

Constitution

U3A in Toowoomba Incorporated

Association Number IA 07955

Community Purpose Number CP 3976



Constitution and Rules – 2026

1. INTERPRETATION

(1) In these rules—

Act means the *Associations Incorporation Act 1981*.

Present means—

- a) at a Management Committee meeting, see rule 23 (6); or
- b) at a general meeting, see rule 37 (2).

Third Age means —

- a) a person who is in the third age of human life in the sense of it being that time when work and major family responsibilities have been reduced or completed; **and**
- b) who is semi-retired or retired from paid employment.

(2) A word or expression that is not defined in these model rules, 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 is U3A in Toowoomba Incorporated (**the Association**).

3. AIMS AND OBJECTIVES

(1) The overall aim of the Association is to—

- a) provide Members with both the stimulus of mental activity and the satisfaction of a continuing contribution to society.
- b) enable Members to take up new interests and to extend old ones.
- c) offer Members the joy of learning for the sake of learning.
- d) open up new horizons for Members, unrestricted by
 - i. the requirements of vocation
 - ii. the desire for qualifications or
 - iii. the need for assessment, test or exams.

(2) The Association will carry out these aims, principally by drawing upon the extensive life experience, skills and energies of its Members.

(3) The Association is a mutual aid, self-help movement — a modern community of scholars, catering primarily for people in the Third Age of their lives.

(4) The objectives of the Association are to —

- a) Strive to host the widest possible variety of courses which promote learning and growth, both mental and physical.
- b) Programme activities that will be as wide as the human resources of the Members permit.
- c) Provide programmes of learning activities, including recreational, academic, social and cultural pursuits which offer stimulation and development to people who are in the Third Age of their lives.
- d) Aim for courses and other activities to be made available during daylight hours and at times likely to be most suitable to the majority of Members.
- e) Create an association wherein co-operative investigation of a topic or area of mutual interest is a major focus of activities and experience and expertise are freely shared.
- f) Operate the Association in such ways that learning is pursued without any reference to qualification, assessment or awards and to create a climate free from discrimination according to colour, race, creed, or gender.
- g) Realise the potentialities of older adults to follow new pursuits and to increase community awareness of the fact that older people retain the capacity to absorb and use new information and knowledge throughout their lives.
- h) Act with others to improve the status and position of the elderly in the Toowoomba and surrounding community.
- i) Exchange ideas and resources with other University of the Third Age organisations or similar bodies, both within Australia and overseas, and to encourage the extension of similar organisations in other parts of Queensland or Australia.
- j) Ensure all activities and courses are consistent with the Rules and By-laws of the Association.
- k) Ensure activities and courses discuss but do not promote the religious, philosophical or political views of any spiritual leader, master, teacher or politician.
- l) Do all such things as may be incidental to the attainment of the above objectives.

4. POWERS

- (1) The Association has the powers of an individual.
- (2) The Association may, for example
 - a) enter into contracts; and
 - b) acquire, hold, deal with and dispose of property; and
 - c) make charges for services and facilities it supplies; and
 - d) do other things necessary or convenient to be done in carrying out its affairs.
- (3) The Association may also issue secured and unsecured notes, debentures and debenture stock for the Association.

5. CLASSES OF MEMBERS

- (1) The membership of the Association consists of:
 - a) ordinary members;
 - b) life members,
 both are referred to as 'Members'.
- (2) **Ordinary members** must be:
 - a) of the *Third Age*;
 - b) be willing to support the values and objectives of the Association;
 - c) pay the membership fee and remain a financial member; and
 - d) accept the terms and conditions of membership.
- (3) The minimum number of ordinary members is seven (7).

- (4) The maximum number of ordinary members is unlimited.
- (5) Life Membership
- a) Life membership is determined and approved by the Management Committee.
 - b) Life membership is an honour bestowed on an individual Association member whose exceptional, loyal service and contribution have provided a measurable benefit to the Association over an extended period.
 - c) Life membership is an acknowledgement as the highest recognition that can be awarded to a Member. It should retain its prestige and not be awarded by the Management Committee frivolously.

