



CONSTITUTION

U3A Redcliffe Incorporated



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1. **INTERPRETATION**

In these rules –

Act means the Associations Incorporation Act 1981.

Member means a member of the Association as defined in Clause 4

A word or expression that is not defined in this Constitution, but is defined in the Act has, if the context permits, the meaning given by the Act.

2. **NAME**

The name of the incorporated Association shall be **U3A REDCLIFFE INCORPORATED**.

3. **OBJECTIVES**

The objectives for which the Association is established are: -

- (a) To stimulate older adults by providing programmes of intellectual, creative, physical and social activities without entry criteria, qualifications, assessment or awards, with the mutuality of teaching and learning;
- (b) To pursue the above objective without religious or political partisanship.

4. **CLASSES OF MEMBERS**

The membership of the Association shall consist of:

(a) **Ordinary Members**

Ordinary Members have the right to:

- (i) stand for office and vote in the Association;
- (ii) undertake voluntary roles and positions in the Association, and
- (iii) attend classes and social events subject to the required payments.

An Ordinary Member will have:

- (iv) been approved by the Management Committee;
- (v) paid the annual subscription fee and remain a financial member, and
- (vi) accepted the terms and conditions of membership.

The number of Ordinary members shall be unlimited.

Ordinary Members shall include a person who takes out Reciprocal membership. A Reciprocal Member is someone who is a financial member of their primary ('home') U3A who has been approved by the Management Committee of U3A Redcliffe Inc. and has accepted the terms and conditions of membership of U3A Redcliffe Inc. A Reciprocal Member may not stand for office or vote in U3A Redcliffe Inc., but may undertake voluntary roles or positions subject to the approval of the Management Committee, and attend classes and social events subject to the required payments.

(b) **Honorary members**

Honorary Members are appointed by the Management Committee. Honorary members shall include a person who takes on the role of Volunteer Tutor who is not an ordinary member of U3A Redcliffe Inc.

Honorary members shall not pay the annual subscription fee, and may not stand for office or vote in the organisation. Honorary members may also not attend classes, except in the

role of Honorary Tutor.

(c) Life Members

The Management Committee may appoint Life Members as deemed fit. Life Members will generally have made an exemplary contribution to U3A Redcliffe Inc., as determined by the Management Committee. A Life Member shall have the annual membership fee waived, and will have the rights and obligations of a financial Ordinary member outlined in part 4(a) of this Constitution.

5. ANNUAL SUBSCRIPTIONS

The annual subscription for each financial year shall be such sum as the members at any annual or general meeting may from time to time determine;

- (a) The annual subscription shall be payable in advance by the first day in every financial year; (being January 1st)
- (b) A member who is in arrears with his/her annual subscription on January 1st shall be deemed to have forfeited his/her membership;
- (c) A financial Member at the material time is a member who is not then indebted to the Association in respect of any subscription or other payment;
- (d) Only those members who are financial members at the time shall be entitled, subject to the lawful procedure of the meeting to speak or vote upon any motion at any annual or general meeting of the Association; or to enrol in or attend classes

6. ADMISSION AND REJECTION OF MEMBERS

The application for membership shall be in such form and shall contain such particulars as the Committee may from time to time reasonably prescribe.

Membership to U3A Redcliffe Incorporated is offered to people who are in their Third Age (which is the time of active retirement or semi-retirement and of usually having reached 50 years of age).

At the next meeting of the Management Committee after the receipt of any application and the applicable fee, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant;

Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member.

7. TERMINATION OF MEMBERSHIP

A member may resign from the Association at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

- (a) If an ordinary member, life member or honorary member –

- (i) is convicted of an indictable offence; or
 - (ii) fails to comply with any of the provisions of these Rules and By-Laws; or
 - (iii) conducts himself/herself in a manner considered to be injurious or prejudicial to the character or interests of the Association, the Management Committee shall consider whether his membership shall be terminated.
- (b) The member concerned shall be given a full and fair opportunity of presenting his/her case and if the Management Committee resolves to terminate his/her membership it shall instruct the Secretary to advise the member in writing accordingly.

8. APPEAL AGAINST REJECTION OR TERMINATION OF ORDINARY MEMBERSHIP

A person whose application for Ordinary membership has been rejected or whose Ordinary or Life membership has been terminated may within one month of receiving written notification thereof, lodge with the Secretary written notice of his/her intention to appeal against the decision of the Management Committee. The provision to appeal is not available to members who have applied for, or who have received, Honorary or Reciprocal membership.

