



CONSTITUTION AND RULES

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1. NAME:

1.1 The name of this Society shall be "Mt Aspiring U3A", hereinafter called "The Society". (The title "U3A" is derived from the words University of the Third Age).

2. AIMS AND OBJECTIVES:

2.1 The aims and objectives of the Society are to advance the education and interests of people in or near Wanaka, particularly the middle-aged and older people.

2.2 The activities of the Society shall be directed primarily to furthering study by providing a forum for fellowship, the development of acquaintance, and the active participation in the Society's activities at a minimum cost to its members.

2.3 In implementing the Society's objectives, the Committee may take such steps as it considers necessary to achieve these aims provided that no financial commitments are made that exceed the Society's funds.

2.4 The Society shall be non-political and non-sectarian.

2.5 The Society shall not be seen to be a fund-raising organisation.

2.6 The Society shall assist and encourage the formation and operation of other U3A Societies in New Zealand.

2.7 The Society shall create an institution where there is no distinction between those who teach and those who learn, and the activity is voluntary and freely offered by the members.

3. MEMBERSHIP:

3.1 Membership shall be open to all persons who are interested in supporting the Aims and Objectives of the Society, subject to the approval of the Committee and upon payment of annual subscriptions as determined by the Committee, provided they agree to abide by any conditions properly recommended by the Committee. Application for membership shall be on the prescribed form.

3.2 Membership entitles all members to participate in Study Group activities, subject to numbers.

3.3 The Committee may terminate membership if;

a) There is money owing to the Society in respect of membership or other fees 16 weeks after the date of the invoice, provided that reasonable efforts have been made to inform the member of the default and its consequences,

b) In the opinion of the Committee a member acts in such a way that is prejudicial to the Society or brings it into disrepute.

3.4 The Committee may admit to membership as a non-voting Honorary Member, any person who may have rendered special services to the Society.

3.5 Membership shall cease upon resignation, in writing, to the Secretary.

4. MANAGEMENT:

4.1 The Society shall be managed by a Committee of at least six (6), and not more than ten (10), elected members. The Committee shall have the power to co-opt further Committee members as deemed necessary. The immediate Past President shall become a Committee member in addition to the above.

4.2 Officers of the Society, namely President, Vice-President, Secretary and Treasurer (or Secretary/Treasurer if appropriate) and other members of the Committee shall be elected at an Annual General Meeting and shall take office at the conclusion of that meeting.

4.3 Nominations to the Committee duly agreed to by the nominees shall be proposed and seconded and be delivered in writing to the Secretary no later than one (1) week prior to the AGM. If insufficient nominations for the vacant posts are received prior to the AGM nominations from the floor will be accepted.

4.4 The Committee shall appoint the Study Group coordinator and allocate all other responsibilities.

4.5 All members of the Committee shall retire each year but remain eligible for re-election. The President may serve for a maximum of two years. If the President serves for a second year, the Immediate Past President may also serve a second year.

4.6 No member may serve a term of five consecutive years.

4.7 A quorum of the Committee shall be four (4) members.

4.8 A Committee member may resign office by giving notice, in writing, to the Secretary.

4.9 The Secretary shall ensure that minutes are kept of all Committee meetings, to be circulated as soon as is practicable and approved at each subsequent meeting of the Committee.

4.10 The Committee shall, as it deems appropriate, publish regularly and circulate to members, a newsletter dealing with the affairs of the Society.

4.11 All matters not provided for in the rules relating to the Society and not involving an amendment to the rules, shall be dealt with by the Committee.

5. ANNUAL AND SPECIAL GENERAL MEETINGS:

5.1 The Annual General Meeting shall be held each year not later than eight weeks from the end of the financial year with the date, time and place to be fixed by the Committee.

At least fourteen (14) days written notice shall be given to members.

A quorum shall consist of two-fifths (40%) of all paid-up members.

Only financial members of the Society shall be eligible to vote.

The business of the Annual General Meeting shall include:

- a) Receiving and approving the Annual Report of the President
- b) Receiving and approving the Treasurer's Report and the reviewed Accounts for the year
- c) Appointing a reviewer for the accounts for the forthcoming year.
- d) Election of Officers and other Committee members
- e) Confirmation of annual subscriptions as determined by the Committee
- f) Any other general business

5.2 A Special General Meeting may be convened at any time by a resolution of the Committee or by a requisition signed by two-fifths (40%) or more of financial members. Notice of the resolution giving reasons for the meeting shall be given, in writing, to all members at least fourteen (14) days before the date of the meeting. There shall be a quorum when two-fifths (40%) of financial members are present. Only financial members of the Society shall be eligible to vote at a Special General Meeting.

5.3 The President shall preside over any Committee or General meeting. In the absence of the President, the Vice-President or any Committee member elected by the Meeting shall preside.

5.4 Voting at meetings shall be by voice or show of hands (at the discretion of the Chairperson), or by secret ballot if required. The Chairperson shall have a casting vote.

6. STUDY GROUPS

6.1 Members of Mt Aspiring U3A are encouraged to convene or join a study group that interests or educates them. The society will register and promote any study group that has a member prepared to convene it. Membership of Study Groups will be restricted to paid up members of Mt Aspiring U3A, and subject to the decisions and goodwill of the volunteering convenor. Each convenor of a study group will have autonomy over the numbers, criteria for membership, venue/s, and operating costs.

7. ALTERATION TO THE RULES:

7.1 These Rules may be amended at a Special Meeting at which no less than two thirds of financial members are present and by a two thirds affirmative vote of those members PROVIDED THAT no addition to, alteration or rescission of the rules shall be approved if it affects the pecuniary income clauses (8.5 and 8.6), or the dissolution clause (8.1).

8. FINANCE:

8.1 a) The financial year of the Society shall run from 1st day of May to the last day of April.

8.1 b) Annual subscriptions shall cover the period from 1 August to 31 July. Subscription notices shall be issued within 4 weeks following the AGM and subscriptions shall be payable within 8 weeks of invoice.

8.2 All proper costs, charges and expenses incidental to the management of the Society shall be defrayed from the funds of the Society.

8.3 The treasurer shall keep account and prepare a statement of all monies received and expended on behalf of the Society for each committee meeting and shall prepare and publish such accounts, duly reviewed, at the Annual General Meeting. All monetary transactions shall be made through accounts properly authorised by the committee.

8.5 All income and property of the Society shall be applied solely towards the aims and objectives of the Society, and none of it shall be transferred in any way to its committee members except that repayment of legitimate out-of-pocket expenses incurred during their work for the Society shall be reimbursed. Payment for committee authorised goods or services to other than committee shall be made and a receipt obtained for the transaction.

8.6 All gifts, grants, donations or monies received by the Society must be applied for the purpose for which they were received PROVIDED THAT none of the above donor receipts shall be used for the personal pecuniary gain of any member of the Society.

9. DISSOLUTION:

9.1 The Society may at any time be dissolved by a resolution which may be carried by a simple majority at a Special General Meeting called for that purpose. If agreed to, and after all liabilities have been met, any surplus assets shall be handed over to such body or bodies domiciled in New Zealand with Aims and Objectives that are similar to those of Mt Aspiring U3A. No member of Mt Aspiring U3A shall receive any of the assets being distributed.