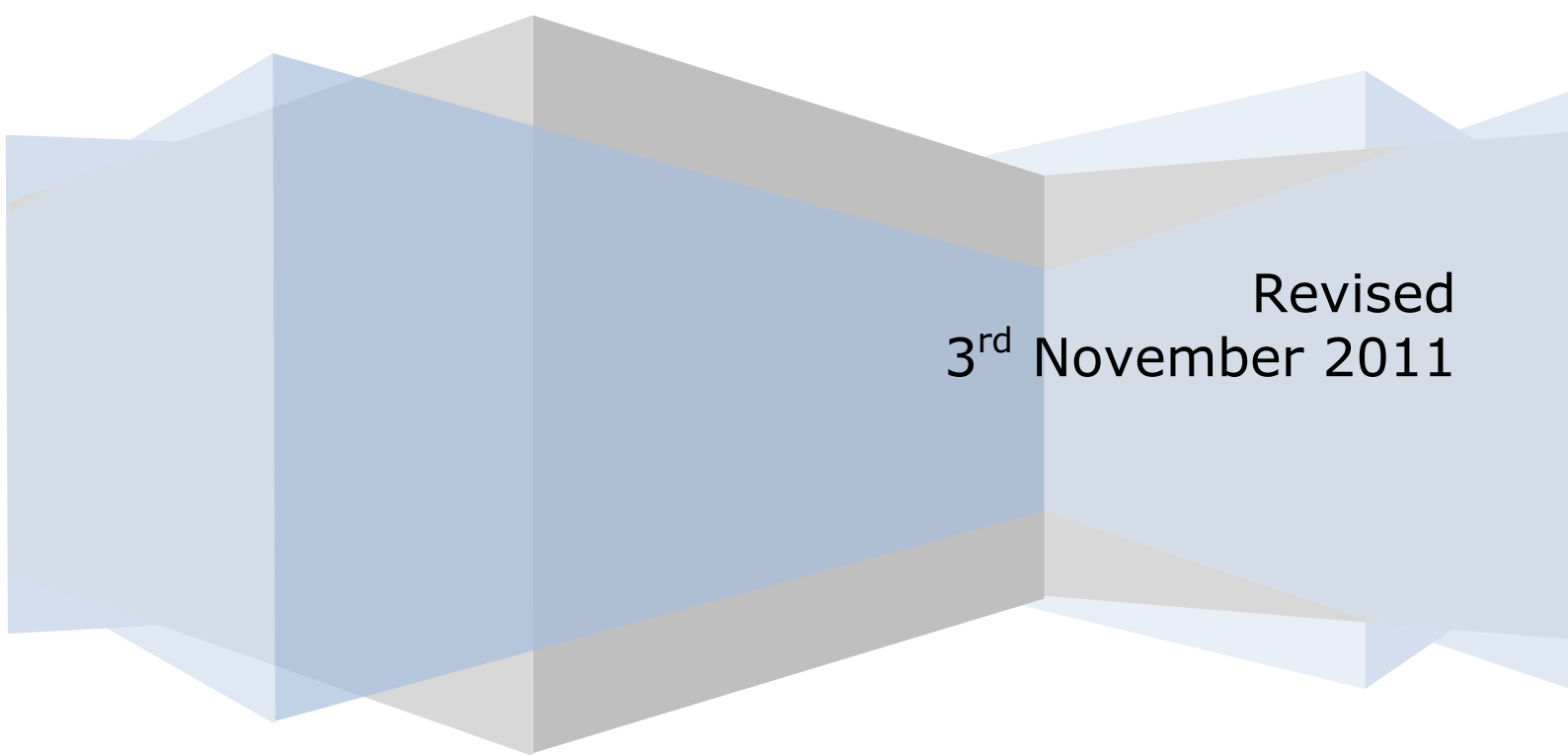


U3A NEPEAN BLUE MOUNTAINS INC.

