

Bayside U3A

Governance Documents

Overview

1. Governance Overview

The rules of governance by which Bayside U3A operates are covered by the following set of documents.

- **Model Rules (issued 18th November 2023)**
- **Bylaws**
- **Policy Guidelines:**
 - *Anti-Discrimination*
 - *Bullying*
 - *Cancellation & Refunds*
 - *Code of Conduct*
 - *Conflict of Interest*
 - *Course & Class Management*
 - *Data Retention*
 - *Financial Management*
 - *Gifts to Tutors and Speakers*
 - *Grants Applications*
 - *Health & Safety*
 - *Privacy*
 - *Risk Management*
 - *Sexual Harassment*
 - *Trips & Events*
 - *Use of Technology*

These documents can be found on the Bayside U3A website <https://baysideu3a.org.au> via the “About us” tab.

2. Governance Documents

2.1 Model Rules

Bayside U3A was incorporated on 1st October 2012 as a not-for-profit organisation established for community service purposes. The organisation operates under the Model Rules for an Incorporated Association These are a standard set of rules that have been developed by the Department of Consumer Affairs in Victoria for use by associations such as Bayside U3A. They meet all the requirements of the Associations Incorporated Reform Act 2012 and provide Bayside U3A with a suitable governance framework.

In November 2023, Consumer Affairs updated the Model Rules following consultation with Incorporated Associations, including Victorian U3As. The revised Model Rules were issued on November 18th 2023 for use by all Associations, and have been uploaded to the Bayside U3A website. The update was necessitated by the expiry of the Associations Reform Regulations 2012 on 19th November 2023. The main changes cover updated language to reflect use of technology, new processes for disciplinary appeals, more options for appointment of a mediator during grievance procedures, and stronger disclosure requirements for a conflict of interest. The update also provides more flexibility for Associations regarding the setting of membership fees. Bayside U3A had previously obtained an amendment to allow the Committee of Management (COM) to set the annual membership fee in the year following an Annual General Meeting (AGM), up to October 1st that year, rather than at the AGM as specified in the original rules. The updated rules now require the **process** for setting the fees to be determined at the AGM. Hence for the year 2024-5 onwards, a resolution will be proposed at each AGM to allow the COM to set the fees for the following year up to October 1st of that year. Note that any future amendments to the Model Rules that may be required are to be approved at an Annual General meeting or Special General meeting and are required to be filed with Consumer Affairs.

2.2 Bylaws

The Bylaws are intended to supplement and provide administrative detail to the 'Model Rules'. In case of any conflict between the Bylaws and the Model Rules, the Model Rules will take precedence.

A set of Bylaws was created in early 2013, with further revisions in late 2016, December 2020, and September 2024. Bayside U3A is required to write and keep a record of our Bylaws, however amendments do not need to be filed with the Department of Consumer Affairs (CAV). Amendments to the Bylaws require the approval of a Committee of Management meeting. It is a requirement under Rule 45 in the Model Rules that as soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with the Rules and the Act.

2.3 Policy Guidelines

Policy Guidelines are provided to provide direction and advice to the members of the Executive Committee, the Committee of Management, Tutors, Event Co-ordinators, office staff and others as appropriate with regard to various aspects of the operation and management of Bayside U3A. In case of any conflict between the Policy Guidelines and the Bylaws, the Bylaws shall take precedence.

The Guidelines have been developed on model guidelines developed by the U3A Network. It is noted that, except where legally mandated, these should not be considered to prescriptive, but rather to provide guidance. In case of any doubt as to the applicability of any of the guidelines to a specific instance, the issue should be referred to the Committee of Management (or Executive Committee) for resolution.

