

By-laws

Revision Table

Revision	Updated by	Role	Change	Approval Date
2.0	J Keane	President	Added more detail for clarification. Removed office hours section	Sept 2023
3.0	J Keane	President	Added more detail for clarification.	May 2024

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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

Membership	There are five membership types:
Full	Default membership option for enrolment in any course/courses offered Full Membership fee applies
Distance	allows members to enrol for courses where members only attend using Zoom and/or only attend outdoor activities – Cycling, Hiking and Walking -Half price membership fee
Tutor	for Tutors/course coordinators -Half Price membership fee
Honorary	For Life members only. -Nil membership fee
Tutor Honorary	This type applies to Tutors who join as a Tutor on a trial basis for a single semester and who provide tuition but do not attend any other classes). - Nil membership fee
	Dandenong U3A Inc does not have any member category that is an associate member

Membership fees	The joining fee is \$0
	The Membership year is the same as the Calendar Year
	Membership is only valid for the duration of the calendar year for which the membership subscription has been paid.
	Membership is reduced by half as of 1 st June for the current membership year and again by half as of 1 st October for the current membership year
	Membership database roll over will occur late November to enable payment for memberships for the next membership year

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

<p>Committee Members/Period of Office</p>	<p>The constitution provides for annual voting of office bearers. This bylaw introduces a standard 2-year term but the committee member may, at their discretion, step down after 1 year.</p>
<p>Semester Dates</p>	<p>Our semester dates are determined as follows: A full week is Monday to Friday</p>
<p>Semester 1</p>	<p>Begins the first full week in February and ends the last full school week in June.</p>
<p>Semester 2</p>	<p>Commences four weeks after the finish of semester 1 and ends in the last week of November that begins in November.</p>