6. NEW MEMBERSHIP

- (1) To become a member of the Association, a person must—
- a) be in the Third Age of their life;
 - b) support the aims and objectives of the Association;
 - c) have paid the membership fee;
 - d) agree to comply with the specific rules and requirements of the individual classes that they wish to attend (if any); and
 - e) be willing to comply with all the rules of the Association.
- (2) An application for new membership must be in a written format determined by the Management Committee, which may be:
- a) Online through the Association's web-based Membership Management system, with the applicant acknowledging acceptance of all matters in rule 6(1); or
 - b) In printed form, signed by the applicant, including an acknowledgment accepting all matters in rule 6(1).
- (3) Upon receipt of completed application form and payment of prescribed membership fee, the applicant is admitted as a member of the association, subject to ratification by the Management Committee at its next meeting.

7. MEMBERSHIP FEES

- (1) The membership fee for each ordinary membership and for each other class of membership is -
- a) the amount approved by the Members from time to time at a general meeting; and
 - b) payable when, and in the way, the Management Committee decides.
- (2) A financial Member at any material time is a member who is not then indebted to the Association in respect of any annual subscription or levy.

8. ADMISSION AND REJECTION OF MEMBERSHIP

- (1) The Management Committee must consider an application for membership at the next Management Committee meeting held after it receives:
- a) The application for membership; and
 - b) The appropriate membership fee for the class of membership.
- (2) The Management Committee must ensure that, as soon as possible after the person applies to become a Member of the Association, and before the Management Committee considers the person's application, the person is advised:

- a) whether or not the Association has public liability insurance; and
 - b) if the Association has public liability insurance—the amount of the insurance.
- (3) At the next Management Committee meeting after receipt of the application and membership fee, the Management Committee must decide whether to ratify or reject the application.
- (4) Upon the rejection of any application for any class of membership, the Management Committee must, as soon as practicable, advise the applicant in writing.

9. TERMINATION AND CESSATION OF MEMBERSHIP

- (1) A Member may resign from the Association by:
- a) giving written notice of resignation to the secretary and the resignation takes effect at the time the notice is received by the secretary or if a later time is stated in the notice, the later time; or
 - b) for financial Members, by not renewing their annual subscription for membership for the next calendar year and not paying the membership fee when due.
- (2) Membership may be terminated if the Member:
- a) is convicted of an indictable offence; or
 - b) does not comply with any of the provisions of the rules of the Association; or
 - c) has membership fees in arrears for at least 2 months after due date; or
 - d) conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the Association; or
 - e) is found to be bullying, aggressive or displaying intimidatory behaviour; or
 - f) fails to comply with the specific guidelines of the individual classes they wish to attend; or
 - g) is unwilling to or fails to comply with the rules and policies of the Association.
- (3) Before the Management Committee terminates a member's membership, the Committee must give the Member a full and fair opportunity to show why the membership should not be terminated and comply with the grievance procedure as set out in the *Act* and relevant policy.
- (4) If, after considering all representations made by the Member, the Management Committee decides to maintain the Member's membership, the Secretary of the Committee must as soon as practicable give the Member a written notice of the decision.
- (5) If, after considering all representations made by the Member and after the grievance procedure has been complied with, the Management Committee decides to terminate the membership, the Secretary of the Committee must, as soon as practicable, give the Member a written notice of the decision.

10. MEMBERSHIP RIGHTS AND OBLIGATIONS

- (1) Members will be encouraged to develop as Tutors or Conveners or, in other ways, to assist in the operation of the Association.
- (2) Persons who are Members will be in the Third Age and will be expected to bring with them to the Association the knowledge, experience and wisdom they have acquired during their Second Age for the mutual benefit of Members.
- (3) Members are expected to conduct themselves in an orderly and respectful manner when dealing with other Members and Tutors. Bullying, aggressive and intimidatory behaviour, and discrimination will not be accepted.
- (4) The rights of a member are not transferable and end when membership ceases.

11. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- (1) A person whose membership has been rejected, or terminated, may give the Secretary written notice of the person's intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the Secretary within 1 month after the person receives written notice of the decision.
- (3) If the Secretary receives a notice of intention to appeal, the Secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

12. GENERAL MEETING TO DECIDE APPEAL

- (1) The general meeting to decide an appeal must be held within 3 months after the Secretary receives the notice of intention to appeal.
- (2) At the meeting, the member must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- (3) Also, the Management Committee and the Members of the Committee who rejected the membership or terminated the membership must be given a full and fair opportunity to show why the membership should be rejected or the membership should be terminated.
- (4) An appeal must be decided by a majority vote of the Members present and eligible to vote at the meeting.
- (5) If a person whose membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the membership fee paid by the person.