- (a) Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within three months of the date of receipt by him/her of any such notice, a general meeting to determine the appeal.
- (b) At any such meeting the applicant shall be given the opportunity to fully present his/her case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.
- (c) Where a person, whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by the Rules or so appeals but the appeal is unsuccessful, the secretary shall forthwith refund the amount of any fee paid.

9. REGISTER OF MEMBERS

The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.

- (a) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.
- (b) The Register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

10. PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS

- (1) An ordinary member, honorary member or life member of the association must not—

- (a) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable, or commercial purposes; or
- (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.

11. MEMBERSHIP AND ELECTION OF MANAGEMENT COMMITTEE

The Management Committee of the Association shall consist of a President, Vice President, Secretary and Treasurer, all of whom shall be members of the Association and such number of other members as the members of the Association at any general meeting may from time to time elect or appoint.

- (a) A representative of the Course Coordination Team at U3A Redcliffe Inc. shall hold a seat on the Management Committee. Members of the Course Coordination Team are appointed by the Management Committee.
- (b) All the members of the Management Committee shall be eligible upon nomination for re-election, subject to the tenure time limits in sub-clause (e).
- (c) The election of Officers and other members of the Management Committee shall take place in the following manner.
 - (i) Any two financial members of the Association shall be at liberty to nominate any other member to serve as an Officer or other member of the Management Committee;
 - (ii) The nomination, which shall be in writing and signed by the member and his/her proposer and seconder, shall be lodged with the Secretary at least fourteen days before the election is to take place;
 - (iii) A list of the candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven days immediately preceding the election.
 - (iv) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each financial member shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
 - (v) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
 - (vi) The election will take place in the 14 days prior to the AGM. Ballot forms must be lodged in a dedicated lockable box at the U3A campus no later than 4pm on the evening before the AGM. A genuine ballot form can be collected by a financial member or life member of U3A Redcliffe from the front reception desk at the U3A Redcliffe campus during the voting period, together with a précis of each candidate. An unauthorised image of a ballot form, such as a

photocopy, cannot be accepted as a valid vote. If an appropriately secure on-line voting system becomes available in the future, this may also be trialled or adopted at the discretion of the Management Committee.

- (vii) The votes will be counted by volunteers and scrutineers from U3A Redcliffe, appointed by the Management Committee, and preferably made up of members with tally-room experience or those with a legal background. The tally will occur in the hours before the AGM and the final results will be presented at the AGM. Damaged ballot forms, or poorly-completed ballot forms, may be judged as valid or invalid at the discretion of the tally-room volunteers and scrutineers.
 - (viii) Candidates can nominate for a maximum of two different positions; they may choose to contest two office-bearer positions or one office-bearer position and one committee position. Regardless of their nominations, the candidate will only be eligible to hold one position if elected. Votes will be tallied in the order of positions presented on the ballot paper, top to bottom; the office of 'President' will be tallied and declared first, then the office of 'Vice-President' will be tallied and declared, etc, until the Committee is tallied and declared last.
 - (ix) "How to Vote" cards, posters, pamphlets, letters or signs are not permitted on campus in any form.
- (d) Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date, or such member may be removed from office at a general meeting of the Association where that member shall be given the opportunity to fully present his case. The questions of removal shall be determined by the vote of the members present at such a general meeting.
- (e) To provide opportunities for members to participate in the various roles, and to enable organisational renewal, most roles are subject to a limit to the number of consecutive years an individual may serve in any particular role.

Membership of the Management Committee is subject to these time limits:

- (i) The President and Treasurer (Officer positions) will be elected at odd numbered years and their tenure is limited to a maximum of three terms, with a mandatory one-year minimum break before a member may seek re-election to the same position.
- (ii) The Vice President and Secretary (Officer positions) will be elected at even numbered years and their tenure is limited to a maximum of three terms, with a mandatory one-year minimum break before a member may seek re-election to the same position.
- (iii) Members of the Management Committee will be elected annually; tenure is limited to a maximum of nine terms with a mandatory one-year minimum break before a member may seek re-election to a Management Committee position.
- (iv) Notwithstanding these limits, there is no impediment for an Officer

stepping down from an Officer position and becoming a member of the Management Committee, except that the maximum tenure limit of the Management Committee applies.

12. VACANCIES ON MANAGEMENT COMMITTEE

The Management Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the conclusion of the next election.

13. FUNCTIONS OF MANAGEMENT COMMITTEE

Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any general meeting the Management Committee

- (a) shall have the general control and management of the administration of the affairs, property and funds of the Association; and
- (b) shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note: The Act prevails if the association's rules are inconsistent with the Act—see section B of the Act.

