



CONSTITUTION JANUARY 2024

Constitution of the University of the Third Age (South Coast) Incorporated

[ASSOCIATIONS INCORPORATION ACT 1985 (SA)]

Reg Number A19100

**As adopted by the Annual General Meeting of the Constitution
of The University of the Third Age (South Coast) Inc.
held on Tuesday 13 February 2024**

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1. NAME

The name of the Association is The University of the Third Age (South Coast) Incorporated and may from time to time be known as U3A (SC) or The Association.

2. DEFINITIONS

In this constitution the following terms shall have the meanings hereinafter respectively assigned to them if not inconsistent with the subject or context:

- **'Act'** means the *Associations Incorporation Act 1985 (SA)*.
- **'Association'** means The University of the Third Age (South Coast) Incorporated.
- **'By-Laws'** means the By-Laws of the Club as formulated by the Committee pursuant to Rule 21.1 of this Constitution, and which form part of this Constitution.
- **'Club'** means The University of the Third Age (South Coast) Incorporated.
- **'Committee'** means the members of U3A South Coast Committee elected by the Membership.
- **'Executive Committee'** means the office bearers, namely: President, Vice President, Secretary and Treasurer.
- **'Financial Year'** is the period from 1st January to 31st December in any year, unless changed by the Committee.
- **'In writing'** includes written, printed and documents transmitted by postal or electronic means, or partly one and partly another.
- **'Member'** means a Member of the Association.
- **'Objects'** means the objects of the club as contained in **Clause 3**
- **'Rules'** shall include the constitution and regulations and by-laws of the Association and any orders or regulations relevant to the activities of the Association which are issued by the Association.
- **'Regulations'** means the Regulations under the Act.
- **'Special Resolution'** means a Special Resolution of the Association as defined by the Act.

3. OBJECTS

The objects of the Club are:-

- (a) To provide programs and activities which offer mental and physical stimulation, development and encourage lifelong learning.

- (b) To encourage a sharing of lifelong experiences and expertise in activities for mutual enjoyment.
- (c) To operate without requiring members to have previous qualifications, skills or awards.
- (d) To liaise with other organisations to improve the status and wellbeing position of Members in our U3A South Coast community.
- (e) To establish and maintain links with educational and seniors' organisations.
- (f) To be always non-political and non-sectarian.
- (g) In all the Association's activities to act fairly, ethically and with due diligence as recommended by government regulation and advice for not-for-profit incorporated associations. No assets or income shall be distributed directly or indirectly to the members of the Organisation, except as genuine compensation for services rendered or expenses incurred on behalf of the Organisation.

4. POWERS

The Association shall have all the powers conferred by Section 25 of the Act.

5. MEMBERSHIP

5.1 Membership classification

- (a) Ordinary Membership is available to any person who supports the objectives of the Association and who has attained the third stage of life
- (b) Affiliate is a person who is Member of another U3A.

5.2 Application for membership

Membership is available to any person who supports the Objects of the Association. An application for membership must be:

- (a) A signed application is made in writing or by electronically as prescribed **By-Law 1;**
- (b) Accompanied by the appropriate membership subscription, as prescribed in **By-Law 1;**
- (c) lodged with the Secretary of the Club;
- (d) Upon the acceptance of the application by the Committee and receipt of the annual subscription the applicant becomes a Member.

6. LIFE MEMBERSHIP

A General Meeting of members may, upon the recommendation of the Committee, confer Honorary Life Membership upon a member for outstanding service to the Association. An Honorary Life Member thereafter ceases to pay an annual subscription but is for all other purposes treated as a financial member.

7. SUBSCRIPTIONS AND FEES

- 7.1 The subscription fees for membership shall be such sum (if any) as the Committee determines from time to time.
- 7.2 The annual membership subscription shall be due and payable annually on or before 1st January each year or shall be as determined by the Committee and prescribed in **By-Law 1**
- 7.3 Any Member whose subscription is outstanding after 31st March shall cease to be a Member of the Association unless in cases, where the Committee may reinstate such a person's membership on such terms as it thinks fit.

