

**UNIVERSITY OF THE THIRD AGE**  
**(THE UNIVERSITY OF WESTERN AUSTRALIA) INC.**

# **STANDING ORDERS**

**As endorsed in January 1989 and with amendments to 2014**

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**UNIVERSITY OF THE THIRD AGE (UWA) INC.  
STANDING ORDERS**

**1. PREAMBLE**

- 1.1 The University of the Third Age, the University of Western Australia and its constitution are hereafter referred to as, respectively, the "Association" and as the "Constitution".
- 1.2 These rules derive their authority from paragraph 17.1 of the Association's Constitution. No part of these Standing Orders may be interpreted as contrary to any provision of the said Constitution.
- 1.3 The Council, as constituted and empowered under paragraph 7.2 of the Constitution, is the Association's governing body. The Council shall be answerable at all times to general meetings convened in accordance with paragraph 7.8 of the Constitution.
- 1.4 Throughout the text of these rules, the masculine form of the personal pronoun shall be interpreted as equally applicable to the feminine thereof.

**2. ADMINISTRATION**

- 2.1 The Association includes a central administration comprising the Council and its appointed officers. This body functions on behalf of and, is answerable to, the Association's incorporated Regions. This organisation enables the Regions to enjoy the protection provided by incorporation and by appropriate insurances at a fraction of the effort and monetary cost that would be involved in obtaining the same protection as separate entities. Other economies under this arrangement derive from the centralised preparation and distribution of a Newsletter showing the forthcoming Regional and central activities.
- 2.2 To provide the services set forth in paragraph 2.1, the central administration retains a proportion of all monies received by the Association. The remaining funds are allocated to incorporated Regions.
- 2.3 The day-to-day administration of the Association's affairs is the responsibility of the General Secretary acting under the guidance of the Association's Council. The Honorary Treasurer maintains the Association's financial records and provides such advice to Regional Treasurers and the Council.

**3. AFFILIATIONS**

- 3.1 Definition  
"Affiliation" shall indicate a cooperative association between bodies, which have analogous membership criteria, aims and objectives. An affiliation shall be for the purpose of, jointly, furthering such aims and objectives.
- 3.2 Requisite Preliminaries to an Affiliation. There shall be an exchange of documents specifying the membership criteria, aims and objectives of the respective bodies. Usually, the documents will be copies of the respective (incorporated) constitutions and rules. Lacking such documents, a University of the Third Age may submit a formal declaration detailing these matters. Such a document shall be signed by both its chief executive (President/Chairman) and its Secretary.
- 3.3 Agreement on financial matters shall be reached. For example, at-cost provision of lectures or summaries, newsletters and other publications of mutual interest.
- 3.4 Conditions regarding participation in each other's learning sessions and other activities shall be agreed.
- 3.5 Ratification of Affiliation shall be by a majority of those present at a general meeting of the Association.

**4. ARCHIVAL RECORDS**

- 4.1 The following shall be preserved for the periods indicated. At the end of such time they shall be either retained for a further period or disposed of (financial files shredded). The appropriate decisions shall be made by a sub-committee or work group convened by the Council for that purpose.

- 4.2

Books of Account and supporting documents	5 years
Lecture tapes and summaries	3 years
Documents of historical interest	Indefinitely

## **5. APPOINTMENTS**

- 5.1** Office Bearers' The powers and responsibilities of each individual appointment within the Association are set forth in Appendix "A", hereto.
- 5.2** Committees and Work Groups Pursuant to its obligations under paragraph 7.11.8 of the Constitution, the Council may appoint standing or temporary committees or work groups or appoint a convener for the above. Terms of reference shall be provided by Council for their deliberations and their recommendations and/or conclusions be reported back to Council by a specified date for ratification and implementation.

## **6. CONDUCT OF MEETINGS**

- 6.1** Rules for the conduct of Council and Committee meetings within the Association shall follow the normal guidelines for the conduct of meetings.

