



**U3A-ACT Policy No PO20141**

<b>By-Laws, Policies and Procedures Framework</b>	
<b>Publication date:</b> 1 May 2018	<b>Applies to:</b> Committee and all members
<b>Responsible person:</b> Secretary	<b>Scheduled review date:</b> Every three years as approved by the Committee
<b>Approved by:</b> Committee Meeting on 9 April 2018	<b>Author:</b> Secretary

## **INTRODUCTION**

Australian and ACT Legislation and regulations, and The Objects and Rules of U3A-ACT Inc. are the primary authority for the association and any other documents produced by U3A-ACT Inc. must be consistent with them.

The U3A-ACT Inc. committee has the authority to develop an additional range of documents to support the association's operations and ensure good governance, consistency and uniformity in the way the association runs.

## **PURPOSE**

This policy is designed to

- describe the forms of authoritative documents that can be developed by the committee for U3A-ACT Inc. to support the governance and operation of the association; and
- describe the management of each of these document forms.

This Policy has four attachments:

**Attachment A:** By-law template

**Attachment B:** Policy template

**Attachment C:** Procedure template

**Attachment D** By-Laws, Policy and Procedures Index (filed as a separate document)

## **POLICY**

**1.0** The committee will use the following forms when developing documents for use across the association that affect the governance, management and operation of the association.

**1.1 By-laws** - high level policies/statements created under rule 15 of the Objects and Rules of U3A-ACT Inc. and described as “ensuring the proper administration of the affairs of the association”. By-laws are binding on all members.

**1.2 Policies** - general descriptions that establish definitive parameters for activity across the whole of U3A-ACT Inc. It is expected that policy will be adhered to uniformly and consistently across the association.

**1.2.1** Policy documents should be brief with clear statements of purpose for easy compliance and are approved by the committee.

**1.3 Procedures** describe how the rules/policies are to be put in to practice or how operational elements of the association are to work, and what the committee wants to accomplish in particular areas. Procedures are developed in all parts of the association and are approved at the relevant level. Procedures related to committee matters are approved by the committee. Procedures for operational areas are developed and signed off by the relevant coordinator or manager except where there are impacts in other operational areas.

**2.0** For all U3A-ACT Inc. documents *guidelines* and *protocols* will be considered to mean the same as *procedures*.

**3.0** By-Laws are:

- initiated by committee decision as minuted;
- developed using the standard template (Attachment A);
- approved by the committee;
- notified, according to The Objects and Rules of U3A-ACT Inc., to the members by publishing as soon as practicable after the meeting at which the by-law was made:
  - a copy of the by-law on notice boards on public display at the offices of the association during normal hours of business (15.2a)
  - in the association’s newsletter(15.2b)
  - in such other manner as the committee may determine (15.2c);
- published on the U3A-ACT Inc. website
- notified to members in an e-bulletin
- stored using U3A-ACT Inc’s. electronic processes and in hard copy in each of the association’s offices; and
- reviewed at least once every three years by the committee.

**4.0** Policies are:

- initiated by committee decision as minuted;
- developed using the standard template (Attachment B);
- approved by the committee;
- notified to the members by the committee through the Newsletter
- published on the U3A-ACT Inc. website;
- stored using U3A-ACT Inc’s. electronic processes;
- available to be printed in hard copy from the U3A- ACT Inc. offices at the request of a member; and
- reviewed at least once every three years by the committee.

**5.0** Committee procedures are:

- initiated by committee decision as recorded in minutes;
- developed using the standard template (Attachment C);
- approved by the committee;
- stored using U3A-ACT Inc's electronic processes; and
- reviewed at least once every three years by the committee.

**6.0** Operational procedures are:

- initiated by coordinators or managers as part of their management practices or on advice from volunteers and members of the need for procedures to exist;
- developed using the standard template (Attachment C);
- approved by the coordinator or manager, or referred for approval to the committee when the procedure cuts across operations and impacts on other parts of the organisation; and
- reviewed at least once every three years

**7.0** Reviews of by-laws, policies and committee procedures can take several forms.

7.1. All by-laws, policies and committee procedures will be checked at least once every three years at a high level to ensure they are up-to-date and reflect current circumstances and requirements

7.1.1. The Secretary will bring forward this review to the committee every three years

7.2. The committee may at any time review and amend particular aspects of by-laws, policies and committee procedures

7.3. The committee may at any time authorise complete reviews of any by-law, policy and committee procedure at any time and determine the methods by which this is done.

