



GAWLER, SOUTH AUSTRALIA

Information for Members

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Contact details: Email: u3agawler@gmail.com Web: www.u3agawlersa.org.au

Phone: 0419 828 795 Facebook: U3A Gawler

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Mission Statement

In a voluntary capacity provide low-cost, safe, physical, mental and socially stimulating activities for semi-retired people 50 years and over.

Aims

- To promote lifelong learning, fellowship and social interaction.
- To maintain and develop knowledge and skills and to share these with each other in an equal and voluntary capacity.
- To provide an affordable, safe and healthy learning environment for our members who wish to stay active in their retirement.

Objectives

- To ensure all our activities are within the Constitution of our organisation and our Leaders' and Members' Guidelines.
 - To recruit and foster leadership that enables us to make our organisation accessible to retired or semi-retired people in our community.
 - To encourage and enable members to help each other to share their knowledge, skills, interests and experience.
 - To demonstrate the benefits and enjoyment to be gained and the new horizons to be discovered in learning throughout life.
 - To celebrate the capabilities and potential of older people and their value to society.
 - To keep up to date with the growth of knowledge and social change and to reflect this in our programme by maintaining appropriate physical, mental and socially stimulating activities.
 - To support U3A South Australia Inc. through membership and nominating delegates to its committees.
 - To ensure that all our activities are non-discriminatory and inclusive, and that new members are welcomed and encouraged to be an integral part of our community.
- To appoint a committee that works to the mutual benefit of all its members in safe and sensible financial management and ensures that the programme and all our activities comply with the aims and objectives of our organisation.

GUIDELINES FOR MEMBERS

Preamble

U3A Gawler Branch Inc. started in 1988 as part of the world-wide U3A organisation aimed at forming community self-help groups of people interested in extending their learning in active retirement—their “Third Age”. This concept has now broadened and Gawler U3A Inc, like most other branches, has responded to members’ wishes to include a range of physical, mental and recreational activities.

We are almost totally self-funded, and rely on one annual membership fee, currently \$30.00, from our members to run our programmes. (Some initial or occasional costs may be required when you join certain groups, however.) We have no paid staff and all activities are run by volunteers. We are indebted to the Gawler Council for providing low-cost accommodation at the Gawler Sport & Community Centre, and the Local Member for Light for free photocopying for leaders.

Our Committee, in consultation with leaders, has developed the following set of guidelines, to assist and inform leaders and members of procedures to be followed at U3A activities. Other U3As in South Australia have produced similar documents for their members known as ‘codes of conduct’ and some of their ideas have been included in this resource.

The Committee reserves the right to make improvements to this document consistent with the conditions and limitations set out in our Constitution (Item 12).

SAFETY

In all our activities people’s safety is the first priority.

1. EMERGENCY EVACUATION—FIRE ALARM

Do not attempt to fight a fire (unless it is of a very minor nature and can be safely extinguished).

- a. Remain calm.
- b. Evacuate immediately via nearest safe EXIT (green/white sign above door).
- c. Meet at the ASSEMBLY POINT (for the Gawler Sport & Community Centre, on the oval, Princes Park).
- d. Report your safe exit to the session leader who will check you off on the Attendance List. At the Gawler Sport & Community Centre, each session leader must communicate with the Centre fire warden to confirm attendance of members at the assembly point.
- e. If you notice anyone missing, immediately inform the session leader.

2. EMERGENCY INCIDENTS—FIRE, AMBULANCE, POLICE

- a. Remain calm
- b. Ring ambulance, 000 (or 112 from mobile phones).
- c. Listen carefully to questions asked by operator.
- d. Describe the incident clearly and quickly.
- e. Notify the Centre office of the incident and your actions.
- f. Complete and submit an Emergency Incident Report form (spare copies in Cupboard #6).
- g. First aid kit available in Cupboard #6. All leaders have a key to the cupboard.

3. PERSONAL SAFETY

- a. Familiarise yourself with Emergency **Evacuation** procedures for each U3A venue you attend.
- b. Wear your **U3A badge** at all sessions, after filling out the special medical Information and emergency contact name/number on the back.
- c. Do not use any **mains voltage electrical equipment** in the Centre which has not been tested and tagged for current use. Annual testing and tagging of such equipment is required by law.
- d. If you have **special needs**, e.g. safe access or action to be taken in case of medical emergency, please discuss these with your session leader.
- e. We must consider **health and safety** risks at all times. For example, some of our activities require physical exertion and it is important not to exceed your safe limit of endurance. If you have any doubt about a particular activity, we advise you to consult with your Doctor as to your physical capability.
 - i. Do not attempt to move furniture and equipment if you think it could damage your health.
 - ii. Activities that take place in venues other than the Centre require special care.
 - iii. Always heed advice given by leaders.
- f. Keep your personal belongings secure at all times.