Constitution



Revised
3rd November 2011

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U3A Nepean Blue Mountains Inc.

CONSTITUTION

Name:

The name of the Association shall be: **U3A Nepean Blue Mountains Incorporated** (referred to in these rules as “the Association”).

Statement of objects

The Association will:

- a) Provide an opportunity for persons over 50 years to individually and mutually take part in and contribute to the expansion of their knowledge in fields and/or disciplines of their choice.**
- b) Contribute to the growth of intellectual and cultural interests among the citizens of the region.**
- c) Conduct classes, workshops and social events to further these objects.**
- d) Work harmoniously with other organisations having similar aims.**

U3A Nepean Blue Mountains Inc. is an equal opportunity, learning and teaching, organisation dedicated to the over 50 citizens of our region.

U3A Nepean Blue Mountains Inc. Is a non-political, non-sectarian and non-racial Association. Any courses or activities conducted by the Association will reflect this policy.

U3A Nepean Blue Mountains Inc.
P.O. Box 958, Penrith 2751
Phone: (02) 4722 3405
Email: u3anepean@optusnet.com.au
Website: www.u3anepean.org

CONSTITUTION.

1. INTERPRETATION.

In this Constitution:

"The Act" means the Associations Incorporation Act 2009,

"The Regulations" mean The Association Incorporation Regulation 2010

"Financial Member" means a member whose fees are paid up to date.

"Term" means the period of time between one AGM and the following AGM (nominally 1 calendar year).

The provisions of the Interpretation Act, 1987 apply to and in respect of this Constitution in the same manner as those provisions would so apply if these Rules were an instrument made under the Act.

2. QUALIFICATIONS FOR MEMBERSHIP.

A person is eligible to be a member of the association if that person:

- a) Has complied with paragraph a. of Clause 3.
- b) Has been accepted by the Committee and
- c) Has reached the age of 50, but the Committee may, in special cases, accept a person of lesser age.

3. APPLICATION FOR MEMBERSHIP.

- a) Applications for membership of the Association shall be made in writing in the form set out in Appendix 1 to this Constitution (as amended from time to time) and shall be lodged with the Membership Officer of the Association together with the first year's membership fee.
- b) The Committee is authorised to approve or reject an Application for Membership.
- c) Where the Committee rejects an Application for Membership the Membership Officer shall, as soon as practicable after that determination, notify the applicant thereof and refund the applicant's fee.
- d) If the application is approved, the Membership Officer shall enter the Applicants' name in the Register of Members and, upon his name being so entered, the Applicant becomes a member of the Association.

4. CESSATION OF MEMBERSHIP.

A person ceases to be a member of the Association if the person:

- a) Dies,
- b) Resigns that membership,
- c) Is expelled from the Association
- d) Is non-financial after two months..

5. MEMBERSHIP OF TUTORS / CLASS LEADERS.

A person who acts as a Tutor / Class Leader, but does not attend any other classes as a Student, will be exempt from annual membership fees, he/she may be deemed to be a Tutor Member whilst acting as a Tutor / Class Leader, but without the privileges of full membership.

6. REGISTER OF MEMBERS.

- a) The Membership Officer shall establish and maintain a Register of Members of the Association specifying the name and address of each person who is a member of the Association together with the date on which that person submitted a completed application form and paid their subscription.
- b) The Register of Members shall be kept at the principal place of administration of the Association. The contents of the members register shall be deemed confidential and not be disclosed except as in part c) of this clause.
- c) Upon application to the Committee by a financial member, the Committee may furnish to the applicant such information from the Register of Members as seems proper to the Committee. Otherwise the contents of the Register shall not be disclosed but Committee members may view the Register when necessary.

7. MEMBERSHIP FEES.

The annual membership fees shall be determined by the Committee .

8. MEMBERS' LIABILITIES.

The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the expenses of the winding up of the Association is limited to the amount of any unpaid membership fees.