8. REGISTER OF MEMBERS

The Secretary, on behalf of the Association, must comply with the Act by keeping and maintaining a register of all members:

- 8.1 The full name and address of each Member including their email address (if any) and phone number (if any), as supplied to the Secretary by the Membership Officer.
- 8.2 The date on which each Member was admitted to the Association.
- 8.3 If applicable, the date of and reason(s) for termination of membership.
- 8.4 If applicable, any previous qualifications, skills and awards.

9. DISCONTINUANCE OF MEMBERSHIP

9.1 Notice of Resignation

- (a) A member who has paid all arrears of fees payable to the Association may resign or withdraw from membership of the Association by giving one month's notice in writing to the Association.
- (b) Once the Association receives a notice of resignation of membership given under **clause 9.1(a)**, it must make an entry in the Membership Register that records the date on which the member ceased to be a member.

9.2 Non-renewal of annual subscription

A member who has not renewed the annual subscription by 31 March will no longer remain a member and will be removed from the Membership register.

9.3 Discontinuance of Membership

- (a) Membership of the Association may be discontinued by the Committee upon a breach of any clause of this constitution or the By-Laws, including, but not limited to, the failure to comply with the regulations or any resolutions or determinations made or passed by the Committee or by misconduct detrimental to the interests of the association.
- (b) Membership shall not be discontinued by the Association under **clause 9.3(a)** without the Committee first giving the member the opportunity to explain the breach and/or means on how to remedy the breach.
- (c) Where a member fails, in the Association's view, to adequately explain the breach, that member's membership shall be discontinued under **clause 9.3(a)** by the Association giving written notice of the discontinuance to the member. The register shall be amended to reflect any discontinuance of membership under **clause 9.2** as soon as practicable.

9.4 Membership May be Reinstated

Membership, which has been discontinued under **clause 9.2**, may be reinstated at the discretion of the Committee, with such conditions, to be applied, as it deems appropriate.

10. DISPUTE RESOLUTION

This rule provides for a procedure to settle disputes expediently.

- (a) The dispute resolution procedure set out in this Rule applies to disputes under these Rules:
 - (i) A Member and another member
 - (ii) A Member and the Association
- (b) The parties to the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.
- (c) If the parties are unable to resolve the dispute at the meeting, the parties may choose to meet and discuss the dispute before an independent third person agreed to by the parties.

11. THE COMMITTEE

There shall be a Committee of the Association which shall be responsible for the management of the Association subject to this Constitution and the duties and responsibilities of the Office Bearers of the Committee are as prescribed in **By-Law 2**.

11.1 Composition of the Committee

- (a) The Committee shall consist of the President, Vice President, Secretary, Treasurer, and the Chair of the Program Sub Committee and up to six Committee Members.
- (b) The Executive Committee shall comprise of the President, Vice President, Secretary and Treasurer.

11.2 Nominations for the of Committee

Nominations by financial members of the Association, for the positions of the President, Vice President, Secretary and Treasurer and the Chair of the Program Sub Committee and all Committee positions shall be called for at least twenty-eight days prior to the Annual General Meeting. When calling for nominations, details of the previous qualifications and/or experience for the positions may be provided. Nomination procedures are prescribed in **By-Law 4**.

11.3 Office Bearers and Committee Members

- (a) All Office Bearers and Committee Members shall be elected to hold office for a one year term and may nominate for re-election in further terms.
- (c) The Committee may appoint an Ordinary Member to fill a casual vacancy on the Committee and that Member shall hold office until the end of the next Annual General Meeting but is eligible to nominate for election subject to **Clause 11.2** above.

12. THE COMMITTEE RESPONSIBILITIES

12.1 Committee Responsibilities.

The Association shall be managed and controlled by the Committee which, in addition to any powers and authorities conferred by these Rules, may exercise all such powers and do all such things as are necessary within the Objects of the Association, and are not by the Act or these Rules required to be done by the Association in a General Meeting.