13. REGISTER OF MEMBERS

- (1) The Management Committee must keep a register of Members of the Association.
- (2) The register must include the following particulars for each Member—
 - a) the full name of the Member;
 - b) the postal and/or residential address of the Member;
 - c) Members email address for communication.
 - d) the date of admission as a Member;
 - e) the date on which a Member's membership ceases or the Member dies;
 - f) details about the termination or reinstatement of membership;
 - g) any other particulars the Management Committee or the Members at a general meeting decide.
- (3) The register must be open for inspection by Members of the Association at all reasonable times, abiding by the U3A Privacy Policy.
- (4) A Member must contact the Secretary to arrange an inspection of the register.
- (5) However, the Management Committee may, on the application of a Member of the Association, withhold information about the Member (other than the Member's full name) from the register available for inspection if the Management Committee has reasonable grounds for believing the disclosure of the information would put the Member at risk of harm.

14. PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS

- (1) A 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.
- (2) The Membership register of the Association will be handled in ways which will protect the privacy of individual Members. Direct access or lists will not be provided to other organisations, and circulation of appropriate material from outside sources to Members will be controlled through the normal communication channels within the Association.
- (3) Subrule (1) does not apply if the use or disclosure of the information is approved by the Management Committee.

15. APPOINTMENT OR ELECTION OF SECRETARY

- (1) The Secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—
 - a) a Member of the Association elected by the Association as Secretary; or
 - b) any of the following persons appointed by the Management Committee as Secretary—
 - i. a Member of the Association's Management Committee;
 - ii. another Member of the Association;
 - iii. another person.
- (2) If a vacancy happens in the office of Secretary, the Members of the Management Committee must ensure a Secretary is appointed or elected for the Association within 1 month after the vacancy happens.
- (3) If the Management Committee appoints a person mentioned in subrule (1) (b) (ii) as Secretary, other than to fill a casual vacancy on the Management Committee, the person does not become a Member of the Management Committee.
- (4) However, if the Management Committee appoints a person mentioned in subrule (1) (b) (ii) as Secretary to fill a casual vacancy on the Management Committee, the person becomes a Member of the Management Committee.
- (5) If the Management Committee appoints a person mentioned in subrule (1) (b) (iii) as Secretary, the person does not become a Member of the Management Committee.
- (6) In this rule— **casual vacancy**, on a Management Committee, means a vacancy that happens when an elected Member of the Management Committee resigns, dies or otherwise stops holding office.

16. REMOVAL OF SECRETARY

- (1) The Management Committee of the Association may, at any time, remove a person appointed by the Committee as the Secretary.
- (2) If the Management Committee removes a Secretary who is a person mentioned in rule 15 (1) (b) (i), the person remains a Member of the Management Committee.

- (3) If the Management Committee removes a Secretary who is a person mentioned in rule 15 (1) (b) (ii) and who has been appointed to a casual vacancy on the Management Committee under rule 15 (5), the person remains a Member of the Management Committee.

17. FUNCTIONS OF SECRETARY

The Secretary's functions include, but are not limited to—

- a) calling meetings of the Association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Association; and
- b) keeping minutes of each meeting; and
- c) keeping copies of all correspondence and other documents relating to the Association; and
- d) maintaining the register of Members of the Association.

18. MEMBERSHIP OF MANAGEMENT COMMITTEE

- (1) The Management Committee of the Association consists of:
 - a) Executive members, being the President, Vice-President, Treasurer and Secretary; and
 - b) General Management Committee members.
- (2) All Management Committee members are elected at a general meeting.
- (3) A Member of the Association may be appointed to a casual vacancy on the Management Committee under rule 21.
- (4) A Member of the Management Committee, other than a Secretary appointed by the Management Committee under rule 15 (1) (b) (iii), must be a Member of the Association.
- (5) At each annual general meeting of the Association, the Members of the Management Committee must retire from office, but are eligible, on nomination, for re-election.