9. DISCIPLINING OF MEMBERS.

Where a member has refused or neglected to comply with a provision of this Constitution or has acted in a manner prejudicial to the interests of the Association, or has failed to act in accordance with any lawful direction by the Committee, the Committee may, by resolution, expel the member from the Association.

- a) Before resolving to do so, the member shall be given an opportunity to make written and oral submissions to the Committee.
- b) Having considered the submissions, if the Committee decides to proceed with the expulsion, notice shall promptly be given to the member of the intention to expel him or her and the grounds therefore.
- c) The member may then, within 14 days, appeal to a General Meeting. Upon receipt of the Notice of Appeal, the Secretary shall call a General Meeting at which the appeal is the only question to be dealt with.
- d) The proposed expulsion does not take effect until the time for appeal has expired or the appeal has been dismissed.
- e) The member and the Committee may make oral and written submissions to the meeting. The appeal shall be decided by secret ballot.

10. THE COMMITTEE.

The Committee of the Association is subject to the Act, the Regulations and this Constitution, and to any resolution passed by the Association in general meeting and:

- a) shall control and manage the affairs of the Association,
- b) may exercise all such functions as may be exercised by the Association other than those functions that are required by these rules to be exercised by a General Meeting of members of the Association, and
- c) Has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the Association.

The Committee shall consist of the following office-bearers:

- 1) President
- 2) Vice President Nepean
- 3) Vice President Blue Mountains
- 4) Secretary
- 5) Treasurer
- 6) Curriculum Convenor
- 7) Immediate past President (one term only)
- 8) Six ordinary members

The positions of Hall manager, membership Officer, Newsletter Editor, Publicity Officer or any other position which the committee deems proper to establish from time to time will be elected from the six ordinary members by the executive committee.

Except for the immediate Past President, each member of the Committee shall, subject to this Constitution, hold office until the conclusion of the annual general meeting following the date of the member's election and is eligible for re-election.

In the event of a casual vacancy occurring in the membership of the Committee, the Committee may appoint a member of the Association to fill the vacancy.

- d) The Executive Committee shall consist of the following office-bearers:
 - 1) President
 - 2) Vice President Nepean
 - 3) Vice President Blue Mountains
 - 4) Secretary
 - 5) Treasurer
 - 6) Curriculum Convener

These positions shall be ex-officio on all sub-committees.

11. ELECTION OF COMMITTEE MEMBERS.

Nominations of candidates for election as office-bearers of the Association or as ordinary members of the Committee –

- a) Shall be made in writing using the nomination for committee form, appendix 1, (as amended from time to time) signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the Form of Nomination) and shall be delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place. Non-financial members are ineligible for nomination as candidates for election as office-bearers.
- b) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations may be made at the annual general meeting
- c) If insufficient further nominations are received any vacant positions remaining

- on the Committee shall be deemed to be casual vacancies.
- d) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
 - e) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held. Non-financial members are ineligible to vote.
 - f) The ballot for the election of office-bearers and ordinary members of the proper Committee shall be conducted at the annual general meeting in such usual and manner as the Committee may direct.
 - g) The immediate past president shall hold office for no longer than one (1) term.

12. THE SECRETARY.

- a) The Secretary of The Chapter shall, as soon as practicable after being elected as Secretary, lodge notice with The Association of his or her address.
- b) It is the duty of the Secretary to keep records of:
 - All appointments of office-bearers and members of the Committee and particulars of all office-bearers and other members of the Committee, the names of members of the Committee present at a Committee meeting or a general meeting and all proceedings at Committee meetings and general meetings.

Minutes of proceedings at a meeting shall be signed by the Chairperson of the meeting or by the Chairperson at the next succeeding meeting.

13. THE TREASURER.

It is the duty of the Treasurer of the Association to ensure that:

- a) All monies due to the Association are collected and received and that all payments authorised by the Association are made and
- b) Correct books and accounts are kept, showing the financial affairs of the Association including full details of all receipts and expenditure connected with the activities of the Association.