## **7. COUNCIL MEMBERS**

- 7.1** The great majority of Council members are delegates elected by their respective Regions and, as such, are responsible for:
  - 7.1.1** maintaining a two-way flow of information and advice between the Council and their respective Regional Committees;
  - 7.1.2** in plenary session of the Council, appointing such officers of the Association as are not elected at a General Meeting under paragraph 7.7.3 of the Constitution;
  - 7.1.3** when in Council, appointing non-members, whether paid or not, to carry out specific tasks on the Association's behalf;
  - 7.1.4** within the framework of the Constitution, participating in the making of policy decisions.
- 7.2** Council members must be fully conversant with the Constitution and in particular paragraph 7.9.1(v).
- 7.3** New delegates elected at Regional AGMs shall not take their place on U3A Council until the first Council Meeting after the U3A (UWA) AGM at which their delegacy is ratified and shall remain delegates up to and including the last Council Meeting prior to the next U3A (UWA) AGM.

## **8. FINANCIAL MATTERS**

- 8.1** The annual membership subscription, as determined by Council, provides for the following:
  - 8.1.1** Central Office running costs;
  - 8.1.2** premiums on insurances providing protection to the entire Association;
  - 8.1.3** costs associated with the provision of centrally organised events and publicity on behalf of the Association;
  - 8.1.4** maintenance of a proper (interest-earning) financial reserve.
  - 8.1.5** annual disbursements to Regions being an amount as determined from time to time by Council
- 8.2** Each incorporated Region shall cover the cost of its regional social activities.
- 8.3** Information on Financial Matters. Any member may approach their Regional or Honorary Treasurer to obtain information or clarification of any financial matter.

## **9. PROXY AND POSTAL VOTES**

### **9.1 Proxies**

- 9.1.1** Any member may assign to any other member an authority to vote on his behalf at any annual general meeting or extra-ordinary general meeting of the Association.
- 9.1.2** No member shall appoint more than one proxy simultaneously. No member may act by proxy for more than one assignor at any meeting.
- 9.1.3** The assignor may direct the assignee how to vote on any motion or election, and the assignee shall vote as so instructed. Alternatively the assignor may give the assignee absolute or conditional discretion to vote on the assignor's behalf.
- 9.1.4** The assignor must provide the assignee with an authority to act as proxy in writing on the Form provided by the Association, available from the General Secretary of the Association. The assignee must present such authority to the Chairman of the meeting before the commencement of any meeting at which the proxy is exercised.
- 9.1.5** Proxy voting is not permitted at Council meetings, where Clause 7.11.3 shall apply.

### **9.2 Postal Voting**

- 9.2.1** Whenever an extra-ordinary or annual general meeting is convened at which one or more Special Resolutions to amend the Constitution of the Association are on the agenda, all members unable to attend the meeting and vote in person shall have the option of submitting a vote by post.
- 9.2.2** Postal votes will not be valid unless they are submitted on a Postal Voting Form, correctly completed, obtainable from the General Secretary, and received by the nominated Returning Officer before the advertised closure of the postal poll.
- 9.2.3** The Chairman shall make the necessary arrangements to convene an extra-ordinary or annual general meeting and issue an agenda containing Notice(s) of Motion setting out the precise wording to be put to the vote.
- 9.2.4** Convening notice and agenda must be mailed to each and every financial member at their last known address, not less than 30 days prior to the meeting. The convening notice shall nominate a Returning Officer, and address for Postal Votes and the time and date of closure of the postal poll.

## APPENDIX "A"

### 1. DUTIES AND POWERS OF OFFICE BEARERS

#### 1.1 General.

All office-bearers shall be members of the Association. However, in special circumstances Council may approve a non-member to fill specific positions.

- 1.2 Section 7.7.4 of the Constitution provides that Councillors may not hold more than one office at the same time except in the case of the Vice-Presidents who may hold one other office other than the General Secretary or Treasurer.

### 2. PRESIDENT OF THE ASSOCIATION

- 2.1 The President of the Association may be any member of the Association elected to that office at an annual general meeting of the Association. Once so elected, he may not hold office within an incorporated Region.

- 2.2 The President of the Association's functions include:

2.2.1 representing the Association;

2.2.2 functioning as the Association's Chief Executive;

2.2.3 chairing Association or Council meetings;

2.2.4 as appropriate, convening meetings;

2.2.5 keeping informed both the Deputy President and University Extension representative of matters which concern them;

2.2.6 in conjunction with the Deputy President or a Vice-President and the General Secretary or the Honorary Treasurer, making decisions of an urgent nature.

