

RULES FOR SOUTH WEST CHRISTCHURCH U3A INCORPORATED

1 NAME

The name of the Group is South West Christchurch U3A hereinafter referred to as U3A.

2 OBJECTS

The objects of U3A are:

- (i) To provide ongoing learning opportunities for people who have reached their retirement years;
- (ii) To promote continuity of learning and related social activity.
- (iii) To be self-sufficient in determining U3A's programme of preferred studies and to provide presenters from within its membership where that resource exists and to seek assistance from other presenters where U3A members lack the appropriate knowledge and expertise.

3 POWERS

To do all things as U3A deems necessary for the achievement of the above objectives.

4 MEMBERSHIP

- (i) Every person who has attained the age of 55 years and paid the annual subscription shall be deemed a member.
- (ii) Membership in any year shall be deemed to have commenced on the first day of January and to have terminated on the thirty-first day of December in that year,
- (iii) The Committee shall keep a list of all persons who are financial members of U3A ("the membership list"). The Committee may restrict the number of new members as the Committee sees fit.
- (iv) The Committee has the right to suspend or terminate the membership of any person.
- (v) A member who has been suspended or had their membership terminated has the right of appeal. Refer to rule 7(iii).
- (vi) Membership will entitle the member to join any of the interest groups, subject to a position being available. (refer to rule 10A(iii) for setting up of interest groups).
- (vii) Only financial members will be entitled to attend interest groups.

- (viii) Non financial persons will be welcome to attend up to two the Monthly Meetings of U3A, on the understanding that they will pay the entry charge set by the Committee to cover ongoing costs.

5 RESIGNATION OF MEMBERS

- (i) Any member may resign his/her membership at any time by giving the Treasurer due notice.
- (ii) Any member who fails to renew their membership fee by the 31 January in the year of the current AGM shall be deemed to have resigned. The Committee may accept late or waive payment of the member's fee.

6 ANNUAL GENERAL MEETING (AGM)

- (i) The AGM of U3A shall be held in the month of February in any year at such time date and place as the Committee shall determine.
- (ii) The AGM will carry out the following business:
 - [a] Receive the minutes of the previous AGM and of any SGM held since that AGM.
 - [b] Receive the report of the Committee and the financial accounts of U3A in relation to the previous years operation for the period 1st January to the 31 December immediately prior to the AGM.
 - [c] Vote on the membership fee as recommended by the Committee for the ensuing year.
 - [d] Elect the President, Vice President, Treasurer, Secretary and Committee for the ensuing year. (see rule 9(i)).
 - [e] Receive and consider any suggestions which any member may make for the programme.
 - [f] Conduct any other business which may properly be brought before the meeting.
- (iii) The AGM shall comply with rule 8.

7 SPECIAL GENERAL MEETING (SGM)

- (i) A SGM must be called by the Secretary or President on receipt of a request in writing for such a meeting stating the reason for having such a meeting signed by not less than 10 members.
- (ii) The Committee may by its own resolution call a SGM.
- (iii) If a member has his/her membership terminated or suspended by the Committee in accordance with the provisions of Rule 4 (iv) he/she may appeal . On receipt of any notice of appeal signed by that member the Committee shall engage an external Mediator and endeavor to reach a

resolution. Should mediation fail the Committee shall call a SGM to consider the termination or suspension and vote to confirm or rescind such action.

- (iv) SGMs required under rules 7 (i) and 7 (iii) must be held within two (2) months of notification.
- (v) A notice calling a SGM shall in general terms state the business for which the meeting is called and at that meeting only that business will be discussed and transacted.
- (vi) Any SGM called shall comply with Rule 8.

8 PROCEDURE FOR GENERAL MEEETINGS

- (i) In these Rules, their terms 'general meeting' includes both an AGM and a SGM.
- (ii) Fourteen (14) days written notice of each general meeting must be given to all members. That notice shall state whether the meeting is the AGM or a SGM and specify the time, date and place of that meeting and any motion to be resolved.
- (iii) Twenty percent (20%) of 'the membership list' rounded up to the next whole number shall constitute a quorum.
- (iv) The President or if he/she is absent or unable to act the Vice President will chair the meeting but if neither of them is present at that meeting or refuses to act, the meeting will itself elect a person to chair the meeting.
- (v) All questions may be decided by consensus but if a decision cannot be arrived at by consensus it must be put as a motion and decided by a majority of votes. If voting is tied the chairperson shall have a casting vote. Unless otherwise decided by those present, voting will be by a show of hands.

