



By Laws of U3A Cairns Inc

Valid as at 30 August, 2017

1. SUBSCRIPTIONS/MEMBERSHIP

- a) Membership fees are set at \$30.00 for one member and \$20.00 extra for each additional member at the same address.
- b) Annual Membership Fees are due on the 1st July each year.
- c) Two months to 31st August are allowed for payment of membership fees, after which time membership will lapse and reapplication for membership will be required.
- d) Visitors may obtain temporary membership for up to three months at a cost of \$15.00. Atherton U3A members have reciprocal rights and no fee is payable.
- e) Prospective members may attend two group sessions before becoming members.
- f) Non member tutors will be granted limited membership of U3A for the time they are tutoring/leading a group.

2. COURSES AND ACTIVITIES

- a) A course co-ordinator will be appointed to research and organise the introduction of new courses and oversee ongoing courses.
- b) The course co-ordinator will be responsible for advising new convenors of their duties and ensuring these duties are being carried out.
- c) A bulletin editor will be appointed to prepare a monthly bulletin and calendar giving details of all current courses. Where possible all new courses will be advertised in the bulletin before commencement.
- d) The monthly bulletin will be distributed to all members either by mail or email or by collection at reception.

3. MONEYS

- a) A budget for all functions organised by, or on behalf of U3A Cairns Inc, will be submitted to the Management Committee for their consideration prior to the event.
- b) When a matter of expenditure arises where a decision has to be made within three days, it is the responsibility of the President, Secretary and Treasurer to make such a decision to be ratified at the following Committee meeting.
- c) Office bearers will be reimbursed for all expenses incurred in their positions.
- d) All groups in U3A should, as far as possible, be self-funding for the day to day administrations of their group.
- e) Members attending activities at the U3A Centre will be charged a fee of \$3.00 per session to cover U3A overhead expenses. It is the responsibility of the convenor to



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collect the money and give to the receptionist on duty. The receptionist is responsible for checking the money and issuing a receipt.

- f) Some activities may require an additional fee to cover extra consumables and if such is the case a proposal detailing the additional fees must be presented to the course co-ordinator to consider its approval.

4. GENERAL

An office manager will be appointed to oversee the running of the office. This will include arranging a monthly roster of volunteers to man the front office and training of new volunteers.

5. PRIVACY

The following was resolved during a General Meeting on 31 March 2017 **“that it will be U3A policy that no member will have their image or photograph posted on U3A Website without the express written permission of that member.”** The motion was duly moved, seconded and carried, so recorded in the minutes of 31 March 2017.

Further details how U3A Cairns Inc manages information collected from members, can be obtained by viewing its privacy policy - available via the governance page on its website or by requesting a copy from U3A Cairns Inc.

5. RULES OF CONDUCT JCU

Concerns related to the behaviour from Cairns U3A members attending James Cook University were discussed during the General Meeting dated 30-3-17 and the following was moved, seconded and carried unanimously:

- a) JCU lectures and courses are for paying students to obtain a degree, usually when embarking on a career;
- b) Attendance by U3A members is a privilege requiring respect for the lecturer, students, and all staff;
- c) Unless invited to participate and voice an opinion, members should quietly accept the relationship between lecturer and students;
- d) In the event of inappropriate attitude or behaviour, U3A should first caution that member, and in the event of lack of response, terminate his/her privilege to attend further lectures or courses at JCU as a U3A member.