19. ELECTING THE MANAGEMENT COMMITTEE

- (1) A Member of the Management Committee may only be elected as follows—
 - a) any 2 Members of the Association may nominate another Member (the **candidate**) to serve as a Member of the Management Committee;
 - b) the nomination must be—
 - i. in writing; and
 - ii. signed by the candidate and the Members who nominated him or her; and
 - iii. given to the Secretary at least 14 days before the annual general meeting at which the election is to be held;
 - c) each Member of the Association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the Management Committee;
 - d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (2) A person may be a candidate only if the person—
 - a) is an adult; and
 - b) is not ineligible to be elected as a Member under section 61A of the Act.
- (3) A list of the candidates' names in alphabetical order, with the names of the Members who nominated each candidate, must be made available to all Members of the Association for at least 7 days immediately preceding the annual general meeting. This list is to be shared electronically in an email to all Members.

- (4) If required by the Management Committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
- (5) The Management Committee must ensure that, before a candidate is elected as a Member of the Management Committee, the candidate is advised—
 - a) whether or not the Association has public liability insurance; and
 - b) if the Association has public liability insurance—the amount of the insurance.

20. RESIGNATION, REMOVAL OR VACATION OF OFFICE OF MANAGEMENT COMMITTEE MEMBER

- (1) A Member of the Management Committee may resign from the Committee by giving written notice of resignation to the Secretary or President.
- (2) The resignation takes effect at—
 - a) the time the notice is received by the Secretary or President; or
 - b) if a later time is stated in the notice—the later time.
- (3) A Member may be removed from office at a general meeting of the Association if a majority of the Members present and eligible to vote at the meeting vote in favour of removing the Member.
- (4) Before a vote of Members is taken about removing the Member from office, the Member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A Member has no right of appeal against the Member's removal from office under this rule (6). A Member immediately vacates the office of Member in the circumstances mentioned in section 64 (2) of the Act.

21. VACANCIES ON MANAGEMENT COMMITTEE

- (1) If a casual vacancy happens on the Management Committee, the continuing Members of the Committee may appoint another Member of the Association to fill the vacancy until the next annual general meeting.
- (2) The continuing Members of the Management Committee may act despite a casual vacancy on the Management Committee.
- (3) However, if the number of Committee Members is less than the number fixed under rule 24 (1) as a quorum of the Management Committee, the continuing Members may act only to—
 - a) increase the number of Management Committee Members to the number required for a quorum; or
 - b) call a general meeting of the Association.

22. FUNCTIONS OF MANAGEMENT COMMITTEE

- (1) Management procedures adopted by the Management Committee should be both efficient and simple in style.
- (2) Subject to these rules or a resolution of the Members of the Association carried at a general meeting, the Management Committee has the general control and management of the administration of the affairs, property and funds of the Association.
- (3) The Management Committee has the authority to interpret the meaning of these rules and any matter relating to the Association on which the 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 Associations rules are inconsistent with the *Act*—see section 1B of the *Act*.

- (4) The Management Committee may exercise the powers of the Association—
- a) to borrow, raise or secure the payment of amounts in a way the Members of the Association decide; and
 - b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Association's property, both present and future; and
 - c) to purchase, redeem or pay off any securities issued; and
 - d) to borrow amounts from Members and pay interest on the amounts borrowed; and
 - e) to mortgage or charge the whole or part of its property; and
 - f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association; and
 - g) to provide and pay off any securities issued; and
 - h) to invest in a way the Members of the Association may from time to time decide.
- (5) For subrule (4) (d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—
- a) the financial institution for the Association; or
 - b) if there is more than 1 financial institution for the Association—the financial institution nominated by the Management Committee.

23. MEETINGS OF MANAGEMENT COMMITTEE

- (1) Subject to this rule, the Management Committee may meet and conduct its proceedings as it considers appropriate.
- (2) The Management Committee must meet at least 9 times per calendar year to exercise its functions.
- (3) The Management Committee must decide how a meeting is to be called.
- (4) Notice of a meeting is to be given in the way decided by the Management Committee.
- (5) The Management Committee may hold meetings or permit a Committee Member to take part in its meetings, by using any technology that reasonably allows the Member to hear and take part in discussions as they happen.
- (6) A Committee Member who participates in the meeting as mentioned in subrule (5) is taken to be present at the meeting.
- (7) A question arising at a Committee meeting is to be decided by a majority vote of Members of the Committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (8) A Member of the Management Committee must not vote on a question about a contract or proposed contract with the Association if the Member has an interest in the contract or proposed contract and, if the Member does vote, the Members vote must not be counted.
- (9) The President is to preside as chairperson at a Management Committee meeting.
- (10) If there is no President or if the President is not present within 10 minutes after the time fixed for a Management Committee meeting, the Members may choose 1 of their number to preside as chairperson at the meeting, usually the Vice President or another member of the Management Committee.