RESPECT & COURTESY

When attending a U3A activity all members should:

1. Give (and receive) respect and courtesy when interacting with the general public, other members and staff in the Gawler Sport & Community Centre or other public venue.
2. Endeavour to start and finish sessions punctually and inform the leader beforehand if you are likely to arrive late or need to leave early.
3. Look after property and return chairs, tables and other equipment to the same positions as found before the session started.
4. Avoid entering any room in the Centre being used by other groups. (Any late room changes are listed on the small whiteboard in the foyer next to the Reception Desk.)

DEALING WITH CONFLICT

1. Conflict within a group is usually caused by a lack of, or inappropriate communication between parties.

The following procedures should be used for conflict resolution:

- a. In the first instance, the members should attempt to resolve their conflict privately.
 - b. If the conflict involves a leader or affects group activities, members should always consult the leader in the first instance. This should always be organised privately, and away from the group activity.
 - c. If any issues remain unresolved after the above procedures have been followed, members should consult the Chairperson.
2. Members or leaders who feel that they have been treated unfairly, unequally or with disrespect, should refer the matter to the Chairperson.

SUSPENSION OR TERMINATION

1. For non-renewal of fees for more than three months from due date (1st January).
2. For misconduct detrimental to the interest of the Association.
(REFER TO Sections **5.2 Subscriptions** and **5.4 Expulsions** in Constitution.)

U3A GAWLER BRANCH INC CONSTITUTION

Approved 9 September 2009

Amended & Adopted 10 February 2021

1. NAME

The name of the incorporated association is “U3A GAWLER BRANCH INC.” referred to herein as “the association”.

2. DEFINITIONS

“committee” means the committee of management of the association

“general meeting” means a general meeting of members of the association convened in accordance with this constitution.

“member” means a member of the association

“the Act” means the Associations Incorporation Act 1985

“special resolution” means a special resolution defined in the Act

“Third Age” means a period of active retirement following cessation of full-time employment.

“month” shall mean a calendar month

“U3A” means University of the Third Age

3. PURPOSE AND OBJECTIVES OF THE ASSOCIATION

- (1) The purpose of the association is to provide members with the stimulus of mental, physical and social activity by assisting them to take up new interests or extend old ones unrestricted by entry criteria or requirements of vocation or desire or need for qualifications
- (2) In particular, the association will
 - (a) provide programmes of learning activities which offer stimulation primarily for Third Age persons;
 - (b) act with others to improve the status and position of the elderly in our community;
 - (c) operate as a mutual aid organisation, drawing upon the skills, knowledge and goodwill of its members to provide the programmes;
 - (d) encourage members to teach or in other ways assist in the operation of the association.

4. POWERS OF THE ASSOCIATION

For the purpose of carrying out its purpose and objectives, and subject to the provisions of The Act and this constitution, the association may

- (1) acquire, hold, deal with, and dispose of any real or personal property; and
- (2) administer any property on trust; and
- (3) open and operate ADI (Authorised Deposit Taking Institution) accounts; and
- (4) invest its moneys in any security which trust moneys may, by Act of Parliament, be invested; and
- (5) borrow money upon such terms and conditions as the association thinks fit; and
- (6) give such security for the discharge of liabilities incurred by the association as the association thinks fit; and
- (7) appoint agents to transact any business of the association on its behalf; and
- (8) enter into any other contract it considers necessary or desirable.

5. MEMBERSHIP

5.1 MEMBERS

Any person over the age of 50, who has ceased full-time employment, accepts the purpose and objectives of the association and agrees to be bound by its rules as expressed in the constitution, and has paid the prescribed entry fee, if any, is eligible to be a member.

- (a) Persons not meeting this criterion may be accepted, subject to the discretion of the committee.

5.2 SUBSCRIPTIONS

- (a) The subscription fee for membership shall be such sum, if any, as may be set by the committee.
- (b) The subscription shall become due annually on 1st January.
- (c) Any member whose subscription is outstanding for more than three months after the due date for payment shall cease to be a member of the association, provided always that the committee may reinstate such a person’s membership on such terms as it thinks fit.

5.3 RESIGNATIONS

A member may resign from membership of the association by giving written notice thereof to the secretary or public officer of the association.

- (a) Any resigning member shall be liable for any outstanding subscriptions which may be recovered as a debt due to the association.