At least once in each month the Treasurer shall prepare a Bank Reconciliation Statement and present that to the Committee.

14. CASUAL VACANCIES.

In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed, is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.

For the purposes of these rules, a casual vacancy in the office of a member of the Committee occurs if a member —

- a) Dies
- b) Ceases to be a member of the Association.
- c) Resigns office by Notice in Writing given to the Secretary
- d) Is removed from office
- e) Becomes of unsound mind.
- f) Is absent without the consent of the committee from three consecutive meetings of the committee.
- g) Is convicted of an offence involving fraud or dishonesty.
- h) Is prohibited from being a director of a company under the Commonwealth Incorporations Act 2001

15. BUSINESS AT COMMITTEE MEETINGS.

- a) The Committee shall meet at least 3 times in each period of 12 months.
- b) Any member of the Committee may convene a meetings of the Committee..
- c) Oral or written Notice of a Meeting shall be given by the Secretary to each member of the Committee at least 48 hours (or such a period as may be unanimously agreed upon by the members of the Committee before the time appointed for the holding of meeting.
- d) Notice of a Meeting given under clause c. shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.
- e) Any 5 members, one of which must be an executive of the Committee constitute a quorum.
- f) The Committee shall transact no business unless a quorum is present and if within a half an hour of the appointed time for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week. Notice of the adjourned meeting shall be given to the absent members.
- g) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, those present shall be deemed to be a quorum.
- h) At a meeting of the Committee;
The President, or in the President's absence, a vice-President shall preside; or if the President and the vice-Presidents are absent or unwilling to act as such one of the remaining members of the Committee chosen by the members present at the meeting shall preside.
- i) A member of the Association may address the Committee on seven (7) days notice in writing concerning a matter specified in that notice but may not otherwise take part in a Committee meeting.

16. DELEGATION BY COMMITTEE TO SUB-COMMITTEE.

- a) The Committee may, by instrument in writing, delegate to one or more sub-Committees (consisting of such member or members of the Association as the Committee thinks fit and are willing to act) the exercise of such of the functions of the Committee as are specified in the instrument other than:
The power of delegation and a function which is a duty imposed on the Committee by the Act or by any other law.
- b) A function, the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- c) A delegation under this section may be subject to such conditions or limitations as may be specified in the instrument of delegation
- d) Notwithstanding any delegation under this rule, the Committee may continue to exercise any function delegated.
- e) Any action or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have had if it had been done or suffered by the Committee.
- f) The Committee may, by instrument in writing revoke wholly or in part, any delegation under this rule.
- g) A sub-committee may meet and adjourn as it thinks proper.

17. VOTING AND DECISIONS.

- a) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined by majority of the votes of members of the Committee or sub-committee present at the meeting.
- b) Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote, but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- c) Subject to clause 15 the Committee may act notwithstanding any vacancy on the Committee.
- d) Any action or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a sub-committee appointed by the Committee is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.

18. ANNUAL GENERAL MEETING —HOLDING OF.

- a) With the exception of the first general meeting of the Association, the Association shall, at least once in each calendar year and within the period of not later than 30th November in each calendar year, convene an annual general meeting of its members.
- b) The Association shall hold its first annual general meeting within the period of 18 months after its incorporation under the Act; and within the period of 2 months after the expiration of the first financial year of the Association.
- c) Clauses a and b. shall have effect subject to any extension or permission granted by the Committee under s.26(3) of the Act.

19. ANNUAL GENERAL MEETINGS - CALLING OF AND BUSINESS.

- a) The annual general meeting of the Association shall, subject to the Act, be convened on such date and at such place and time as the Committee thinks fit.
- b) In addition to any other business, which may, under this Constitution, be transacted at the annual general meeting, the business of an annual general meeting shall be:
 - to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - to receive from the Committee reports upon the activities of the Association during the last preceding calendar year,
 - to elect office-bearers of the Association and ordinary members of the Committee; and
 - to receive and consider any statement which is required to be submitted to members under the Act.
- c) An annual general meeting shall be specified as such in the notice convening it.

