

RULES OF THE
U3A WAKATIPU
(INCORPORATED)

These are the rules of U3A Wakatipu (Incorporated) amended in April 2016 with the amendments printed in bold type.

Members U3A Wakatipu (Incorporated)

THE RULES OF U3A WAKATIPU (INCORPORATED)

1. NAME

1. The name of the society shall be the "U3A WAKATIPU (INCORPORATED)" (U3A Wakatipu)

2 AIMS

2. The aim of U3A Wakatipu shall be to organise and facilitate the provision of low cost educational activities for adults not in full-time employment.

3. OBJECTIVES

3. The objectives of the U3A Wakatipu shall at all times be:

3.1 To facilitate the provision of educational activities for members without any form of entrance requirement, examinations, awards or certificates.

3.2 To do all things that are incidental to or conducive to the attainment of the above aims and objectives including the organisation of lectures, study groups, social gatherings, tours and similar activities.

3.3 The members of the U3A Wakatipu will not be associated for pecuniary gain.

3.4 No member of the Management Committee or any person associated with a member will participate in or materially influence any decision made by the Management Committee in respect of payment to or on behalf of that member or associated person, or in respect of any income, benefit or advantage whatsoever which may be acquired by that member or associated person.

3.5 Any salary or payment made to a member of the Management Committee or associated person for his or her services will be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value).

4. POWERS

4. In addition to any powers conferred upon the U3A Wakatipu under any other of these rules for the purposes of fulfilling its aims and objectives the U3A Wakatipu shall have the following powers:

4.1 To use the funds of the U3A Wakatipu as it may consider necessary or proper in payment of costs and expenses of furthering or carrying out its aims and objectives or any of them including the employment of counsel, solicitors, agents, officers, servants and assistants as shall appear necessary or expedient.

4.2 To subscribe to become a member of or affiliate to and co-operate with any other organisation whose objectives are altogether or in part similar to those of the U3A Wakatipu.

4.3 To invest monies not immediately required in securities as determined by the U3A Wakatipu.

4.4 To do all such things as are incidental or conducive to the attainment of the above objectives.

4.5 U3A Wakatipu shall not have the power to borrow.

5. MEMBERSHIP

5.1 Membership shall be open to any person not in full-time employment or any person whose application is otherwise accepted by the Management Committee.

5.2 Any member may resign from membership by giving to the Secretary of the U3A Wakatipu notice in writing to that effect.

5.3 The Management Committee may at any time in its discretion strike off from the register of members the name of any member whose subscription (if any) or any part thereof remains unpaid for more than six months after the same have fallen due. That member shall thereupon cease to be a member of the U3A Wakatipu.

6. SUBSCRIPTION

6.1 Each member shall pay such annual subscription (if any) and payable in such manner as may be determined from time to time by the Annual General Meeting. The Management Committee shall have the power to waive a subscription in any individual case.

6.2 The Management Committee may in its discretion in the case of a member joining the U3A Wakatipu in the course of the year apportion that member's subscription for the balance of the year.

6.3 Members' subscriptions (if any) shall fall due on the date of the Annual General Meeting.

7. ALTERATION OF RULES

7. These rules may be altered, added to or rescinded at any General or Special meeting of the U3A Wakatipu notice of the intention to do any of these having been given in the notice convening the meeting. Notice of a proposed rule change shall be submitted in writing to the Management Committee at least thirty clear days prior to the date of the General or Special meeting by at least six members provided that no rescinding of the provision of Clauses 2, 3 or 14 of these Rules be made.

7.1 The provisions and effect of this rule will not be removed from these rules and will be included and implied in any rules replacing these rules.

8. GENERAL MEETINGS

8.1 The Management Committee shall convene and hold an Annual General Meeting of the U3A Wakatipu at such time, date and place as it shall determine but no later than ninety days after the end of the previous financial year. Such meeting shall be for the following purposes:

8.2 To receive and adopt the annual report, balance sheet and statement of accounts for the previous financial year.

8.3 To elect the officers of the U3A Wakatipu and other members of the Management Committee provided that no officer shall hold the same office for more than **four consecutive years**.

8.4 To appoint **an accountant or other suitable person to review the annual financial statements ("the Reviewer")**. **The Reviewer shall conduct an examination with the objective of providing a report that nothing has come to the Reviewer's attention to cause the Reviewer to believe that the financial information is not presented in accordance with the requirements of the Incorporated Societies Act. The Reviewer must be a suitably qualified person, preferably a member of the New Zealand Institute of Chartered Accountants, and must not be a member of the Committee or an employee of U3A Wakatipu. If U3A Wakatipu appoints a Reviewer who is unable to act for some reason, the Committee shall appoint another Reviewer as a replacement.**

8.5 To fix the subscription (if any) payable by members.

8.6 To transact any general business that may properly be brought to the Meeting.

8.7 The Management Committee shall convene a Special General meeting upon a requisition of any six members stating the reason therefore and in default such members may themselves call the meeting.