14. MEETINGS OF MANAGEMENT COMMITTEE

The Management Committee shall meet at least once every two months to exercise its functions.

- (a) A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- (b) At every meeting of the Management Committee, a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last general meeting of the members, shall constitute a quorum.
- (c) Subject as previously provided in this rule, the Management Committee shall meet together and regulate its proceedings as it thinks fit: provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- (d) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he/she is interested, or any matter arising thereout, and if he/she does so vote, his vote shall not be counted
- (e) Not less than fourteen (14) days' notice shall be given by the Secretary to the members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the

business to be discussed thereat.

- (f) Notwithstanding (e) above and subject to (c) above, an Emergency Meeting of the Committee may be convened at short notice when an emergency arises which demands an immediate answer. "Emergency" will be defined as such by a majority vote of the following Officers: President, Vice President, Secretary and Treasurer.

In the event of a tie, the President has casting vote. Any such notification shall clearly state the nature of the business to be discussed thereat, and any decisions made thereat shall be subject to ratification at the next regular monthly meeting of the Management Committee.

- (g) The President shall chair every meeting of the Management Committee, or if there is no President, or if at any meeting he/she is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall chair the meeting, or if the Vice-President is not present at the meeting, then the members may choose one of their number to chair the meeting.
- (h) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse.

In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

15. SUB-COMMITTEES, PROGRAM COORDINATORS AND TUTORS

The Management Committee may delegate any of its powers to a Sub-Committee, Program Coordinator(s) and Tutor(s) consisting of such ordinary or honorary members of the Association as the Management Committee thinks fit. Any Sub-Committee, Program Coordinator or Tutor so appointed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.

Sub-committees may be established for a particular task, or as a standing Sub-committee. Each Sub-committee generally supports the ongoing work of a Program Coordinator who will usually lead the Sub-committee.

Places on the Sub-committees are filled by the process of appointment in accordance with Policy Guideline 13 – Member Participation Policy.

- (a) The status of Sub-Committee and Program Coordinator shall be reviewed, and changed where necessary, at the first Management Committee Meeting following each Annual General Meeting.
- (b) Program Coordinators shall be appointed as deemed necessary and in compliance with Policy Guideline 13 – Member Participation Policy.
- (c) The office volunteers shall be appointed and supervised by the Secretary and/or Office Coordinator within the Policy Guideline 13 – Member Participation Policy.

- (d) Tutors and their proposed classes shall be appointed and recommended by the Course Coordination Team with the Management Committee to give final approval.

16. ANNUAL GENERAL MEETING OR GENERAL MEETINGS

16.1 The **Annual General Meeting** shall be held within three months of the close of the financial year.

(a) The business to be transacted at every annual general meeting shall be -

- (j) the receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the association for the preceding financial year;
- (ii) the receiving of the auditor's report upon the books and accounts for the preceding financial year;
- (iii) a declaration of the retirement of all members of the Management Committee and confirmation of members of the newly elected Management Committee (refer section 10 c (vi to ix); and
- (iv) the appointment of an auditor.

16.2 The Secretary shall convene a **General Meeting** -

(i) When directed to do so by the Management Committee
OR

(ii) on the requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the association which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat; or

(iii) on being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any eligible person as described in Clause 8 of this Constitution.

16.3 At any General Meeting, the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.

- (i) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- (ii) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of the members of the Management Committee or the Association shall lapse. In any other case it shall stand adjourned to the same day in the

next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

- (iii) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

- 16.4 The Secretary shall convene all General Meetings of the Association by giving not less than fourteen (14) days' notice of any such meeting to the members of the Association.

The manner by which such notice shall be given shall be determined by the Management Committee, provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Management Committee, shall be given in writing. Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.

- 16.5 Unless otherwise provided by these Rules, at every general meeting -

- (i) The President shall chair the Meeting, or if there is no President, or if he/she is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President, or if the Vice-President is not present or is unwilling to act then the members present shall elect 1 (one) of their number to chair the meeting;
- (ii) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner;
- (iii) Every question, matter or resolution shall be decided by a majority of votes of the financial members;
- (iv) Every financial member shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote.
- (v) Voting shall be by show of hands or a division of members, unless not less than one-fifth (1/5th) of the members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he/she shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded.
- (vi) The Secretary shall cause full and accurate minutes of all questions,

matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be kept and be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes; the minutes of every Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee meeting verifying their accuracy.

- (vii) Similarly, the minutes of every General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting: provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting or Annual General Meeting.

17. BY-LAWS/POLICIES

The Management Committee may from time to time make, amend or repeal By-Laws or Policies, not inconsistent with these Rules, for the internal management of the Association and any By-law or Policy may be set aside by a General Meeting of the members.