24. QUORUM FOR, AND ADJOURNMENT OF, MANAGEMENT COMMITTEE MEETING

- (1) At a Management Committee meeting, more than 50% of the Members elected to the Committee as at the close of the last general meeting of the Members form a quorum.
- (2) If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called on the request of Members of the Committee, the meeting lapses.
- (3) If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called other than on the request of the Members of the Committee—
 - a) the meeting is to be adjourned for at least 1 day; and
 - b) the Members of the Management Committee who are present are to decide the day, time and place of the adjourned meeting.
- (4) If, at an adjourned meeting mentioned in subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

25. SPECIAL MEETING OF MANAGEMENT COMMITTEE

- (1) If the Secretary receives a written request signed by at least 33% of the Members of the Management Committee, the Secretary must call a special meeting of the Committee by giving each Member of the Committee notice of the meeting within 14 days after the Secretary receives the request.
- (2) If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.
- (3) A request for a special meeting must state—
 - a) why the special meeting is called; and
 - b) the business to be conducted at the meeting.
- (4) A notice of a special meeting must state—
 - a) the day, time and place of the meeting; and
 - b) the business to be conducted at the meeting.
- (5) A special meeting of the Management Committee must be held within 14 days after notice of the meeting is given to the Members of the Management Committee.

26. MINUTES OF MANAGEMENT COMMITTEE MEETINGS

- (1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee meeting are to be recorded in a secure digital format. Such secure digital format is to be decided and approved by the Management Committee.
- (2) To ensure the accuracy of the minutes, the minutes of each Management Committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next Management Committee meeting, verifying their accuracy. A digital signature is appropriate.

27. APPOINTMENT OF SUBCOMMITTEES

- (1) The Management Committee may appoint a Subcommittee consisting of Members of the Association considered appropriate by the Committee to help with the conduct of the Association's operations.
- (2) At least one Member of any Subcommittee shall be a Member of the Management Committee.

- (3) A Member of the Subcommittee who is not a Member of the Management Committee is not entitled to vote at a Management Committee meeting.
- (4) A Subcommittee may elect a chairperson for its meetings.
- (5) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the Members present may choose 1 of their number to be chairperson of the meeting.
- (6) A Subcommittee may meet and adjourn as it considers appropriate.
- (7) A question arising at a Subcommittee meeting is to be decided by a majority vote of the Members present at the meeting and, if the votes are equal, the question is decided in the negative.
- (8) A Subcommittee shall conform to any regulations that may be imposed on it in writing by the Management Committee.
- (9) The President and Secretary shall be ex-officio Members of all Subcommittees.

28. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

- (1) An act performed by the Management Committee, a Subcommittee or a person acting as a Member of the Management Committee is taken to have been validly performed.
- (2) Subrule (1) applies even if the act was performed when—
 - a) there was a defect in the appointment of a Member of the Management Committee, Subcommittee or person acting as a Member of the Management Committee; or
 - b) a Management Committee Member, Subcommittee Member or person acting as a Member of the Management Committee was disqualified from being a Member.

29. RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

- (1) A written resolution signed by each Member of the Management Committee is as valid and effectual as if it had been passed at a Committee meeting that was properly called and held.
- (2) A resolution mentioned in subrule (1) may consist of several documents in like form, each signed by 1 or more Members of the Committee.
- (3) A resolution may be approved by digital means, usually email, if it meets approval by a quorum of the Management Committee. The approved resolution is to be recorded by the Secretary and included in the Minutes of the next meeting of the Management Committee.

30. FIRST ANNUAL GENERAL MEETING

The first annual general meeting must be held within 6 months after the end date of the Association's first reportable financial year.

31. SUBSEQUENT ANNUAL GENERAL MEETINGS

Each subsequent annual general meeting must be held—

- a) at least once each year; and
- b) within 6 months after the end date of the Association's reportable financial year.