- 2.3 The nature of such an urgent decision shall be conveyed to the Council at the next meeting for ratification.

### 3. CHAIRMAN OF A REGIONAL COMMITTEE

- 3.1 The Chairman of a Regional Committee shall be a member of that Region and his function shall include:

3.1.1 representing the Region;

3.1.2 functioning as the Region's Chief Executive;

3.1.3 chairing Regional meetings;

3.1.4 as appropriate, convening meetings;

3.1.5 in conjunction with the Regional Secretary and Treasurer, making decisions of an urgent nature.

- 3.2 The nature of such urgent decision shall be conveyed to the Regional Committee at the next meeting for ratification.

### 4. DEPUTY PRESIDENT and VICE-PRESIDENTS

- 4.1 The Association's Deputy President and two Vice-Presidents are appointed at the first Council Meeting after the Annual General Meeting (para 7.7.2 of the Constitution).

When the President is unavailable, the Deputy President shall assume the duties (para 7.10.2 of the Constitution).

The duties of the two Vice-Presidents are to (i) assist the President and be aware of the latter's views on Association matters and (ii) oversee activities as decided by Council.

- 4.2 A Regional Vice-Chairman shall act as deputy to the Regional Chairman.

### 5. SECRETARIES

- 5.1 The role of General Secretary (to the Association and Council) and of Secretary (to a Region) is to function as the principle administrative officer of the body concerned.

- 5.2** A Minutes Secretary takes the minutes at meetings and is responsible to the General Secretary, or Secretary, for their layout, accuracy and distribution.
- 5.3** The General Secretary is responsible to the Council for:
- 5.3.1** the safe custody of the Association's correspondence, records and other important documents, records and other important documents placed in his care;
  - 5.3.2** proper maintenance of the Council's minutes;
  - 5.3.3** maintaining an accurate and up to date register of financial members of the Association;
  - 5.3.4** implementing decisions allotted by the Council;
  - 5.3.5** maintaining a diary in which he records the gist of important telephone and/or face-to-face conversations regarding Association matters;
  - 5.3.6** ensuring maintenance of the Association's "Letter Book" in which are dates of despatch/receipt of correspondence together with subject heading and originator's reference;
  - 5.3.7** ensuring that membership applications are properly recorded and that the accompanying subscriptions are banked;
  - 5.3.8** ensuring that copies of details of new members are rapidly transmitted to the Regional Secretary concerned;
  - 5.3.9** efficient running of the Association's Central Office including general oversight, that all work performed therein shall be as the Chairman deems appropriate, without prejudice to the authority of the Council;
  - 5.3.10** maintaining a general oversight of the work of the Minute Secretary.
- 5.4** A Regional Secretary is responsible to the Region concerned for implementing the following:
- 5.4.1** transmitting to the General Secretary such membership applications and subscriptions as he may receive;
  - 5.4.2** as appropriately modified, carrying out duties analogous to those detailed under "The General Secretary" when so decided by the Regional Committee concerned.

## **6. TREASURERS**

- 6.1** All Treasurers shall:
- 6.1.1** produce to their respective meetings the balance of the cash in hand;
  - 6.1.2** maintain their Books and manage their Funds in conformity with accepted accounting procedures as supplemented by the content of the Association's "Treasurer Guidelines".
- 6.2** The Honorary Treasurer shall:
- 6.2.1** produce to their respective meetings the balance of the cash in hand;
  - 6.2.2** bear responsibility for preparation of the annual Receipts and Payments Account for submission to the annual audit;
  - 6.2.3** take into consideration information provided by the Council when preparing the Association's Annual Budget;
  - 6.2.4** be responsible for the crediting of members' subscriptions;
  - 6.2.5** in accordance with the decisions of the Council, allocating to each Region such monies as may from time to time be needed.
- 6.3** A Regional Treasurer shall:
- 6.3.1** forward to the Honorary Treasurer membership subscriptions through the Association Central Office;
  - 6.3.2** submit to the Honorary Treasurer, the Annual Receipt and Payments Account.

