determined by the committee.
  5. A member may inspect the register as permitted under sections 54–56 of the Act.
  6. The committee may require a statutory declaration from a member requesting a copy of the register, stating the purpose for which the information is required and confirming that the purpose is connected with the affairs of the Association.
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# PART 4 — DISCIPLINARY ACTION & DISPUTES

## 9. Suspension or Expulsion

1. The committee may suspend or expel a member who breaches these rules or acts against the interests of the Association.
2. The member must be given at least 28 days' written notice.
3. The member has the right to be heard.
4. Written notice of the decision must be given within 7 days.

## 10. Mediation

1. A member may request mediation within 14 days of a disciplinary decision.
  2. A mediator must be appointed by agreement or by the committee.
  3. Costs of mediation are determined by the committee unless otherwise agreed.
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# PART 5 — COMMITTEE

## 11. Role of Committee

The committee manages the affairs of the Association subject to the Act and these rules.

## 12. Composition

The committee consists of: - President - Deputy President - Secretary - Treasurer - Up to five (5) ordinary committee members

## 13. Eligibility

A committee member must be: - an ordinary member; and - aged 50 years or over.

## 14. President Term Limit

A person who has served as President for three (3) consecutive years is not eligible to be elected or appointed to any office holder position for a period of twelve (12) months following completion of that term.

## 15. Election

1. Elections are held at the AGM.
2. Nominations must be received 28 days before the AGM.
3. If nominations exceed vacancies, voting is by secret ballot.

## 16. Term of Office

Committee members hold office until the next AGM and may be re-elected subject to Rule 14.

## 17. Quorum (Committee)

A quorum is a majority of committee members, including at least two (2) office holders.

## 18. Meetings

The committee must meet at least three (3) times per year.

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## PART 6 — GENERAL MEETINGS

### 19. Annual General Meeting

The AGM must be held within 6 months of the end of the financial year.

Ordinary business includes: - confirmation of minutes; - presentation of reports; - election of committee; - confirmation of fees.

### 20. Special General Meetings

Must be convened if requested by at least 10% of members.

### 21. Notice

- 21 days' notice for special resolutions.
- 14 days' notice for other business.

### 22. Quorum (General Meeting)

A quorum is the lesser of: - 20 members; or - 10% of financial members.

### 23. Voting

1. Each ordinary member has one vote.
2. Proxy voting is permitted (maximum 5 proxies per member).
3. Chair has casting vote if tied.

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## PART 7 — FINANCIAL MATTERS

### 24. Control of Funds

1. All funds must be deposited into the Association account within 5 working days.
2. Two authorised signatories are required for payments.
3. The Treasurer must ensure compliance with Part 5 of the Act.

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## PART 8 — GENERAL MATTERS

### 25. By-Laws

The Association may make by-laws by resolution at a general meeting.

## 26. Custody of Records

Records must be retained for at least seven (7) years.

## 27. Distribution of Surplus

On winding up, surplus property must be distributed in accordance with section 24 of the Act.

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**Adopted at a General Meeting of U3A Armadale Inc. on:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ President

**Signed:** \_\_\_\_\_ Secretary