Rules of U3A Golden Bay Mohua, 15 July, 2008

1. Name and Purpose

U3A Golden Bay Mohua (University of the Third Age) is an apolitical group the aim of which is to facilitate educational, cultural, and recreational opportunities for persons in the 'third age' (middle-aged and older).

2. Membership

a) A person of the third age shall become a member by completing a membership application, paying the subscription fee, and honouring the rules of the group. He or she shall receive newsletters, notice of meetings, be entitled to vote and to participate in all U3A activities.

b) If a subscription is in arrears for more than six months after the commencement of a financial year, that membership shall lapse.

c) The Committee may suspend or expel any member who acts in a manner prejudicial to the group or brings it into disrepute. Any member concerned will have the opportunity to show why such suspension should not proceed.

3. Meetings

a) An Annual General Meeting shall be held within three months of the end of the financial year (31st December) to enable audited accounts to be presented, a committee to be elected, a subscription to be set for the year, and for the discussion and resolution of any other matters which may arise. Twenty-one days' notice shall be given to all members, by e-mail or post.

b) Other ordinary meetings of the membership shall be held as required but not exceeding two a year and initiated by the Committee.

c) Special speaker meetings shall be held from time to time as arranged by the committee.

d) Special weekend workshops shall be held from time to time as arranged by the committee.

4. Committee Officers

A minimum of seven committee members shall be elected at the Annual General Meeting to manage the affairs of the group for the year. Members of the previous committee are eligible for re-election. The committee shall appoint a Chair, Deputy Chair, Secretary, Treasurer and Newsletter editor at the first meeting of that committee. The functions of the committee shall be:

a) Initiate and carry out policy.

b) Keep records of meetings.

c) Handle the financial affairs and keep proper financial records of all transactions.

d) Keep a current register of all members' names, telephone numbers, postal and electronic addresses and ensure full communication with the membership.

e) Arrange guest speakers, or convene specialty workshops from time to time, and carry out all aspects of the group's affairs.

5. Control of Funds

a) The Committee shall open and operate one or more bank accounts in the name of U3A Golden Bay Mohua.

b) All cheques and withdrawals drawn on these accounts shall be signed by two of three persons designated by the committee.

c) The balance date shall be 31st December in each year, after which a set of accounts shall be produced and audited by a suitable person in the community who is not a committee member.

d) These audited accounts shall be presented to the membership at the annual general meeting

6. Personal Benefit

No individual member or associated person shall receive any form of private income, benefit, or advantage from the operations of U3A Golden Bay Mohua. The provisions and effect of this clause shall not be removed or changed and shall be included or implied in any Rules of the group.

7. Interest Group management

Any member may convene a special interest group and offer it to the membership at any time but, generally speaking, such convenor:

a) shall not gain any personal financial benefit therefrom, and

b) shall ensure that the interest group's activities are self-funded.

8. Alteration of Rules

Any changes to the Rules of U3A Golden Bay Mahua may be proposed by resolution and voted on at any general meeting of the membership by any member. Any other matters which may arise from time to time shall be decided by the Committee (no less than four members thereof) or at any general meeting of the whole membership.

9. Winding Up

In the event of U3A Golden Bay Mohua being wound up and ceasing to exist, any funds shall be distributed to a charitable or other body decided upon by the membership.

This document was ratified by the membership at a general meeting on 15 July 2008, with minor amendments to the name of the group and the dates of the financial year in 2017.