31A. MANAGEMENT COMMITTEE MEMBERS TO BE ELECTED AT ANNUAL GENERAL MEETING

The Association must elect the members of the management committee at each annual general meeting of the Association.

32. OTHER BUSINESS FOR ANNUAL GENERAL MEETING OF LARGE INCORPORATED ASSOCIATIONS AND PARTICULAR MEDIUM AND SMALL INCORPORATED ASSOCIATIONS

- (1) This rule applies only if the Association is—
 - a) a large, incorporated Association to which sections 59A and 59AA of the Act apply; or
 - b) a medium incorporated Association to which section 59A and 59AA of the Act apply; or
 - c) a small, incorporated Association to which section 59A and 59AA of the Act apply.
- (2) The following business must be conducted at each annual general meeting of the Association—
 - a) receiving the Association's financial statement, and audit report, for the last reportable financial year;
 - b) presenting the financial statement and audit report to the meeting for adoption;
 - c) for a large, incorporated Association—appointing an auditor or an accountant for the present financial year;
 - d) for a medium or small incorporated Association—appointing an auditor, an accountant or an approved person for the present financial year.

33. OTHER BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING OF OTHER MEDIUM INCORPORATED ASSOCIATIONS

- (1) This rule applies only if the Association is a medium incorporated Association to which section 59A and 59AB of the Act apply.
- (2) The following business must be conducted at each annual general meeting of the Association—
 - a) receiving the Association's financial statement, and verification statement, for the last reportable financial year;
 - b) presenting the financial statement and verification statement to the meeting for adoption;
 - c) electing members of the Management Committee;
 - d) appointing an auditor, an accountant or an approved person for the present financial year.

34. OTHER BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING OF OTHER SMALL INCORPORATED ASSOCIATIONS

- (1) This rule applies only if the Association is a small, incorporated Association to which section 59A and 59AB of the Act applies.
- (2) The following business must be conducted at each annual general meeting of the Association—
 - a) receiving the Association's financial statement, and verification statement, for the last reportable financial year;
 - b) presenting the financial statement and verification statement to the meeting for adoption;

- c) electing members of the Management Committee.

35. NOTICE OF GENERAL MEETING

- (1) The Secretary may call a general meeting of the Association.
- (2) The Secretary must give at least 14 days' notice of the meeting to each Member of the Association.
- (3) If the Secretary is unable or unwilling to call the meeting, the President must call the meeting.
- (4) The Management Committee may decide the way in which the notice must be given.
- (5) However, notice of the following meetings must be given in writing—
 - a) a meeting called to hear and decide the appeal of a person against the Management Committee's decision—
 - i. to reject the person's application for membership of the Association; or
 - ii. to terminate the person's membership of the Association;
 - b) a meeting called to hear and decide on a proposed special resolution of the Association.
- (6) A notice of a general meeting must state the business to be conducted at the meeting.

36. QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING

- (1) The quorum for a general meeting is at least the number of members elected or appointed to the Management Committee at the close of the Association's last general meeting plus 1.
- (2) However, if all Members of the Association are members of the Management Committee, the quorum is the total number of Members less 1.
- (3) No business may be conducted at a general meeting unless there is a quorum of Members when the meeting proceeds to business.
- (4) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the Management Committee or the Association, the meeting lapses.
- (5) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the Management Committee or the Association—
 - a) the meeting is to be adjourned for at least 7 days; and
 - b) the Management Committee is to decide the day, time and place of the adjourned meeting.
- (6) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (7) If a meeting is adjourned under subrule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The Secretary is not required to give the Members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

37. PROCEDURE AT GENERAL MEETING

- (1) A Member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the Member to hear and take part in discussions as they happen.
- (2) A Member who participates in a meeting as mentioned in subrule (1) is taken to be present at the meeting.
- (3) At each general meeting—
 - a) the President is to preside as chairperson; and
 - b) if there is no President or if the President is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the Members present must elect 1 of their number to be chairperson of the meeting; and
 - c) the chairperson must conduct the meeting in a proper and orderly way.