- (a) Committee Portfolios are prescribed in **By Law 3**.

12.2 Finance and Property

The Committee will have control of property and funds including bank accounts, investment securities and enter any necessary or desirable contracts- including a contract of employment.

12.3 Committee Meetings

- (a) The Committee may meet as often as required to conduct the business of the Association but not less than six times each financial year.
- (b) The President or not less than three Members of the Committee may call a meeting of the Committee.

- (c) Notice of a Committee meeting shall be given at the previous Committee meeting no less than seven days before written notice distributed to all Committee Members or by such other notice as is then ratified by the Committee.
- (d) A quorum for any Committee Meeting shall be 50% plus one Member and for any Sub Committee Meeting 50% plus one.
- (e) Questions arising at any Meeting of the Committee shall be decided upon by a majority of votes.
- (f) Discontinuation of Committee Membership occurs:
 - (i) when a Member is permanently incapacitated by ill health,
 - (ii) resigns in writing,
 - (iii) is expelled as a member as prescribed in **By-Law 5**,
 - (iv) is absent from three successive Committee meetings without explanation acceptable to the Committee,
 - (v) is disqualified from being a Committee member by the Act.

12.4 The Program Sub Committee

- (a) The Committee will appoint a Program Sub Committee of up to ten Ordinary Members.
- (b) The Program Sub Committee's role is to plan the Association's educational activities by appointing co-ordinators or facilitators to present courses or presentations and to arrange suitable venues for these activities.

12.5 Other Sub Committees

- (a) The Committee may establish additional Sub Committees or persons to assist in the achievement of the Objects of the Club as considered necessary. Sub Committees or persons appointed under this provision will report to the Committee as required with any recommendations, possible courses of action deemed necessary, felt desirable or other actions to be considered.
- (b) Program Sub Committee member(s) may be invited to attend Management Committee Meetings, and at the President's discretion may allow the invitee(s) to participate in debate but they will not have voting powers.

13. CONFLICTS OF INTEREST

Member of the Committee having a pecuniary interest, either direct or indirect, in a contract with the Association must disclose that interest to the Committee as required by the Act, and must not vote with respect of that contract.

14. COMMON SEAL

The Association shall have a Common Seal upon which its name shall appear in legible characters. The Seal shall not be used without the express authorisation of the committee as set out in the minutes of the Committee. The affixing of the seal shall be witnessed by the Chairperson and the Secretary.

15. PUBLIC OFFICER

The Committee shall appoint a Public Officer in accordance with the Act.

16. ANNUAL GENERAL MEETINGS

The Annual General Meeting must be held within three months of the end of the financial year.

16.1 Notice of the Annual General Meeting

Notice of the Annual General Meeting must be given not less than twenty eight days' notice and be distributed to and by:

- (a) Serving to the Member personally, or
- (b) email to the address appearing in the Register of Members, or
- (c) by prepaid post to the address appearing in the Register of Members.

16.2 Appointment of a Returning officer.

The committee shall appoint a Returning Officer to conduct the election of the Committee.

17. SPECIAL GENERAL MEETINGS

- (a) The Committee may call a Special General Meeting at any time.
- (b) Upon the requisition in writing of not less than twenty of the Members of the Association, the Committee shall, within one month of receipt of the requisition convene a Special General Meeting giving not less twenty eight days' notice of the meeting for the purpose set out in the requisition. Each requisition must be signed by all the relevant Members and shall state the purpose of the meeting.

18. PROCEDURES AT AGM AND SPECIAL GENERAL MEETINGS

18.1 Quorum

- (a) A quorum shall be the lesser of forty members or 20% of financial members.
- (b) If a quorum is not present after thirty minutes of the time appointed, it shall lapse. The meeting will be adjourned to the same time and place seven (7) days later.
- (c) If a quorum is not present again after thirty minutes of the time appointed, the meeting may take place, if upon a vote passed by two thirds of those financial members present are in favour of the meeting proceeding.