## **7. PROGRAM CO-ORDINATORS**

- 7.1** All Program Co-ordinators are responsible for facilitating the organisation of Learning Sessions (courses/lectures/talks) requested or suggested by the members. This may include suggesting suitable topics to members. Program Co-ordinators are, also, responsible for maintaining liaison with their Publicity Officers.
- 7.2** The Regional Program Coordinator shall:

- 7.2.1 maintain a two-way flow of information between the Region and Council on matters of educational interest and programme changes through the Regional delegate to Council;
- 7.2.2 ensure that the maximum practicable publicity is given to the Region's Learning Activities;
- 7.2.3 provide details of programmes to the Newsletter Editor by the specified date.

## 8. COMMITTEES

- 8.1 Under the direction of U3A (UWA) Council, Sub-Committees can be formed to act as working Committees for specific purposes.

## 9 PRIVACY OF MEMBERS.

- 9.1 Regional contact persons are to be nominated by the Regions. In nominating them, they shall have obtained their consent for contact details to be made known.  
E-mail addresses will be included on the Internet site for U3A (UWA) only if permission is given by the contact person.

**APPENDIX "B"**  
**FINANCIAL MATTERS INCOME - RECEIPT AND ALLOCATION**

**1. FINANCIAL RIGHTS AND LIABILITIES OF MEMBERS**

- 1.1 In principle and in conformity with the aims of the Association, members donate their time and effort to their fellow members.
  - 1.1.1 However those who are involved in administration and/or management and who are frequently required to attend on Association business at central office or other Association venues or those who regularly represent the Association on other bodies, shall be permitted to claim an allowance at a rate fixed from time to time by Council.
  - 1.1.2 Claims for reimbursement of reasonable out-of-pocket expenses by members involved in administration and/or management duties, or who are engaged on specific tasks authorised by Council, may be submitted for consideration and approval by Council.
- 1.2 All reimbursements shall be entirely at the discretion of Council or of the Regional Committee, whichever is appropriate.
- 1.3 Termination of membership of the Association, for whatever reason, leaves the person liable for all subscriptions, levies, and other monies due by him but unpaid, before the date of that termination.
- 1.4 All members shall be deemed to be financial from the day of payment of their subscription for membership until the 14th day of March in the subsequent membership year.

**2. ACCOUNTING PROCEDURES**

- 2.1 Accounting procedures, whether at Council/Association or at Regional level shall follow accepted sound practice. All Cash Books, Ledgers and other financial records of the Association together with their supporting counterfoils, bills and receipts shall be stored for a minimum of 5 (five) years from the date of the last transaction recorded in the said Books or other documents.
- 2.2 a) Names of accounts shall be as follows:  
University of the Third Age (UWA) Inc. - Association A/c No. ....'  
University of the Third Age (UWA) Inc. – (Insert Regions name) Region A/c No. ....'  
b) Regions shall open only one operating account and notify the Honorary Treasurer of any details relating to any term deposit account.
- 2.3 There shall be six signatories authorised by the Council for the Association account and these six names shall include that of the Treasurer. All cheques shall be signed by not less than two of six signatories concerned for the Association account.
- 2.4 There shall be four signatories authorised by the Regional Committee for all of the Regions Accounts, and these four names shall include the Regional Treasurer. All cheques shall be signed by not less than two of the four signatories concerned. All banking both by Regions of U3A (UWA) and Council of U3A (UWA) shall be restricted to Bankwest.
- 2.5 Opening or closing any account shall be authorised only by a U3A (UWA ) Council Resolution. To obtain such authority the Region must apply in writing to the Honorary Treasurer who will submit the application to Council for ratification as soon as practicable. The Council minute must be sent to Bankwest Head Office, Bankwest local branch and the Regional Chairman.
- 2.6 All funds and assets of the association whether held by Regions or by Council are the property of U3A (UWA) Inc. Any disposal of these assets (unless the proceeds remain within the property of the association) may be made only with the authority of the relevant Regional Committee and U3A UWA Council. Regional Committees are hereby authorised to approve payments to meet current expenses to the limit of their respective Regional incomes without entering into any debt facility.