



DANDENONG
UNIVERSITY OF THE THIRD AGE

U3A Dandenong Inc.

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By-laws

Prepared: July 2020

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Introduction

The U3A Dandenong [constitution](#) is a legally binding set of rules outlining how the organisation should operate. It details how it will be structured and governed and its main activities. It also explains the roles, responsibilities and powers of the board, directors, management and members.

The constitution is the standard constitution provided by Corporate Affairs. In the event of a conflict between the information in the constitution and By-laws, the Constitution overrides.

The By-laws are essentially a sub-set of administrative procedures that support the constitution. They set specifically how Dandenong U3A undertakes its roles and responsibilities.

The purpose of this document is to list the By-laws.

Note: By-laws can be changed at any time via the Committee of Management.

By-Laws

Committee Members/Period of Office

Last edit: 1/06/2020

The constitution provides for annual voting of office bearers. This by-law introduces a standard 2-year term but the committee member may, at their discretion, step down after 1 year.

Communications

- The standard method of communication to Committee Members and members is via email. It is the responsibility of any members/Committee Members who are unable to provide email access to check with others in order to keep up to date.

Membership

Last edit: 1/06/2020

There are four membership types:

- Standard – Full Membership fee applies
- Tutor
- Honorary – Nil membership fee
- Tutor Honorary - Nil membership fee. (This type applies to tutors who provide tuition but do not attend any other classes).

We do not accept Associate Membership.

Life Membership

Last edit: 1/06/2020

- Life Membership may be granted by the Committee of Management to members who have provided exemplary service to the organisation.
- Life Members are honorary members and do not pay a membership fee.
- As life members do not pay a membership fee numbers must be restricted (using a maximum of 3 as a guide).

Office Hours

Last edit: 1/06/2020

Standard office hours are:
Monday, Tuesday, Thursday &
Friday
10am – 3:30pm
(Not open on Wednesdays)

Photography

Last edit: 1/06/2020

By taking part in U3A activities members grant the organisers full rights to use the images resulting from the photography/video filming, and reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications. Members who do not wish to be photographed must inform the activities organiser.

Semester Dates

Last edit: 1/06/2020

Our semester dates are determined as follows:

Semester 1

- Begins the first full week in February and ends the last full week in June.

Semester 2

- Commences four weeks after the finish of semester 1 and ends in the last full week in November.

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