18.2 Voting

- (a) Each Member must vote in person and has only one vote at the meeting unless a signed and witnessed proxy vote has been lodged to the Returning Officer (or Secretary) not less than seven clear days before that meeting.
- (b) The Returning Officer (at an AGM) or the President (at a Special General Meeting) shall determine if the vote will be by a show of hands or a secret ballot. A person with special interests or knowledge relevant to the Association may be invited to attend any meeting and speak at the discretion of the President, but such person shall not vote.
- (c) The President shall only hold a casting vote.

18.3 Proxies

A Member shall be entitled to appoint in writing a person, who is also a member of the Association, to be their proxy and attend and vote at any general meeting of the Association.

19. MINUTES

- (a) Proper minutes of all proceedings of General Meetings and of the meetings of the Committee, shall be prepared no more than twenty one days after meetings.
- (b) Minutes kept pursuant to this rule must be confirmed by the Members of the Association or by the Committee (as relevant) at a subsequent meeting.
- (c) The Chairperson of the next succeeding meeting at which the proceedings took place shall sign the minutes at that next succeeding meeting. 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.

20. FINANCE AND PROPERTY

The income and capital of the Association shall be applied exclusively to the promotion of its Objects and no portion shall be paid or distributed directly or indirectly to members or their Associates except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of the Association.

21. APPOINTMENT OF AUDITOR

- (a) At each Annual General Meeting, the Members shall appoint a person to be Auditor of the Association.
- (b) The Auditor shall hold office until the next Annual General Meeting and is eligible for re appointment.
- (c) If an appointment is not made at the Annual General Meeting, the Committee shall appoint an Auditor for the current financial year.

22. BY-LAWS

22.1 Committee to Formulate By-Laws

The Committee may formulate issue, adopt, interpret and amend By-Laws for the proper advancement, management and administration of the Association, the advancement of the purposes of the Association. (as set out in **Rules 3**). Such By-Laws must be consistent with the constitution, the By-Laws and any policy directives of the Association.

22.2 By-Laws Binding

All By-Laws are binding on the Association and all members.

22.3 By-Laws Deemed Applicable

All clauses, rules and By-Laws of the Association in force at the date of the approval of this Constitution (as long as such clauses, rules and By-Laws are not inconsistent with, or have been replaced by, this Constitution) shall be deemed to be By-Laws and shall continue to apply.

23. INDEMNITY

- (a) Every Committee Member and Sub Committee Member of the Association will be indemnified out of the property and assets of the Association against any liability incurred by them in their capacity as Committee Member or Sub Committee Member in defending any proceedings, civil or criminal, in which judgement is given in their favour or in which they are acquitted or connected with any application in relation to any such proceedings in which relief is granted by the Court.
- (b) The Association shall indemnify its Committee Members and Sub Committee Members against all damages and losses (including legal costs) for which any such Committee Member and Sub Committee Member may be or become liable to any third party in consequence of any act or omission, except wilful misconduct:
- (c) In the case of a Committee Member, performed or made while acting on behalf of and with the authority, express or implied of the Association.
- (d) In the case of a Sub Committee Member, performed or made in the course of and within the scope of, their role by the Association.

24. RULES

- (a) These Rules 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 substitute Rules.
- (b) The alteration shall be registered with Consumer and Business Services which administers the Corporate Affairs Commission, as required by the Act.
- (c) The registered Rules shall bind the Association and every Member to the same extent as if they respectively signed and sealed them, and agreed to be bound by all the provisions thereof.

25. WINDING UP

The Association may be wound up in the manner provided by the Act.

26. DISPOSAL OF SURPLUS ASSETS

- (a) If after the winding up of the Association, there remain surplus assets as defined in the Act, such surplus assets shall be distributed to any organisation which has similar objects and has rules which prohibit the distribution of its assets and income to its members.
- (b) Such organisation or organisations shall be identified and determined by a resolution of Members in General Meeting.

