

BYLAWS

BAYSIDE U3A INC

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These Bylaws are intended to supplement and provide administrative detail to the 'Model Rules'. In the event of any conflict the Rules take precedence.

1 DEFINITIONS

- 1.1 In these Bylaws unless the contrary intention appears the following shall apply:-

Bylaws means the Bylaws of Bayside U3A Inc.

Committee means the Management Committee of Bayside U3A Inc.

Model Rules means the Model Rules adopted by Bayside U3A Inc.

Financial year means the year ending 31st December [Rule 3]

Member means a financial member of Bayside U3A Inc.

Office means the position of Officer or Ordinary Committee Member

Officer means the positions of President, Vice President, Secretary or Treasurer

Term means the one year term from election (to the Committee) [Rule 4]

2 BYLAWS

- 2.1 Pursuant to the Model Rules, the Committee shall have the power to make Bylaws and to alter, amend, add to or rescind such Bylaws as required.
- 2.2 The Bylaws may be altered by resolution passed at a meeting of the Committee of which notice setting out the proposed amendment has been given to Committee members not less than fourteen (14) days prior to the Committee meeting.
- 2.3 The Bylaws shall take effect immediately on the effective date determined by the Committee.

3 MEMBERSHIP

- 3.1 Application for membership of Bayside U3A Inc. shall be made in writing on the approved Membership Application form [Rule 9], or by the use of technology as determined by the Committee, which shall provide amongst other things provision for the applicant to agree to the Association's Rules [Rule 8] and provision to indicate a willingness to act in the role of volunteer, and will normally be over 50 years of age who is retired or not working full time.
- 3.2 An applicant for membership whose application has been approved by the Committee and who has paid the applicable entrance fee and annual subscription shall become a member. [Rule 10]
- 3.3 The entrance fee, annual subscription or any other fee is payable prior to commencement of classes, or on such other date as may be determined by the Committee.
- 3.4 Normally, persons may not attend a class without being a financial member

4 CLASSES OF MEMBERS AND QUALIFICATION FOR MEMBERSHIP

- 4.1 General members: are Members admitted to Bayside U3A Inc. in accordance with the Model Rules [Rule 11] and Bylaws who are actively involved or participate in the activities and purposes of Bayside U3A Inc.
- 4.2 Associate members: are Members, who are Members of other U3As but are admitted as to Bayside U3A in accordance with the Model Rules and Bylaws including the Rule that an Associate Member is not eligible to vote at an Annual or Special General Meeting [Rule 14].
- 4.3 Life Members: are General Members nominated by the Committee in consideration of special services rendered to Bayside U3A Inc. Such nominations are limited at any one time to no more than 10 individuals, who have at least 10 years membership. Life Members have the same rights as General Members but are exempt from paying the Annual Subscription.

5 ANNUAL SUBSCRIPTION

- 5.1 The Entrance Fee and Annual Membership subscription shall be determined by the Committee no later than 1st October in any year (as per Rule 12 of the Model Rules amended March 2019).
- 5.2 The Treasurer shall notify the Committee of a suitable subscription to cover the annual budgeted needs of Bayside U3A Inc. for the forthcoming year no later than 1st September in any year. *[Also Bylaw 11.3]*
- 5.3 Reduced annual membership fees at an amount determined by the Committee may apply to:
 - 5.3.1 Members of other U3As (Associate Membership) [Rule 12(2)]
 - 5.3.2 Two persons residing at the same premises (Joint Membership)
 - 5.3.3 New members who join mid semester may pay a pro rata subscription based on the remaining part of the financial year or a fixed amount determined from time to time by the Committee [Rule 12(3)]

6 RIGHTS OF MEMBERSHIP

- 6.1 Members may make applications to attend an unlimited number of programs offered by Bayside U3A Inc. in any one year, or such number and type as resolved by the Committee from time to time.
- 6.2 A member is taken to have resigned if the member's annual subscription is more than 12 months in arrears but that member may remain on the Association's mailing list. [Rule 17]

7 COURSE PROGRAM

- 7.1 Applications for the role of Tutor shall be made on the approved Tutor Course Proposal form and be submitted to the Committee for approval.

- 7.2 The Committee shall determine whether a class shall be approved.
- 7.3 Applications for enrolment shall be made on the approved Course Enrolment form, and submitted in the manner indicated on the form, or by use of technology as determined by the Committee.