38. VOTING AT GENERAL MEETING

- (1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the Members present.
- (2) Each Member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- (3) A Member is not entitled to vote at a general meeting if the Member's annual subscription is in arrears at the date of the meeting.
- (4) The method of voting is to be decided by the Management Committee.
- (5) However, if at least 20% of the Members present demand a secret ballot, voting must be by secret ballot.
- (6) If a secret ballot is held, the chairperson must appoint 2 Members to conduct the secret ballot in the way the chairperson decides.
- (7) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

39. SPECIAL GENERAL MEETING

- (1) The Secretary must call a special general meeting by giving each Member of the Association notice of the meeting within 14 days after—
 - a) being directed to call the meeting by the Management Committee; or
 - b) being given a written request signed by—
 - i. at least 33% of the number of Members of the Management Committee when the request is signed; or
 - ii. at least the number of ordinary Members of the Association equal to double the number of Members of the Association on the Management Committee when the request is signed plus 1; or
 - c) being given a written notice of an intention to appeal against the decision of the Management Committee—
 - i. to reject an application for membership; or
 - ii. to terminate a person's membership.
- (2) A request mentioned in subrule (1) (b) must state—
 - a) why the special general meeting is being called; and
 - b) the business to be conducted at the meeting.

- (3) A special general meeting must be held within 3 months after the Secretary—
- a) is directed to call the meeting by the Management Committee; or
 - b) is given the written request mentioned in subrule (1) (b); or
 - c) is given the written notice of an intention to appeal mentioned in subrule (1) (c).
- (4) If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.

40. PROXIES

- (1) An instrument appointing a proxy must be in writing and be in the following or similar form—

[Name of Association]:

I, _____ of _____, being a Member of the Association, appoint of _____ as my proxy to vote for me on my behalf at the (annual) general meeting of the Association, to be held on the ____ day of _____ 20__ and at any adjournment of the meeting.

Signed this ____ day of _____ 20__.

Signature

- (2) The instrument appointing a proxy must—
- a) if the appointor is an individual—be signed by the appointor or the appointor's attorney properly authorised in writing; or
 - b) if the appointor is a corporation—
 - i. be under seal; or
 - ii. be signed by a properly authorised officer or attorney of the corporation.
- (3) A proxy may be a Member of the Association or another person.
- (4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
- (5) Each instrument appointing a proxy must be given to the Secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.
- (6) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.
- (7) If a Member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form—

[Name of Association]:

I, _____ of _____, being a Member of the Association, appoint of _____ as my proxy to vote for me on my behalf at the (annual) general meeting of the Association, to be held on the ____ day of _____ 20__ and at any adjournment of the meeting.

Signed this ____ day of _____ 20__.

Signature

This form is to be used *in favour of/*against [*strike out whichever is not wanted*] the following resolutions—

[List relevant resolutions]

41. MINUTES OF GENERAL MEETINGS

- (1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are recorded in a secure digital format.

- (2) To ensure the accuracy of the minutes—
 - a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
 - b) the minutes of each Annual General Meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the Association that is a general meeting or annual general meeting, verifying their accuracy.
- (3) If asked by a Member of the Association, the Secretary must, within 28 days after the request is made—
 - a) make the digital record for a particular general meeting available for inspection by the Member at a mutually agreed time and place; and
 - b) give the Member a copy of the minutes of the meeting.
- (4) The Association may require the Member to pay the reasonable costs of providing copies of the minutes.

42. BY-LAWS

- (1) The Management Committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Association.
- (2) A by-law may be set aside by a vote of Members at a general meeting of the Association.

43. ALTERATION OF RULES

- (1) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (2) However, an amendment, repeal or addition is valid only if it is registered by the chief executive.

44. MANAGEMENT OF FUNDS AND ACCOUNTS

- (1) The Association will be financed principally by the payment of Annual Membership Fees by the Members. The Annual Membership Fee will be set by the Management Committee for submission to, and the approval of at a general meeting of Members. The fee recommended by the Management Committee from time to time should take regard of the need to adequately cover operating costs so that the need for other fund-raising ventures will be minimal, and for specific, out of the usual ventures only.

In arriving at the above-mentioned Membership Fee recommendation, the Management Committee should also take into account the desire to set that fee at a rate which will allow access to membership from as wide as possible representation of the Third Age community within Toowoomba and the surrounding area.