27. CONSTITUTION AVAILABILITY

A copy of the latest dated Constitution shall be available to any member upon request and also will be available from the Associations website.

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BY-LAWS OF THE

UNIVERSITY of the THIRD AGE (South Coast) INCORPORATED

BY-LAW 1

1. APPLICATION FOR MEMBERSHIP FORMS

A signed application is to be made in writing or by electronically, completing it online and including the EFT Subscription payment. The printed application must be forwarded to the Secretary with payment of the Subscription Fee. An example of a printed form is shown in **annex A**.

Copies of the printed forms completed must be forwarded to the Association Secretary at the earliest possible opportunity so that the Register of Membership, as required by the Act, can be kept up to date by the Membership Secretary.

2. ANNUAL SUBSCRIPTIONS

Subject to this By-Law each Member shall be liable to pay to the Club such annual subscription as is determined, from time to time, by the Committee.

EXAMPLE OF AN APPLICATION FOR MEMBERSHIP FORM

Membership Application

PLEASE PRINT NAME Title/First/Last	
ADDRESS	
HOME PHONE	
MOBILE	
EMAIL	
Supplying emergency contact details is voluntary	
CONTACT PERSON in an emergency	
CONTACT PHONE NUMBER	

	Annual Membership	Payable
Membership		\$
Name badges are worn to groups to make it easier for everyone to get to know each other		
Name Badge		\$
TOTAL PAYABLE		\$
Your preferred name for a name badge:		

Please contact u3afleurieu@gmail.com if you are happy to volunteer with the administration of this U3A group.
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DUTIES AND RESPONSIBILITIES OF OFFICE BEARERS AND THE CHAIRPERSON OF THE PROGRAM SUB COMMITTEE

1. THE PRESIDENT

- 1.1** Chairs all meetings except that in the absence of the President, the Vice-President chairs those meetings
- 1.2** Together with the Secretary prepares the agenda for the meetings.
- 1.3** Acts as a spokesperson unless an alternative spokesperson is appointed by the Committee or by members at a General Meeting. The spokesperson may only make statements in accordance with previously agreed policy, or in an emergency, following consultation with at least two (2) members of the Committee.
- 1.4** Signs minutes of previous meetings and inserts the date on which the minutes are signed.

2. THE SECRETARY

- 2.1** Gives notice of meetings in accordance with the provisions of these Rules.
- 2.2** Keeps and maintains Association records including the Constitution and Policies, minutes of meetings and of notices, a file of correspondence, and records of submissions or reports made by or on behalf of the Association.
- 2.3** Keeps the register of all members recording names and addresses when admitted to the Association and if applicable, the date of and reason(s) for termination of membership.
- 2.4** Will be the correspondent for the Association.
- 2.5** Will be the custodian of the Common Seal. In the absence of the Secretary or at the request of the Secretary, the meeting may elect another member as Minute Secretary.

3. THE TREASURER

- 3.1** Facilitates monies received to be paid into accounts authorised by the Committee in the name of the Association. Payments may be made by petty cash, cheque or internet banking.
- 3.2** Payments made by cheque or internet banking must be authorised by two authorised Office Bearers. Major (being \$200 or more) or unusual expenditures, must be authorised in advance by the Committee or members in a General Meeting
- 3.3** Maintains records and files to be kept of all receipts and payments and other financial transactions, which records must be available for inspection by any member
- 3.4** Prepares and submits financial budgets and statements to be reported at each Committee meeting.

- 3.5 Collates financial statements for the attention of the Auditor at the end of each financial year.
- 3.6 Presents financial statements and audited accounts as required.