9 OFFICERS

- (i) The Committee will consist of the President, Vice President, Immediate Past President, Secretary and Treasurer, and other elected members. The total number of persons forming the Committee shall be not less than 6 nor more than 12, plus any ex officio members. (see rule 10C (iii)).
- (ii) Members of the Committee shall hold office until the next AGM of U3A.
- (iii) Each Committee member shall be entitled to vote at any Committee meeting; The President will have the casting vote. A quorum shall consist of half of the total number (rounded up to the next whole number) of the Committee.
- (iv) Nominations for Officers and Committee members may be by way of notice of nomination in writing signed by the nominating member and endorsed

by the person nominated and given to the Secretary. If, in any year there are insufficient valid nominations to fill all positions not less than one (1) week before the time fixed for the AGM oral nominations may be received at the meeting. In the case of an absentee member being nominated to the Committee, the nomination can only be accepted if a written acceptance from the nominated person is presented.

- (v) Where in any year the AGM fails to elect any person to fill the position of President, Vice President, Secretary, Treasurer, or other Committee member to comply with rule 9 (i) the Committee may itself co-opt members to fill such vacancies.
- (vi) If any person being an Officer or member of the Committee is unable to continue to hold office during the course of the year the Committee may co-opt a member of U3A to fill the vacancy.
- (vii) The office of President or Vice President may only be held for a maximum of four (4) consecutive years, but previous holders of either office may re-hold the office after a minimum time of one (1) year.

10 THE POWERS AND DUTIES OF THE COMMITTEE

- A
 - (i) To ensure the conduct of the day to day affairs of U3A.
 - (ii) To notify members of intended meetings and the business to be conducted at such meetings
 - (iii) To devise and/or approve any particular interest groups, lectures and/or activities to be conducted on behalf of U3A and have printed and distributed to members, particulars of lecture and/or activities to be held and any fees payable.
 - (iv) To prepare and submit to each AGM a report of its work, a statement of receipts and expenditure accounting for all moneys received and spent on behalf of the Group during the year together with a statement of the Group's assets and liabilities, for the period 1st January to 31 December immediately prior to the AGM.
 - (v) To open and operate a bank account or accounts with any bank or savings bank in New Zealand in the name of South West Christchurch U3A and to authorize any two (2) of three (3) Committee members to have signing authority.
 - (vi) To enter into and negotiate the terms of room rental and such other agreements necessary to fulfill the objectives of the U3A.
 - (vii) To remunerate any person performing services for and on behalf of U3A and to reimburse any moneys expended by him or her on behalf of U3A or in the purchase of materials used in the preparation of lectures/activities delivered to U3A members.

- (viii) To determine the maximum number of members entitled to attend any particular course of study, lectures or activity; and in the event of there being more applications than there are places available to select in a fair and equitable manner those applicants entitled to participate.
 - (ix) To perform any of the duties and exercise any of the discretions relating to the Committee contained in Rules 4, 5 and 6.
 - (x) If the Committee restricts the number of members in U3A at any time, the Committee must advise the members in writing of that decision.
- B The Secretary shall cause accurate minutes to be kept of all AGM, SGM and Committee meetings.
- C
- (i) At meetings of the Committee all questions shall be decided by consensus but if that cannot be reached they shall be put as motions to be decided by a simple majority of the votes cast. If there is a tie in voting the issue shall be decided by the Chairperson's casting vote
 - (ii) All members of the Committee must be financial members of the group.
 - (iii) The Committee may appoint sub-committees to do specific assignments and report back to the Committee. The Chairpersons of such sub-committees will be ex-officio members of the U3A Committee until such time as the sub-committee is disbanded.
- D The President shall be the sole spokesperson for U3A

11 RESTRICTIONS ON MEMBERS DERIVING INCOME BENEFIT OR ADVANTAGE

No member or person associated with a member of U3A shall derive any income, benefit or advantage from U3A where he or she can materially influence the payment of the income, benefit or advantage except where that income, benefit or advantage is derived from:

- [a] Professional services to U3A rendered in the course of business charged at no greater rate than current market rates; or
- [b] Interest on money lent at no greater rate than current market rates

12 WINDING UP

On the winding up or dissolution of the Group the surplus funds or assets of U3A shall be transferred as directed by a SGM of U3A provided that such surplus funds or assets shall not be transferred to the members of U3A but shall be transferred to a charitable body for charitable purposes within New Zealand.

13 ALTERATION OF RULES

These Rules may be altered, added to, rescinded or otherwise amended by a Resolution passed at a SGM of U3A by a two thirds majority of members present and voting provided that no addition to this, alteration or decision of the Group's Rules shall be adopted if it affects the provision relating to pecuniary profit contained in Rule 11 hereof or the restrictions on a winding up of the Group contained in Rule 12 hereof. Unless such change to Rule 11 and/or Rule 12 is contrary to New Zealand law.

13 COMMON SEAL

The Committee shall provide a common seal for the U3A and may from time to time replace it with a new one.

The Secretary shall have custody of the common seal, which shall only be used by the authority of the Committee. Every document to which the common seal is affixed shall be signed by the President and countersigned by the Secretary or a member of the Committee.