5.4 EXPULSION

- (a) Subject to giving a member an opportunity to be heard or to make a written submission, the committee may resolve to expel a member upon a charge of misconduct detrimental to the interests of the association.
- (b) Particulars of the charge shall be communicated to the member at least one month before the meeting of the committee at which the matter will be determined.
- (c) The determination of the committee shall be communicated to the member, and in the event of an adverse determination the member (subject to 5.4 (d) below) will cease to be a member 14 days after the committee has communicated its determination to the member.
- (d) It shall be open to a member facing expulsion to appeal to the association in a general meeting against the expulsion. The intention to appeal shall be communicated to the secretary or public officer of the association within fourteen days after the determination of the committee has been communicated to the member.
- (e) In the event of an appeal under 5.4 (d) above, the appellant's membership of the association shall not be terminated unless the determination of the committee to expel the member is upheld by the members of the association in general meeting after the appellant has been heard by the members of the association, and in such event membership will be terminated at the date of the general meeting at which the determination of the committee is upheld.

5.5 REGISTER OF MEMBERS

A register of members must be kept and contain

- (a) the name, contact details and year of birth of each member; and
- (b) The date on which each member was admitted to the association

5.6 REFUSAL OF MEMBERSHIP

The committee may refuse to accept any new membership at its discretion.

6. THE COMMITTEE

6.1 POWERS AND DUTIES

- (a) The affairs of the association shall be managed and controlled by a committee which in addition to any powers and authorities conferred by this constitution may exercise all such powers and do all such things as are within the purpose and objectives of the association, and are not by the Act or by this constitution required to be done by the association in general meeting.
- (b) The committee has the management and control of the funds and other property of the association.
- (c) The authority of the committee to exercise the powers of the association pursuant to section 4 of this constitution is restricted in that unless approved by a general meeting it shall not enter into any agreement or contract, excluding grants, involving value exceeding five thousand dollars.
- (d) The committee shall have the authority to interpret the meaning of this constitution and any other matter relating to the affairs of the association on which these rules are silent.
- (e) The committee shall appoint a public officer as required by the Act.

6.2 APPOINTMENT

- (a) At the Annual General Meeting the general membership shall elect a Chairperson, a Secretary and a Treasurer plus a maximum of seven committee members.
- (b) All members of the association are entitled to offer themselves for election to the committee.
- (c) The committee may appoint another member of the association to fill any vacancy that may occur.

6.3 PROCEEDINGS OF COMMITTEE

- (a) The committee shall meet as often as may be required to conduct the business of the association and not less than four times in each year.
- (b) Questions arising at any meeting of the committee shall be decided by a majority of votes, and in the event of equality of votes the chairperson shall have a casting vote in addition to a deliberative vote.
- (c) A quorum for a meeting of the committee shall be half plus one.
- (d) A member of the committee having a direct or indirect pecuniary interest in a contract or proposed contract with the association must disclose the nature and extent of that interest to the committee as required by the Act, and shall not vote with respect to that contract or proposed contract. The member of the committee must disclose the nature and extent of his or her interest in the contract at the next annual general meeting of the association.

6.4 DISQUALIFICATION OF COMMITTEE MEMBERS

The office of a committee member shall become vacant if a committee member is

- (a) disqualified from being a committee member by the Act, or
- (b) expelled as a member under this constitution
- (c) permanently incapacitated by ill health, or
- (d) absent without acceptable explanation or apology for more than three successive committee meetings.

7. THE SEAL

The association shall have a common seal upon which its corporate name shall appear in legible characters.

The seal shall not be used without the express authority of the committee, and every use of the seal shall be recorded in the minute book of the association. The affixing of the seal shall be witnessed by the chairperson and the secretary, who shall be the keeper of the seal.

8. GENERAL MEETINGS

8.1 ANNUAL GENERAL MEETINGS

- (a) The committee shall call an annual general meeting in accordance with the Act in either February or March of each year.
- (b) The order of the business at the meeting shall be:
 - (i) the confirmation of the minutes of the previous annual general meeting and of any special general meetings held since that meeting.
 - (ii) the consideration of the accounts and reports of the committee and the auditor's report.
 - (iii) the election of committee members.
 - (iv) the appointment of an auditor.
 - (v) any other business requiring consideration by the association in general meeting.
 - (vi) other business at the discretion of the chairperson.

8.2 SPECIAL GENERAL MEETINGS

- (a) The committee may call a special general meeting of the association at any time.
- (b) Upon a requisition in writing of not less than ten per cent of the total number of members of the association, the committee shall within one month of the receipt of the requisition, convene a special general meeting for the purpose specified in the requisition.
- (c) Every requisition for a special general meeting shall be signed by the relevant member and shall state the purpose of the meeting.
- (d) If a special general meeting is not convened within one month, as required by 8.2 (b) above, the requisitionists, or at least 50% of their number, may convene a special general meeting. Such a meeting shall be convened in the same manner as nearly as practical as a meeting convened by the committee, and for this purpose the committee shall ensure that the requisitionists are supplied free of charge with particulars of the members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting shall be borne by the association.