4. THE CHAIRPERSON OF THE PROGRAM SUB COMMITTEE

- 4.1 Chairs all meetings except that in the absence the Chairperson, the Sub Committee will appoint a Member to Chair those meetings.
- 4.2 The incumbent Sub Committee Chairperson will provide nominations for appointment as Sub Committee members to be ratified at the last Management Committee Meeting before the AGM. Sub Committee Members appointed by the Committee will hold office until the end of the next Annual General Meeting.
- 4.3 Will provide Sub Committee reports to Committee Meetings.
- 4.4 Will present all planned educational activities and the Annual Program to the Committee for approval
- 4.5 Will ensure the suitability of all co-ordinators or facilitators to present courses or presentations.
- 4.6 Will arrange and manage suitable venues for these activities.

BY-LAW 3

DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

1. COMMITTEE PORTFOLIOS

All Committee Members shall have a portfolio allocated as part of their Committee Membership responsibilities.

- 1.1 Each Portfolio allocated must be in the Member's scope of abilities and experience to be able to sufficiently accomplish the Portfolio responsibilities.
- 1.2 Each Member is to provide a report to the monthly Committee Meeting.
- 1.3 The member is required to seek assistance or advice from the Committee if the Member is unable to meet the responsibilities of the Portfolio.
- 1.4 In the event a Member is unable to perform the requirements of the Portfolio the Committee will excuse the Member from that Portfolio responsibility.
- 1.5 Examples of Committee Portfolios are listed in **annex A**.

Annex A to By-Law 3

EXAMPLES OF COMMITTEE PORTFOLIOS

The Committee shall exercise discretion with the allocating of Committee Members portfolios and of what portfolios may be required to be allocated to other ordinary members appointed by the Committee to Sub Committee positions. The Committee shall be responsible for providing detailed job descriptions for each Portfolio.

- 1. PUBLICITY**
- 2. NEWSLETTER**
- 3. WEB MASTER**
- 4. MEMBERSHIP SECRETARY**
- 5. EVENTS**
- 6. ARCHIVIST**
- 7. ASSISTANT TREASURER**
- 8. ASSISTANT SECRETARY**

BY-LAW 4

CONDUCT FOR THE ELECTION OF OFFICE BEARERS

AND COMMITTEE MEMBERS FOR THE COMMITTEE

1. NOMINATION FORM COMMITTEE MEMBERS AND OFFICE BEARERS

- 1.1 The election of Office Bearers and Committee Members of the Association shall take place at the Annual General Meeting of the Association. A nomination form for both Office Bearers and Committee Members is in **annex A**.
- 1.2 Prior to the declaration of Committee positions falling vacant, the Meeting shall appoint two scrutineers to the Returning Officer, all of whom shall be Financial Members of the Association, who have not been nominated for election as an Office Bearer or Committee Member of the Association or have nominated a nominee and who are not related to any of the nominees.
- 1.3 The Chairperson will then declare the applicable Committee Positions vacant. The Chairperson will then vacate the Chair and hand over proceedings to the Returning Officer.
- 1.4 If there are more candidates nominated than there are vacancies to be filled, ballot papers shall be prepared by the Returning Officer and an election by secret ballot shall be held. An example of a ballot paper is in **annex B**.
- 1.5 Should the number of nominations for the election of Office Bearers and Committee members be less than the number of vacancies, the Returning Officer will call for oral nominations and proceed thereon as if the nominations had been made in writing in accordance with **Rule 18** of the Association Constitution.
- 1.6 If a financial Member is unable to be present at an AGM, the Member will be eligible to lodge a proxy vote with the Returning Officer. An example of a ballot paper is in **annex C**.
- 1.7 The Committee appointed Returning Officer shall provide the Committee Secretary with a Returning Officers Declaration of elections at the conclusion of an AGM.

Annex A to By-Law 4

NOMINATION FORM COMMITTEE MEMBERS AND OFFICE BEARERS

To be addressed to the Returning Officer for the **U3A SOUTH COAST INC.:** (address to be inserted)

We, the undersigned, being financial members of the U3A South Coast Inc., and entitled to vote at Elections held at General Meetings, do hereby nominate:-

Full Name (Please Print).....