8 COMMITTEE OF MANAGEMENT

- 8.1 The Committee, pursuant to Model Rule 44, shall consist of President, Vice President, Secretary, and Treasurer (the Officers), and Ordinary Members, as determined by Resolution at each Annual General Meeting pursuant to Model Rule 53(1) to be elected at each Annual General Meeting.
The Committee will appoint from the elected Ordinary Members specific roles that will include: Course Convenor, Immediate Past President (if he or she is elected to the Committee), Office Team Leader and the chairpersons of subcommittees. The Committee may create other roles and appoint committee or other ordinary members to these roles.
- 8.2 Each Committee member is eligible for re-election to his/her office for no more than two (2) additional terms. The Officers and specific roles as per Bylaw 8.1 are exempt from this Bylaw.
- 8.3 A term of office may be extended by resolution of the Annual General Meeting or a Special General Meeting.
- 8.4 Ex-officio members of the Committee may be appointed from time to time by the Committee. They shall not have voting rights.
- 8.5 All members of Bayside U3A may attend Committee meetings as observers.
- 8.6 The Committee is authorised to co-opt to the Committee, additional Members for a specific period of time, or until the next Annual General Meeting, as the need arises. Such co-opted persons shall not have voting rights in the Committee. This is in addition to the power of the Committee to appoint Committee members to vacancies on the Committee [Rule 57].

9 SUB-COMMITTEES

- 9.1 The Committee may establish any sub-committees that it considers appropriate and each sub-committee shall:
 - 9.1.1 Operate in accordance with the instructions of the Committee, which may include delegation of specific powers from the Committee [Rule 43]
 - 9.1.2 Have all decisions ratified by the Committee before any decision becomes effective.
 - 9.1.3 All subcommittees will make a report to each Committee meeting

9.1.4 All sub-committees will comprise at least one member of the Committee, where possible, who will act as Chairperson of the sub-committee, together with ordinary members or external experts and persons as co-opted, and for tenures approved by the Committee.

9.2 Subcommittees may include (but are not limited to):

9.2.1 Executive subcommittee consisting of the President, Vice President, Secretary, Treasurer and the Course Convenor. The Executive subcommittee is authorised to approve urgent payments and make other urgent decisions, to be ratified by the Committee at its next Committee meeting. The Executive subcommittee meets only on an ad hoc basis when there is an urgent matter that needs to be actioned or decided and it is not timely or practicable to call a Committee meeting.

9.2.2 Marketing and Events sub-committee (M&E) – role, scope and membership to be determined by the Committee

This subcommittee is responsible for the promotion of Bayside U3A both internally and externally with the aim to minimise turnover and attract new members. Internal promotion emphasizes the sociability aspects of membership and encourages member involvement. External promotion enhances Bayside U3A's brand recognition and awareness within Bayside City and environs. Major areas of responsibility include events and functions, special events, publicity and marketing, newsletter and online presence.

9.2.3 Facilities and Developments subcommittee (F&D) - role, scope and membership to be determined by the Committee

This subcommittee primarily looks for and considers new major venues for BU3A and works on strategy and action plans to pursue or 'acquire' new venues. It also looks after the 'operations' of the Brighton Courthouse (BCH) and the needs and operations of this building especially in context of the lease.

9.2.4 Planning, Legal and Governance subcommittee (P&G) - role, scope and membership to be determined by the Committee

This subcommittee is responsible for efficiently and effectively achieving the Bayside U3A objectives in a transparent manner by setting up and following policies and procedures in accordance with the best interests of the Bayside U3A community. Main areas of responsibility include strengthening organisational structure and operation, selection and induction of COM and sub-committee members, use of technology in administration and operation, reviewing legal documents such as leases and long-term planning (currently the 4 year Strategic Plan).

9.2.5 Grants, Funding and Finance subcommittee (G&F) - role, scope and membership to be determined by the Committee

This subcommittee seeks out or receives grant opportunity suggestions, vets and considers them re applicability to BU3A (eg including assessed chances of succeeding vs work involved) makes recommendations to the COM (as to which opportunities should be pursued), and completes and lodges grant applications. Also involved/responsible for 'acquitting' grant expenditure & usage when required. It also supports the Treasurer on financial reporting and or investment/expenditure matters and (one member) provides the Reviewer (and sign off) of financial statements service.