- (2) Any other support, financial or in kind, beyond the income of Membership Fees, will be accepted only on the basis that the Association retains its independence.
- (3) In normal circumstances, no salary or reimbursement of expenses will be paid to current Members or other participants for their contributions as committee members, tutors, class conveners, course guests or other volunteers supporting the Association. An honorarium or reimbursement of expenses may be paid at the discretion and approval of the Management Committee.
- (4) The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the Management Committee.

- (5) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- (6) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (7) A payment by the Association of \$100 or more must be made by electronic funds transfer (EFT), direct debit, or a Management Committee approved credit or debit card.
- (8) A payment of \$100 or more must be authorised by any 2 of the following—
 - a) the President;
 - b) the Secretary;
 - c) the Treasurer;
- (9) any 1 of 3 other Members of the Association who have been authorised by the Management Committee. to sign cheques issued by the Association.
- (10) However, 1 of the persons who signs the cheque must be the President, the Secretary or the Treasurer.
- (11) A petty cash account must be kept on the Imprest system, and the Management Committee must decide the amount of petty cash to be kept in the account.
- (12) All expenditure must be approved or ratified at a Management Committee meeting.
- (13) Each Management Committee meeting shall approve a current Financial Statement of Affairs of the Association made up to the closest possible date thereto and supported by completed books of accounts for the period concerned.

45. GENERAL FINANCIAL MATTERS

- (1) On behalf of the Management Committee, the Treasurer must, as soon as practicable after the end date of each financial year, ensure that a financial statement for its last reportable financial year is prepared.
- (2) The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.
- (3) No part of the Association's income or property is to be distributed, paid or transferred by way of a bonus, dividend or other similar payment to the Association's Members.
- (4) Subrule (3) does not apply to:
 - a) reasonable remuneration paid to a Member of the Association for work done by the Member for or on behalf of the Association; or
 - b) any payments or dispositions of property that are incidental to activities of the Association.

46. DOCUMENTS

The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the Association.

47. FINANCIAL YEAR

The end date of the Association's financial year is 31 December in each year.

48. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

- (1) This rule applies if the Association
 - a) is wound-up under part 10 of the Act; and
 - b) has surplus assets.
- (2) The surplus assets must not be distributed among the Members of the Association.
- (3) The surplus assets must be given to another entity—
 - a) having objects similar to the Association's objects; and
 - b) the rules of which prohibit the distribution of the entity's income and assets to its Members.
- (4) In this rule- **surplus assets** see section 92 (3) of the Act.

49. TRANSFER OF RELEVANT ASSETS AND DISTRIBUTION OF OTHER SURPLUS ASSETS ON WINDING-UP

- (1) This rule applies to an Association that has been endorsed as a deductible gift recipient under the Income Tax Assessment Act 1997 (Cwlth) if the Association:
 - a) is wound-up under part 10 of the Act; and
 - b) has surplus assets.
 - (2) The Association must transfer the Association's relevant assets to another entity that has been endorsed as a deductible gift recipient under that Act.
 - (3) If the Association is a charity registered under the Australian Charities and Not-for-profits Commission Act 2012 (Cwlth), the entity to which the association's relevant assets are transferred must be a charity at law.
 - (4) Any surplus assets that are not relevant assets must be distributed under rule 49.
 - (5) In this rule— relevant assets, of an Association, means the Association's surplus assets that are:
 - a) gifts of money or property given to the Association for use for its principal purpose; or
 - b) contributions made in relation to a fund-raising event within the meaning of the Income Tax Assessment Act 1997 (Cwlth) held for the principal purpose of the Association; or
 - c) money received by the Association because of the gifts or contributions mentioned in paragraph (a) or (b).
- surplus assets see section 92(3) of the Act.

50. DISTRIBUTION OF RELEVANT ASSETS ON REVOCATION OF ENDORSEMENT AS DEDUCTIBLE GIFT RECIPIENT

- (1) This rule applies if an Association's endorsement as a deductible gift recipient under the Income Tax Assessment Act 1997 (Cwlth) is revoked under that Act.
- (2) The Association must transfer the Association's relevant assets to another entity that has been endorsed as a deductible gift recipient under that Act.
- (3) In this rule:
 - a) relevant assets, of an Association, see rule 50
 - b) surplus assets see section 92(3) of the Act.

Version Control

Date	Version No.	Reason for Change
2016	1.0	Original
28 June 2023	2.0	Add Life Membership
XX April 2026	3.0	Review and update