20. SPECIAL GENERAL MEETING - CALLING OF.

- a) The Committee may, whenever it thinks fit, convene a special general meeting of the Association.
- b) The Committee shall, on the requisition in writing of not less than 5% of the total number of the members, convene a special general meeting of the Association.
- c) A requisition of members for a special general meeting
 - shall state the purpose or purposes of the meeting;
 - shall be signed by the members making the requisitions;
 - shall be lodged with the Secretary and
 - may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- d) If the Committee fails to convene a special general meeting to be held within one month after the date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than three months after that date.
- e) A special general meeting convened by a member or members as referred to in clause d. shall be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

21. NOTICE.

- a) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association the Secretary shall, at least 14 days before the date fixed for the holding of the general meeting, give notice to each member, as per clause 35 of this constitution, specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting. Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary shall, at least 21 days before the date fixed for the holding of the general meeting, give notice to each member in the manner specified in clause 35, specifying in addition to matters in section a) of this clause, the intention to propose the resolution as a special resolution.
- b) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to clause 19.
- c) A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who shall include that business in the next notice calling a general meeting given after receipt of that notice from the member.

22. PROCEDURE.

- a) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present.
- b) Twenty five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- c) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (if another place is specified at the time of the adjournment by the person presiding at the meeting, notice as per clause 35 of this constitution, will be forwarded to members before the day to which the meeting is adjourned) at the same place.
- d) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 5, one of which must be an executive) shall constitute a quorum.

23. PRESIDING MEMBER.

- a) The President or, in the President's absence, a vice-President, shall preside as Chairperson at each general meeting.
- b) If the President and the vice-President are absent from a general meeting or are unwilling to act, the members present shall elect one of their number to preside as Chairperson at the meeting.

24. ADJOURNMENT.

- a) The Chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- b) Where a general meeting is adjourned for 14 days or more, the Secretary shall give notice as per clause 35 of this constitution, of the adjourned meeting to each member of the Association stating the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
- c) Except as provided in clauses a. and b. Notice of Adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

25. MAKING OF DECISIONS.

- a) A question arising at a general meeting of The Association shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded by at least five members, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- b) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

26. SPECIAL RESOLUTION.

A resolution of the Association is a special resolution if it is passed by a majority of not less than three-quarters of such members of the Association as, being present at the General meeting and entitled under this Constitution to do so, vote in person or by proxy at a general meeting of which not less than 21 days notice specifying the intention to propose the resolution as a special resolution was given in accordance with this Constitution .

27. VOTING.

- a) Upon any question arising at a general meeting of the Association a member has one vote only,
- b) All votes shall be given personally or by using form appendix 3 (as amended from time to time) but no member may hold more than 5 proxy votes .
- c) In the case of an equality of votes on a question at a general meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- d) A member is not entitled to vote at any general meeting of the Association unless all monies due and payable by the member to the Association have been paid.
Except for Honorary and Life Members, non-financial members are not entitled to vote.

28. APPOINTMENT OF PROXIES.

- a) Each member shall be entitled to appoint another member as proxy by notice given to the Secretary not later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- b) The notice appointing the proxy shall be in the form set out in Appendix 3 (as amended from time to time) to these rules.
- c) Proxies shall not be appointed for elections being held to fill Committee vacancies.

29. INSURANCE.

The Association may effect and maintain insurance as the committee sees fit and as required by the Act,

30. FUNDS SOURCE.

- a) The funds of the Association shall be derived from annual subscriptions of members, donations and, such other sources as the Committee determines.
- b) All money received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- c) The Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

31. FUNDS MANAGEMENT.

- a) Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be used in pursuance of the objects of the Chapter in such manner as the Committee determines.
- b) Any 2 members of the Committee or employees of the Association, being members or employees authorised to do so by the Committee. shall sign all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments.
- c) All accounts shall be audited by a qualified accountant (who should not be a member) and such audited accounts must be tabled at the Annual General Meeting of the Association.