9.2.6 Courses and Programs subcommittee (C&P) including Membership Services - role, scope and membership to be determined by the Committee
This subcommittee assists the Course Co-ordinator in the development, management and promotion of suitable courses, acquiring venues, creating the course guide and timetable both on paper and online and management of enrolments including waiting lists. It also includes inducting tutors and assisting them at start up as well as the regular back up and maintenance of the Salesforce database. Membership services includes the assistance and oversight of members post-renewal or membership-enrolment to change their details including course/class enrolment of other changes.

9.2.8 Radio and Entertainment (R&E)

The responsibility of this subcommittee is to boost the community presence of Bayside U3A to broader audiences by maintaining the monthly radio programme with 88.3 Southern FM and investigating further opportunities of expanding the Bayside U3A programme.

9.3 Other Roles

Other roles to be defined by the Committee include: Course Convenor, Office Team Leader and Volunteer Coordinator

10 ASSETS: PURCHASE AND CONTROL

- 10.1 The Treasurer shall maintain an Assets Register including the date of purchase, cost of the asset (if applicable), the rate of depreciation applied, and the normal location of the asset.
- 10.2 The Committee must give prior approval by resolution for the purchase of an asset with the value of more than \$200. Purchases under \$1000 are to be treated as an expense (refer Bylaw 11.1).
- 10.3 Where practicable, a minimum of two quotations for the purchase of an asset should be made available to the Committee for their consideration prior to the purchase of the asset.
- 10.4 Any insurance claim relating to an asset shall receive prior approval by the Committee.

11 FINANCES

- 11.1 All payments made by Bayside U3A Inc must be approved by the Committee and paid by cheque carrying two authorised signatures or by electronic bank transfer with two authorisers. No payment should be authorised without evidence of the debt by way of invoice, voucher or receipt. [Rule 69(2)] The Treasurer is authorised to expend funds on behalf of the Association (including by electronic funds transfer) up to a limit of \$200 without requiring prior approval from the Committee for each item on which the funds are expended. Repeated authorisation is not required for items of the same purpose and similar amounts (eg monthly electricity accounts).

- 11.2 The Committee shall nominate four (4) Committee members who are to be approved bank signatories. Cheques may be signed by any two of the four signatories. The four (4) nominated Committee members may also authorise electronic bank transfers (any two to authorise).
- 11.3 No later than 1 September, the Treasurer shall present to the Committee a progress report of the current financial year, a proposed budget for the following financial year, including recommended membership fees and a current Asset Register.
- 11.4 The Committee may approve that the Treasurer maintains a cash float the maximum amount to be determined by the Committee provided that all money paid from or paid into the float is accurately recorded at the time of the transaction. [Rule 69 (3) & (6)]

12 U3A NETWORK VICTORIA INC.

- 12.1 The Committee shall appoint one or more delegates to attend meetings of the U3A Network Victoria Inc, (with one delegate) to vote and otherwise represent the organisation at a regional, state, or national level. Any deliberations or votes involving a commitment of the organisation requires ratification (or prior approval) by the Committee to be binding.

13 FORMS

- 13.1 The Committee may approve forms including but not restricted to:
- Membership Application Form
 - Membership Participation Form
 - Course Enrolment Form
 - Tutor Course Application Form
 - Expenses Claim Form
 - Incident Report Form

This includes any 'online form' or other use of technology approved by the Committee.

14 POLICIES

- 14.1 Bayside U3A Inc. shall operate under Policies including:
- (a) Privacy Statement (Appendix 1)
 - (b) Risk Management Policy (Appendix 2)

APPENDIX 1

PRIVACY STATEMENT

To enable Bayside U3A Inc to operate effectively and provide members with an efficient service, it is necessary to collect personal information.

This information will be used for a number of operational and marketing purposes, including maintenance of membership records, mail-outs, class lists for tutors and the generation of statistics to support grant applications.

No personal information or any other information that can identify members will be passed on to any other person or organisation other than the authorised officers of the Bayside U3A Inc to enable them to perform their operational roles in the running of Bayside U3A Inc.

Bayside U3A Inc will take all reasonable steps to ensure that personal information that is collected is kept secure and confidential.

Members have the right to access their personal information and advise Bayside U3A Inc at any time if it is inaccurate or incomplete.