8.3 NOTICE OF GENERAL MEETINGS

- (a) Subject to 8.3 (b) below, written notice of not more than 28 days and not less than 14 days of any general meeting shall be given to members. The notice shall set out where and when the meeting will be held, and particulars of the nature and order of business to be transacted at the meeting.
- (b) Notice of a meeting at which a special resolution is to be proposed shall be given at least 21 days prior to the date of the meeting.
- (c) A notice may be given to any member by sending the notice by pre-paid post or where available by electronic mail to the member's registered address or electronic mail address.
- (d) Where a notice is sent by post, service of their notice shall be deemed to be effective by properly addressing, prepaying and posting the notice.
 - (i) Unless the contrary is proved, service will be taken to have been effected at the time at which the letter or packet would be delivered in the ordinary course of post.
- (e) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected unless a message to the contrary is received from the Email Delivery System.
 - (i) If service has failed to be effected, the notice is to be conveyed to the member by other means.

8.4 PROCEEDINGS AT GENERAL MEETINGS

- (a) A quorum at any general meeting shall be twenty or one quarter of the members, whichever is the less.
- (b) If the chairperson is not present within reasonable time after the time appointed for holding the meeting, or he or she is present but declines to take or retires from the chair, the members may choose a committee member or one of their own number to be the chairman of that meeting.

8.5 VOTING AT GENERAL MEETINGS

- (a) Subject to this constitution, every member of the association has only one vote at a meeting of the association.
- (b) Subject to this constitution, a question for decision at a general meeting, other than a special resolution, must be determined by a majority of members who vote in person.
- (c) Subject to the Act and this constitution a special resolution must be determined by a majority of not less than three quarters of such members as, being entitled to do so, vote in person.
- (d) Unless a poll is demanded by at least five members, a question for decision at a general meeting shall be determined by a show of hands.
- (e) The chairperson as a member shall have a deliberate vote. In the event of a tied vote, the chairperson shall have a casting vote.

8.6 POLL AT GENERAL MEETINGS

- (a) If a poll is demanded, it must be conducted in a manner specified by the person presiding and the result of the poll is the resolution of the meeting on that question.
- (b) A poll demanded for the election of a person presiding or on a question of adjournment must be taken immediately, but any other poll may be conducted at any time before the close of the meeting.

8.7 SPECIAL AND ORDINARY RESOLUTIONS

- (a) A special resolution is a special resolution as defined in the Act and in particular,
 - (i) a proposal to amend this constitution, or
 - (ii) a proposal to wind up the association
- (b) An ordinary resolution is a resolution passed by a simple majority at a general meeting.

9. MINUTES

- (a) Proper minutes of all proceedings of general meetings of the association and of meetings of the committee, shall be entered within one month after the relevant meeting in minute books kept for the purpose.
- (b) The minutes kept pursuant to this rule must be confirmed by the members of the association or the committee (as relevant) at a subsequent meeting.
- (c) The minutes kept pursuant to this section shall be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next successive meeting at which the minutes are confirmed.
- (d) Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.

10. FINANCIAL YEAR

The financial year of the association shall be the twelve months ending on 31st December of each year.

11. PROHIBITION AGAINST SECURING PROFITS FOR MEMBERS

The income and capital of the association shall be applied exclusively to the promotion of its objectives and no portion shall be paid or distributed directly or indirectly to members or their associates except as expenses incurred on behalf of the association.

12. BY-LAWS

The committee of the association may adopt by-laws not inconsistent with the constitution, embodying additional provisions for the management of the association. Such by-laws may be amended from time to time as provided therein.

13. WINDING UP

- (a) The association may be wound up in the manner provided for in the Act.
- (b) If after the winding up of the association there remains 'surplus assets' as defined in the Act, such surplus assets shall be transferred to such other body with similar objectives as shall be nominated in the 'special resolution' winding up the association.

14. AMENDMENT OF THE CONSTITUTION

- (a) This constitution may be altered (including an alteration to the association's name) by special resolution of the members of the association. This includes rescission or replacement by substitution.
- (b) The alteration shall be registered with the Office of Consumer and Business Affairs, Corporate Affairs and Compliance Branch, as required by the Act.
- (c) The registered constitution shall bind the association and every member to the same extent as if they have respectively signed and sealed it and agreed to be bound by all of the provisions thereof.