8.8 Members shall be given ten clear days' notice in writing of any General meeting of the U3A Wakatipu

8.9 No business shall be transacted at any General meeting unless a quorum of members is present when the meeting proceeds to business. A quorum shall consist of not fewer than 15% of financial registered members at the date the General meeting is called

8.10 The mode of voting at any General meeting shall be as follows:

(i) At all General meetings the Chairperson or in his or her absence any other duly elected Chairperson shall take the chair and every member personally present shall be entitled on every motion to one vote and in the case of an equality of votes the chairperson shall have a casting vote as well as a deliberative vote.

(ii) Voting results shall be decided by the voices or if the Chairperson or any member shall require by a show of hands. All resolutions at any General meeting shall be decided by a majority of the members present and voting, except in such cases where these rules require otherwise.

(iii) All resolutions passed at any General meeting shall, if held in conformity with these rules, be binding upon all members of the U3A Wakatipu whether they shall be present at such meeting or not.

9. OFFICERS OF THE SOCIETY

9.1 The officers of the U3A Wakatipu shall be:

A Chairperson

A Vice Chairperson

A Secretary

A Treasurer

and any other officer or officers as the U3A Wakatipu by General Meeting may from time to time determine.

9.2 The Chairperson, **the** Vice Chairperson, the Secretary and the Treasurer shall be elected from amongst the members of the U3A Wakatipu at its **Annual General Meeting**. **The Chairperson may not hold any other officer role. The Vice Chairperson may also hold either of the roles of Secretary or Treasurer.** The roles of Secretary and Treasurer may **not** be held by the same person.

9.3 It shall be the duty of the Secretary:

(i) To keep minutes of all General meetings and meetings of the Management Committee and conduct all correspondence of the U3A Wakatipu as required by the Management Committee.

(ii) To keep a register of members containing such particulars as required by law which shall be made available for inspection by any member of the U3A Wakatipu on reasonable notice; and to give notice of any meetings in accordance with these rules.

9.4 It shall be the duty of the Treasurer:

(i) To receive all monies received on behalf of the U3A Wakatipu and lodge the same in the U3A Wakatipu Bank Account.

(ii) To keep an account of all monies received or expended by the U3A Wakatipu and to prepare an annual financial statement for submission to the Annual General Meeting.

10. MANAGEMENT COMMITTEE

10.1 The Management Committee will be comprised of not more than ten and not fewer than five members (including the officers of the U3A Wakatipu) who shall be elected at each Annual General Meeting; and additional members who may be co-opted or appointed by the elected members of the Management

10.2 If for any reason an elected or appointed member of the Management Committee vacates his or her position during term of office the Management Committee may appoint or co-opt a person to fill the vacancy for the remainder of that term.

10.3 Subject to these rules and to any resolution of a General Meeting the Management Committee may in addition to any powers conferred on it by these rules, exercise the powers of the U3A Wakatipu and shall do so in pursuance of its objectives.

10.4 The Chairperson of the Management Committee will preside at all meetings of the management Committee but in his or her absence an alternative Chairperson shall be elected from and by those members present at the meeting. Four members of the Management Committee personally present shall constitute a quorum.

10.5 The Management Committee shall meet at such times and places as determined by the Chairperson and Secretary and at all meetings the Management Committee shall determine its own procedure. A meeting can be called at the request of any two members of the Management Committee. Members of the Management Committee are to be given at least seven clear days' notice of all meetings.

10.6 The Management Committee shall have power to make such bylaws or regulations for the conduct of the U3A Wakatipu not inconsistent with these Rules as it shall deem expedient and may delegate any of its powers to any member or sub-committee of members and may at any time vary or revoke such delegation.

11. BANK ACCOUNT

11.1 All cash will be lodged to the credit of the U3A Wakatipu **account** at a registered bank as determined by the Management Committee.

11.2 The account may be operated **on the signatures or authorization of any two people holding the roles of Treasurer, Chairperson, Vice Chairperson or Secretary or any other Management Committee member authorized by the Management Committee.**

12. FINANCIAL YEAR

12.1 The financial year of the U3A Wakatipu shall terminate on the **30th day of September** of each year or on such other date as the Management Committee shall determine.

13. NOTICES

13.1 A notice may be given by U3A Wakatipu to any member either personally or by sending it by post or electronic mail to his or her residential address. Where a notice is sent by post, service shall be deemed to be effected by properly addressing prepaying and posting a letter containing the notice. The accidental omission to give notice of a meeting or the non-receipt of a notice of meeting shall not invalidate the proceedings of any meeting of U3A Wakatipu or of the Management Committee.

14. WINDING UP

14.1 U3A Wakatipu may be wound up or dissolved by resolution passed by a majority of those present at any General or Special meeting of U3A Wakatipu of which seven days' notice has been given to all members of a proposed winding up or dissolution.

14.2 If upon the winding up of U3A Wakatipu there remains after the payment of its debts and liabilities any property whatsoever, it shall not be paid to or distributed among the members of U3A Wakatipu but shall be applied to such charitable purpose or purposes (being purposes as near as possible to the aims and objectives of U3A Wakatipu) within New Zealand as U3A Wakatipu may elect in General Meeting at or before the time of winding up.

14.3 The provisions and effect of this Rule will not be removed from these rules and will be included and implied in any rules replacing these rules.