APPENDIX 2

RISK MANAGEMENT POLICY

1. POLICY OBJECTIVES

1.1 The objectives of Bayside U3A Risk Management Policy are to:

- (a) Protect the whole Association from preventable risks
- (b) Ensure the Association has appropriate protocols including:

- i. New Course/Activity Proposal Form
- ii. Policy on Allowable Activities
- iii. Incident Report Form
- iv. A Privacy Statement
- v. A Tutor Handbook

2. ROLE OF THE COMMITTEE OF MANAGEMENT

2.1 The Committee is responsible for the Risk Management of Bayside U3A Inc.

2.2 Bayside U3A Inc. Committee will properly consider all proposed activities including its merits, benefits and risks, and by a majority vote, pass a resolution agreeing that the Association will provide the activity.

3. PUBLIC LIABILITY INSURANCE

- 3.1 The Secretary will ensure Bayside U3A Inc. has comprehensive Public Liability Insurance cover by the Association's membership of the U3A Network Vic Inc and that our insurer is the Victorian Managed Insurance Authority (VMIA). The Insurer also provides limited coverage for products liability, professional indemnity, directors' and officers' liability incorporating entity liability, medical indemnity, and personal accident.

4. CONTENTS INSURANCE

- 4.1 Acting on the instructions of the Committee, the Treasurer shall organise insurance for any such property items that the Committee determines should be insured, for example, laptop computers.

5. SAFETY AT ACTIVITIES

- 5.1 Members are encouraged to record their own personal medical information and emergency telephone numbers on the reverse side of their Membership name-tag. The responsibility for keeping such data current rests with the individual member.
- 5.2 The Tutor/Activity Convenor will ensure that an accurate record of all persons attending the activity is kept and that this list is available in the case of an emergency.
- 5.3 The Tutor/Activity Convenor will ensure that the Activity Venue is of a safe standard for members and visitors to attend, with attention being given to the following safety issues:
- 5.3.1 In the case where a person becomes ill or collapses during the course of an activity, the Tutor/Activity Convenor will:
- Place a call to Emergency Services giving the precise location of the activity and the state of health of the patient should the patient's condition require such action;
 - Ensure the patient has ample space and that other persons not involved in assisting the patient are moved clear;
 - Ensure that all available information concerning the patient is available to the emergency services;
 - Ensure that the next-of kin of the patient are notified at the earliest possible opportunity;
 - Ensure that an Incident Report form is completed and lodged with the Secretary of Bayside U3A Inc.
- 5.3.2 In the case of an emergency requiring evacuation during the course of an activity, the Tutor/Activity Convenor will:
- Assist with the orderly evacuation of the members from the building;

- Place a call to the appropriate Emergency Service(s), providing the precise nature of the emergency and the location of the Activity;
- Conduct a check against the official attendance list, to ensure all persons involved are accounted for;
- Liaise with Emergency Services personnel should they attend the venue;
- Contact the venue's owners/managers and advising them of the emergency and liaising with them for the evacuation;
- Complete an Incident Report which must be lodged with the Secretary of Bayside U3A Inc.

6. SECURITY: MONEY, PROPERTY, INFORMATION

- 6.1 The Treasurer may delegate responsibility for the collection of money being paid for Membership and/or Activities, and it will be the responsibility of such persons to record the receipt of these funds on lists that show clearly the names of the persons making payments, the amount and the purpose for which the payment has been made.
- 6.2 All funds due to Bayside U3A Inc must be lodged with the Treasurer or the Treasurer's nominee for banking at the earliest opportunity.
- 6.3 The Office Team Leader is responsible for keeping a register of keys including the names of persons holding keys.
- 6.4 The Committee will nominate a person such as the Office Team Leader to take responsibility for backup of all electronic records.



INCIDENT REPORT FORM

**This report should be completed as soon as possible after the event.
Please forward the completed report to: The Secretary, Bayside U3A Inc.,
PO Box 319, Sandringham, 3191**

Date and time of accident/incident:
Location of accident/ incident:
The Bayside U3A activity at which the accident/incident occurred:
Describe the nature of the accident/incident including names of persons involved:
Action taken if any:
Name and contact details of person preparing this report:
Date of report:

Emergency Phone Numbers:

Ambulance, Police, Fire	000
Sandringham Hospital	9076 1000
Sandringham Police	8530 5100
Bayside City Council	9599 4444
Bayside U3A Office	9589 3798