

# UNIVERSITY OF THE THIRD AGE TOWNSVILLE INCORPORATED BY-LAWS (amended on 25th June 2026)

## **Preliminary Definition**

The “Association” means The University of the Third Age Townsville Incorporated.

The “Rules” means the Constitution.

## **By-laws of the Association**

These By-Laws are to be read in conjunction with the Rules of the U3A Townsville Association. The Management Committee may from time to time make, amend or repeal By-Laws, not inconsistent with these Rules, for the internal management of the Association and any By-Law may be set aside by a general meeting of members.

### **1. Membership types**

1.1 Part 4.4 of the Rules defines classes of members into ordinary members and honorary members.

1.1.1 Ordinary members are those who pay the annual subscription set by the Committee to join, or re-enrol in, the Association.

1.1.2 Honorary membership may be awarded by the Committee to people who are deemed to have provided special services to the Association.

Honorary membership means that the recipient shall become a member of the association for life and shall have all the rights and privileges of ordinary membership. This decision is subject to be reviewed on an annual basis at the time of membership renewal on or before 1 January of each year.

### **2. Membership subscriptions**

2.1 In accordance with Part 4.3 of the Rules, the annual subscription shall be an amount that is fixed by the Committee each year.

2.1.1 The annual subscription is due on January 1 each year and must be paid no later than the Annual General Meeting of the Association.

2.1.2 New members may enrol at any time. However, a reduced membership subscription shall apply to new members who join the Association between 1 August and 31 October each year. The amount of this reduced subscription shall be fixed each year by the Committee and endorsed by members at the following Annual General Meeting.

2.1.3 New members joining on or after 1 November will be enrolled for the following year. Notwithstanding, they can attend any classes during the remainder of the year, until their membership becomes effective on 1 January.

2.1.4 Members will be issued with a receipt which must be shown to a Tutor as proof of current membership.

### **3. Tutors Membership**

A Tutor does not necessarily have to be a financial member of U3A Townsville but if they wish to attend any other sanctioned U3A Townsville class they must become a financial member of U3A Townsville to do so.

#### 4. Access to Classes

Members are entitled to attend any of the classes provided by the Association during their membership, subject to vacancies being available. Access is subject to the Tutor's consent.

Any person who attends more than one session at the same class, and who is not a financial member, will not be covered by the Public Liability Insurance provided by the Association.

Attendees must sign an attendance sheet to verify that they attended the class on the specific day and date. This is for insurance purposes and to ensure the attendees are financial members of U3A Townsville. Non-members can attend a class for the first time so that they can ascertain whether they wish to continue attending the class, and if so, they must then become members of U3A Townsville.

It is the Tutor's responsibility to ensure the attendance sheet is maintained and to ensure the attendees are financial members of U3A Townsville as indicated by the members receipt number whereby the prefix determines the financial year. It is the Tutor's responsibility to forward the attendance sheet to the U3A Townsville office for the administration team to check for validity.

#### 5. Class fees

5.1 There may be a nominal class fee for attendance at any class provided by the Association.

5.1.1 Any nominal class fee collected is for the conduct of the class business and a levy paid to the Association to support the overall growth and development of U3A in Townsville and the local region. The nominal class fee is determined by the Management Committee.

5.2 Any expenses of the group must be shared and met by the attendees.

5.2.1 Each class/group can collect money to be used as petty cash for Day to Day running expenses of the class/group such as room hire, purchase, or rental of teaching, extra materials, or for social occasions, catering etc.

5.2.2 This money **is to** be capped at \$100 (Petty Cash). Records of the money collected must be kept by the Tutor, or a person or persons delegated by the Tutor, and show the name of the donor, and the reason/s for the collection.

5.2.3 The records subject to section 5.2.2 must be made available on a regular basis to the Association.

5.2.4 Such records (ref 5.2.2) should also be made immediately available to either the U3A Townsville Treasurer and/or the auditor upon request in writing.

5.2.5 Any money collected above the limit of \$100 (Petty Cash) must be transferred promptly to the Association's bank account.

5.2.6 Any class/group may collect money from the members for the purchase of large items to improve the class for the benefit of the members. Any money collected for this purpose, if more than \$100 must be transferred promptly to the Association's bank account.

- 5.3 Any money transferred to the Association as in Section 5.2.6, will be recorded by the Treasurer in a special account for that class/group in the U3A Finance database, and details provided to the class/group on a regular basis.
- 5.3.1 When the class/group decides that sufficient funds have been collected for the purpose, the Treasurer will liaise with the class/group and arrange for the purchase of the item/s.
- 5.4 Classes/Groups can make donations to the Association which will be at the discretion of the class/group.

## **6. Protection of Class/Groups funds**

- 6.1 The money collected under section 6, which is considered to be a particular class/group's funds, shall be respected by the Committee as that class/group's money.
- 6.1.1 The funds collected shall be identified by the Treasurer as an aggregate amount when drawing up the budget and cannot be used for general purposes without express agreement of the class/group.
- 6.1.2 All money spent on a class/group shall be for the benefit of the entire class/group and will be subject to 7.3.1 of the Rules which reads: No portion of the Association's funds shall be paid or distributed directly or indirectly to the members, except as reimbursement for expenses incurred.
- 6.1.3 Changes to the By-Laws related to sections 4 and 5 shall require the committee to give eight (8) weeks' notice to the class/group in writing.
- Note; The purpose of subsection 6.1.3 is to 'future proof' each group class/group's funds and allow the class's/group's time to use the funds for the benefit of its members.

## **7. Winding up of groups/classes**

- 7.1 From time-to-time classes/groups will cease to exist due to lack of interest in the subject or for other mutually agreed reasons.
- 7.1.1 All classes/groups shall notify the Committee of their intent to dissolve the class/group.
- 7.1.2 Should a class/group choose to dissolve, then monies held by the Association on behalf of that class/group can be spent on a closing down event, provided the amount involved passes the test of reasonableness.
- 7.1.3 Once the date for the dissolving of the class/group has passed the property of the class/group is to be handed over to the Association and placed on the register as property or in the case of cash then the cash is absorbed by the Association.
- 7.1.4 No class/group can incur a debt on behalf of the Association or leave U3A financially worse off.

End of by laws as at **25<sup>th</sup> June 2026**