32. ALTERATIONS TO THE CONSTITUTION AND THE OBJECTS.

Neither this Constitution nor the Statement of Objects may be altered except by special resolution of the Association.

33. CUSTODY OF BOOKS, ETC.

Except as otherwise provided by these rules, the Treasurer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Association.

34. INSPECTION OF THE RECORDS.

Upon application to the Committee all records, except the Register of Members, may be open for inspection by a financial member.

35. SERVICE OF NOTICES.

For the purpose of this constitution, a notice may be served on or given to a person:

- a) By delivering it to the person personally.
- b) By sending it by pre-paid post to the address shown in the membership register.
- c) By sending it by facsimile transmission or some other form of electronic transmission to the electronic address shown in the members register.

For the purpose of this constitution, a notice is taken unless the contrary is proved, to have been given or served:

- a) In the case of a notice given or served personally, on the date on which it is received by the addressee,
- b) In the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post.
- c) In the case of a notice sent by facsimile transmission or any other form of electronic transmission, on the date it was sent, or if the machine from which the notice was sent produces a report indicating that the notice was sent on a later date, on that date.

36. SURPLUS PROPERTY.

If, upon winding up or dissolution of the Association there remains, after the satisfaction of its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other Institution (s) having objects similar to the objects of the Association and which prohibit the distribution of its or their income and property amongst its or their members.

37. PAYMENT, ETC. OF OFFICE-BEARERS AND MEMBERS.

A member of the Committee shall not be appointed to any salaried office of the Association or any office of the Association paid by fees, and the Association shall give no remuneration or other benefit in money or money's worth to any member of the Committee except :-

- a) reimbursement of expenses incurred by Committee members on behalf of the Association approved by the Committee,
- b) repayment of out-of-pocket expenses;
- c) interest at a rate not exceeding the rate for the time being which is or would be charged by the Association's bankers for money lent to the Association, and
- d) reasonable and proper rent for premises let to the Association.

38. LIFE MEMBERS.

Where a person has made outstanding contribution to the Association, the general meeting may, upon the recommendation of the Committee, confer life membership on that person.

Life members of the Association have all the rights and privileges of other members but need not pay membership fees.

39. HONORARY MEMBER

The committee may approve as an Honorary Member of the Association any persons who has performed notable service for the Association, or for the community. Honorary members of the Association need not pay membership fees and do not have the privileges of full membership. They can however, with the committees approval be part of a sub-committee.

40. RESOLUTION OF INTERNAL DISPUTES.

Disputes between members (in their capacity as members) of the association, and disputes between members and the association, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.

Note: All forms as per Appendix 1, 2 & 3 will be available from our office, 3 Castlereagh St., Penrith. At appropriate time.

APPENDIX 1 Renewal & New Member Form



2012 MEMBERSHIP FORM
 JANUARY 2012 - DECEMBER 2012

U3A Nepean Blue Mountains Inc.

(Incorporated under the Association Incorporation Act 1984)

PO Box 958 Penrith, 2751

3 Castlereagh St., Penrith, 2750

TUTOR NEW MEMBER RENEWAL Membership No.

FAMILY NAME: GIVEN NAME:.....
 ADDRESS:
 SUBURB..... POSTCODE.....
 PHONE: MOBILE.....
 EMAIL:

(Please print clearly)

I am 50 years of age or over: Yes No (tick appropriate box)

In Case of emergency please contact.....Phone No.....

I hereby apply to become a member of the above named Incorporated Association. In the event of my admission as a member, I agree to be bound by the constitution of the Association for the time being in force. I enclose \$30.00 being the annual membership subscription at this time. I acknowledge that subscription fees will not be refunded if I withdraw my membership, unless my nomination is declined by the Committee.