Being a financial member of the U3A South Coast Inc., to be a candidate to serve as a **Committee Member** or as **President / Vice President / Secretary/ Treasurer / Chairperson of the Program Sub Committee** of the U3A South Coast Inc. (delete as applicable).

Dated the day of.....20.....

**** Signature of Nominator**

(Please print your name)

**** Signature of Nominator**.....

(Please print your name)

I, the above named, consent to the above nomination and if elected intend to act diligently and in the best interests of the Association and the Membership.

My qualifications, experience and suitability for the position are attached. (Optional)

Signature of candidate

Witness

(Please print your name)

N.B. The Candidate’s consent to the nomination may be on a separate paper and in any form but if given on the nomination paper in the above form its sufficiency is not to be questioned.

****** Signatures of at least two financial Nominators entitled to vote at the election are required for which the Candidate is nominated.

Annex B to By-Law 4

EXAMPLE OF BALLOT PAPER

U3A SOUTH COAST

BALLOT PAPER

Election of **three** Members for the positions
on the Committee of the U3A South Coast

Mark the square with either an X or a √
alongside the **three** names of your choice

<input type="checkbox"/>	John SMITH
<input type="checkbox"/>	Sarah JONES
<input type="checkbox"/>	Joseph BROWN
<input type="checkbox"/>	Jane ANDERSON

**After voting, fold the ballot paper and place it
in the ballot box**

NOTE: This example ballot paper relates to voting for three Committee Members for the U3A South Coast and is meant for guidance purposes only. The wording on the ballot paper will change (as highlighted in red above) according to the type of election that may be held which will depend on the number of nominations received.

Annex C to By-Law 4

PROXY VOTING FORM

I,(Name in block letters) being a financial Member of the U3A South Coast Inc. am entitled to vote at the Annual General Meeting of the Association, **DO HEREBY APPOINT:**

.....(Name in block letters) who is a financial Member of the U3A South Coast Inc. to vote as my proxy on my behalf at the Annual General Meeting of the Association.

Voting Member Declaration

In the absence of the person above, or if I fail to make an effective legal choice, I appoint the Chairman of the Meeting as my proxy to vote on my behalf at the above Meeting.

Signature.....

(Please print your name)

Date

Annex D to By-Law 4

I,(Name in block letters) having been appointed Returning Officer by the Management Committee of the University of the Third Age (South Coast) Incorporated, to conduct the Annual General Elections, which were held on Tuesday theFebruary,.....in accordance with the Constitution of the aforementioned organisation, make the following declaration:

The voting procedure and election of the successful nominees were conducted in accordance with the Constitution and were all duly declared elected.

OR;

As there was only one nomination presented for each vacant position for the Management Committee, all nominees were declared duly elected.

Signed:

Dated:

Witnessed:

BY-LAW 5

GROUND FOR THE TERMINATION OF A COMMITTEE MEMBER

1. GROUNDS

In addition to the circumstances in which the office of the Member of the Committee becomes vacant by virtue of the Act, the office of Member of the Committee also becomes vacant if the Member:

- (a) dies
- (b) becomes bankrupt or makes any arrangement or composition with his/her creditors generally
- (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health
- (d) resigns their office in writing to the Association
- (e) is absent, without the consent of the Committee, for three consecutive meetings
- (f) holds any office of employment with the Association without the approval of the Committee
- (g) is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of that interest
- (h) in the opinion of the Committee (but subject always to this constitution) has acted in a manner unbecoming or prejudicial to the objects and interests of the Association:
 - (i) has brought the Association into disrepute, or
 - (ii) is removed by special resolution

2. DECLARATION BY THE COMMITTEE

Once the office of a Member of the Committee becomes vacant, the Committee shall immediately declare such office vacant and take the necessary steps to fill the ensuing casual vacancy.

VACANT