

## **CONSTITUTION OF ROTORUA U3A**

**Adopted at the AGM 19 August 2015**

Replaces the RU3A constitution of 2008

### **PREAMBLE**

U3A stands for the University of the Third Age, a world-wide movement essentially but not solely for people who are no longer in full-time employment. The term 'university' is used in its original sense of a community of people coming together to gain a greater understanding of life. It is not a university as defined in the NZ Education Act so the abbreviation U3A is used as our formal name. U3A began in New Zealand in 1985 and is a secular, non-political and non-commercial movement. U3A has since spread throughout the country but there is no national controlling authority and all branches are autonomous voluntary bodies. Rotorua U3A was established in 2007.

**NAME:** Our name is Rotorua U3A, abbreviated to RU3A.

### **OBJECTIVES**

- 1) To acknowledge the value of older people in modern society and to promote their interests.
- 2) To form activity groups which provide educational and social opportunities for those who are no longer fully employed.
- 3) To provide opportunities for members to meet and share their intellectual, cultural and aesthetic knowledge, to develop friendships and pursue common interests.

### **PRINCIPLES:**

- 1) RU3A is autonomous, secular, non-political and non-commercial.
- 2) The underlying principle of RU3A is to rely on the great reservoir of life-skills, knowledge and experience found among the members
- 3) In the context of knowledge-sharing, there is no distinction between those who teach and those who learn.
- 4) Members are not required to have any qualifications and no qualifications are given to those who take part in RU3A activities.
- 5) RU3A is a voluntary self-help organisation and members receive no remuneration for their efforts.
- 6) Group activities are held at various times, venues and frequencies as agreed to by those members who participate.

### **STRUCTURE:**

- 1) Membership is open to those who identify with the objectives and principles of RU3A, attend meetings and pay an annual subscription fee which covers all RU3A activities and groups.
- 2) Management of RU3A will be in the hands of a committee comprising a President, Vice President, Secretary, Treasurer and up to 5 others.
- 3) All committee positions will be elected at the Annual General Meeting.

### **FINANCE**

- 1) The financial year shall run from July 1st to June 30th and the accounts will be independently examined before presentation to the Annual General Meeting.
- 2) The Treasurer shall oversee RU3A financial affairs as detailed under Committee Responsibilities.

- 3) Bank signatories shall be three committee members, with any two to sign.
- 4) As a non-incorporated, non-profit-making voluntary organisation, all members share personal responsibility for the financial commitments of RU3A.
- 5) Winding Up: In the event of the dissolution of Rotorua U3A, and after the discharge of all debts and liabilities, all remaining assets will be distributed to a nominated charity.

#### **ANNUAL GENERAL MEETING:**

- 1) The AGM will be held in August each year. Members will receive the agenda, date, venue and time of the AGM at least 14 days in advance.
- 2) A quorum will consist of 10% of the financial members of RU3A.
- 3) Any notices of motion for the AGM must be received at least 14 days before.
- 4) The business of the AGM shall be:
  - To receive the President's annual report
  - To approve the minutes of the previous AGM
  - To receive and approve the Annual Accounts
  - To elect a President, Vice President, Secretary, Treasurer and up to 5 other Committee members
  - To appoint an Auditor or Financial Supervisor
  - To conduct any general business for which notice has been given
- 5) Voting will be by a show of hands and all motions will be carried by a majority vote. If required, the President will use a casting vote.
- 6) Any change to the constitution will require 14 days notice to all members and will be approved by at least two thirds of those financial members present.

#### **COMMITTEE RESPONSIBILITIES**

General: The role of the Committee is to manage the general running of RU3A, to arrange bi-monthly members meetings and to establish and encourage interest groups.

President: shall act as a 'front-person' for the Rotorua U3A and shall conduct meetings in accordance with the constitution and other accepted procedures. The president shall sign the minutes of all meetings and shall, if required, exercise the right of a casting-vote.

Vice-President: shall take the place of the President as and when necessary.

Secretary: shall give notice of meetings, arrange venues for meetings and, in consultation with the President, prepare the agenda for such meetings. The Secretary shall attend to inward and outward correspondence, record and file minutes and subsequently make these minutes available to other committee-members.

Treasurer: shall oversee the operation of the RU3A bank-accounts, receive and record any income, and ensure the payment of approved accounts. The Treasurer shall present regular financial reports to the Committee and, in consultation with the independent financial supervisor, prepare annual accounts at the end of every financial year and present such accounts at the following AGM.

Other committee members: will be assigned tasks as deemed necessary in order to facilitate the smooth and efficient operation of RU3A.