I grant permission to the U3A Nepean-Blue Mountains Inc. for photographs and/or videos taken during any U3A approved activities that may include images of myself to be published on the U3A website, in their newsletters and/or local newspapers.

Signature.....Date.....

Could you give occasional assistance in our office? Yes No
 Where did you hear about U3A? (Please Tick)
 Radio Newspaper Pamphlet/Poster
 Library Word of Mouth Other

ANNUAL MEMBERSHIP\$30.00

Please make your cheque/money order payable to
 U3A NEPEAN - BLUE MOUNTAINS

OFFICE USE ONLY	
Member No.:	
Receipt No.:	
Receipt Issued by:	
Computer entry by:	

Phone: (02) 4722 3405 Email: u3anepean@optusnet.com.au Website: www.u3anepean.org

Office Hours: 9.00 AM – 3.00 PM Monday to Friday during school terms.

APPENDIX 2 Nomination for committee Form



U3A Nepean-Blue Mountains Inc.
3 Castlereagh St Penrith, 2750 - P.O. Box 958 Penrith 2751

COMMITTEE NOMINATION FORM

COMMITTEE POSITIONS:

- | | |
|---------------------------------|------------------------------------|
| PRESIDENT | TREASURER |
| VICE PRESIDENT (NEPEAN) | CURRICULUM CONVENOR (NEW POSITION) |
| VICE PRESIDENT (BLUE MOUNTAINS) | 6 COMMITTEE MEMBERS |
| SECRETARY | |

- Nominations close on:(nominations will not be accepted after this time)
- Annual General Meeting on:
- Location: School of Arts Building, 3 Castlereagh St., Penrith, 2750

*PERSON NOMINATED: _____ Member No.: _____
Print Name

POSITION NOMINATED FOR: _____
If applying for more than one position use additional form

I, _____ accept the nomination for the above position.
Print Name

Signature: _____ Date: _____

*NOMINATED BY: _____ Member No.: _____
Print Name

Signature: _____ Date: _____

*SECONDED BY: _____ Member No.: _____
Print Name

Signature: _____ Date: _____

1. All nominations must be signed by person being nominated and by the proposer and seconder.
2. All nominations must be received by
3. Nominations can be submitted via the following options:
 - I. By post to: U3A Nepean-Blue Mountains, P.O. Box 958, Penrith, 2751
 - II. By hand to: U3A Nepean-Blue Mountains, 3 Castlereagh St., Penrith. 2750

* All above persons must be financial members of U3A Nepean-Blue Mountain at time of submitting the nomination form.

OFFICE USE ONLY	Financial	
	Yes	No
Person nominated		
Person nominating		
Person seconding		

Nomination Validated: _____
Secretary

President

Web: www.u3anepean.org Email: u3anepean@optusnet.com.au Ph: 4722 3405

U3A 2011 Committee Nomination Form

APPENDIX 3

Proxy Voting Form

I,being a member of U3A Nepean Blue Mountains Inc.
(full name of member)

hereby appoint.....Member no.....
(full name of proxy)

as my proxy to vote on my behalf at the.....
(annual, general or special general meeting)

of the association to be held on the and at any adjournment
Date of meeting

of that meeting.

I authorize my proxy to vote IN FAVOUR OF/AGAINST. (delete as appropriate)

.....
Insert details of issue to be voted on

.....Date:.....
(Signature of member appointing proxy).

Signature of proxy.....Date.....

NOTE:

- A PROXY VOTE MAY **NOT** BE GIVEN TO A PERSON WHO IS NOT A MEMBER OF THE ASSOCIATION.
- NO MEMBER CAN HOLD MORE THAN 5 PROXY VOTES.
- ASSOCIATION SECRETARY MUST BE ADVISED IN WRITING NO LATER THAN 24 HOURS PRIOR TO THE MEETING OF INTENTION TO VOTE BY PROXY.