18. ALTERATION OF RULES

Subject to the Act, these rules may be amended, repealed, or added to by a special resolution carried at a General Meeting.

However, an amendment, repeal or addition is valid only if it is registered by the Chief Executive Officer of the Office of Fair Trading

19. INTELLECTUAL PROPERTY RIGHTS

Any volunteer holding a position at U3A Redcliffe agrees that any materials or products designed and/or developed through their work in that position becomes the property of U3A Redcliffe Inc. Upon leaving this position they also agree to participate in the handover of the role to the next person appointed to it and, in addition, surrender any passwords, keys, swipe cards, badges, access numbers, copyright, notes, PINs, USBs, computer hardware/software or other devices and that they were given as part of their work. The only exception is tutor presentations, such as personal class notes, PowerPoints and lecture information, which remain the intellectual property of the tutor or their source

20. OWNERSHIP OR ADMINISTRATION OF INTERNET AND SOCIAL MEDIA PAGES USING THE WORDS "U3A REDCLIFFE"

No member can create, launch or maintain a website name, email address or social media page name (Facebook, Twitter, Instagram, TikTok et al) that includes the words 'U3A Redcliffe' without the express permission of the U3A Redcliffe Management Committee. If permission is granted, the Management Committee must be provided with the current administrative password for each website or email address or social media page and must be provided with an updated password whenever it is altered.

The contact email address for any website or social media page must always

be: u3a@u3aredcliffe.org.au The member must agree to delete or correct any account upon request by the U3A Redcliffe Management Committee. Failure to comply with any point above may be considered a breach of the Code of Conduct.

21. FUNDS AND ACCOUNTS

- (a) The funds of the Association shall be banked in the name of the Association in such bank as the Management Committee may from time to time direct.
- (b) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- (c) All moneys shall be banked as soon as practicable after receipt thereof.
- (d) Expenses and reimbursements over ten dollars (\$10.00) shall be paid by electronic funds transfer signed or authorised by any two of the President, Vice President, Secretary, Treasurer or other members authorised from time to time by the Management Committee.
- (e) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (f) All expenditure shall be approved or ratified at a Management Committee meeting.
- (g) As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of the income and expenditure for the financial year just ended.
- (h) All such statements shall be examined by the auditor who shall present his report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- (i) The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividends, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him to the Association or otherwise owing by the Association to him/her or of remuneration to any Officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

22 DOCUMENTS

The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

23 FINANCIAL YEAR

The financial year of the Association shall close on December 31st in each year.

24 DISSOLUTION

The Association shall be dissolved –

- (a) If the membership is less than three persons; or
- (b) If a resolution to that effect is carried by a vote of three-fourths majority of the financial members present at a general meeting convened to consider the question.
- (c) is wound-up under part 10 of the Act

The property and any surplus assets of the Association remaining after payment of all expenses and other liabilities shall be given to some other incorporated association/s or charity/ies that has/have similar objects to the association. The recipient association/s or charity/ies rules must prohibit the distribution of the entity's income and assets to its members.

The property and any surplus assets cannot be distributed amongst the members of the Association.

CERTIFICATION

We certify that this is a true and correct copy of the Rules of U3A Redcliffe, Incorporated.

(President)

(Secretary)

Constitution updated at AGM March 2010, confirmed April 2010

Constitution updated at AGM 24 March 2012, Section 14 (i)

Constitution updated at AGM 21 March 2015, Section 5 (b)

Constitution updated at AGM 18 March 2017, Section 13 (c) (d) and (e)

Constitution updated at AGM 23 March 2019, Section 9 (a)

Constitution updated at AGM 12 September 2020 – complete revision

Constitution updated at a General Meeting 27 November 2021 – Sections 10, 15, 16, 18, 19 & 20

Constitution updated at AGM 12 March 2022 – Section 24

Constitution updated at AGM 18 March 2023 – Sections 4 & 8

Constitution updated at AGM 22 March 2025 – Section 5, 6, & 15

Constitution updated at AGM 21 March 2026 – Section 4, 5 & 10

Constitution reviewed and updated at General Meeting 2 July 2026

University of Third Age Redcliffe Inc

(U3A Redcliffe Inc)

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Campus open 8.30 am – 4.00 pm Monday to Friday

Office Hours 8:30 am – 4:00 pm Monday to Friday

**Certificate of Incorporation no: 6263 - 19 September 1989
Registered Charity (from 12 March 2022)
Associations Incorporated Act 1981 & the Associations Incorporation
Regulation 1999 Queensland**