7.3.1. Possible terms of reference for a complete review might include:

- whether the policy is still needed;
- whether the policy is achieving its purpose;
- what evidence can be obtained about how the policy is being applied and implemented across the organisation; and
- what improvements/amendments/changes need to be made to the policy as a result of the evidence gathered.

7.4. The Secretary is responsible for ensuring that amended versions of by-laws, policies and committee procedures are placed on the website and in the Centralised Electronic Repository

**8.0** An index of all by-laws, policies and procedures will be developed and stored electronically for access by the Secretary.

**9.0** All by-laws, policies and procedures will be presented using *Arial* size 11 font.

### **Sources**

<http://www.legislation.act.gov.au/a/1991-46/current/pdf/1991-46.pdf>

The Objects and Rules of U3A-ACT Inc.

### **References:**

<http://www.cdu.edu.au/governance/self-helpdocs/policiesproceduresandguidelineswhatarethey.pdf>

<http://www.dhs.vic.gov.au/for-business-and-community/not-for-profit-organisations/governance-community-organisations#policies>

[http://www.ourcommunity.com.au/management/view\\_help\\_sheet.do?articleid=757](http://www.ourcommunity.com.au/management/view_help_sheet.do?articleid=757)

<http://sydney.edu.au/legal/policy/documents/20142802-Policy-Template.dotx>

<http://www.decd.sa.gov.au/docs/documents/1/DecdPolicyTemplate.doc>

<http://www.eHow.com/facts>

<http://communitydoor.org.au/sites/default/files/Standard%2011.pdf>

<http://www.bizmanualz.com/sample-policies-procedures>



**U3A ACT BY-LAW No** (BL, then year number the next sequenced number on: eg BL20141; BL20142, BL20143, BL20154-Secretary to allocate by-law number when development authorised)

<b>Name of this by-law</b>	
<b>Publication date:</b> (when distributed by Secretary/Manager for implementation- must be within two weeks of the decision being taken to implement the bi-law)	<b>Applies to:</b> (who needs to follow this policy? What it affects.)
<b>Responsible person:</b> (Who will have carriage to ensure compliance with/revision of the by-law)	<b>Scheduled review date:</b> (insert February and the next year following the publication of the by-law)
<b>Approved by:</b> (insert committee meeting date)	<b>Author:</b> (position of author)

**BY-LAW STATEMENT**

Words of the by-law as passed by the committee at a minuted meeting.

**RATIONALE.**

This is a high level, summary statement about why the by-law exists and what it aims to achieve.

**PROCEDURE**

Describes how the bi-law will be enacted, and identifies whether policy and procedures are required to support it.

**COMMUNICATION**

As soon as practicable after the meeting at which the by-law is passed by the committee the by-law must be published:

- by placing a copy of the by-law on a notice boards on public display at the offices of the association during normal hours of business;
- in the association’s newsletter
- on the U3A-ACT Inc. website; and
- in such other manner as the committee may determine (Insert arrangements).

**RELATED DOCUMENTS**

Name policy/rule/ law that this by-law refers to.



**U3A ACT POLICY No** (PO, then year number, then next sequenced number on: eg PO20141; PO20142, PO20143, PO20154-Secretary to allocate by-law number when development authorised))

<b>Name of this policy</b>	
<b>Publication date:</b> (when distributed by Secretary for implementation - must be within two weeks of the decision being taken to implement the policy)	<b>Applies to:</b> (who needs to follow this policy? What it affects.)
<b>Responsible person:</b> (Who will have carriage to ensure compliance and revision)	<b>Scheduled review date:</b> (insert February and the next year following the publication of the by-law)
<b>Approved by:</b> (insert committee meeting date on which this policy is approved.)	<b>Author:</b> (position of author)

## INTRODUCTION

Describes the context for the policy: background to its development and its importance.

## PURPOSE

What the policy intends to accomplish – why do we need it?

**DEFINITIONS/KEY WORDS** (if needed)

**LIST OF ATTACHMENTS** (insert support materials and templates for the procedure)

## POLICY

What the policy is about and the important things people need to know about what they are required to do to comply with the policy.

This section may include sub-sections such as:

- who has responsibility under the policy and what those responsibilities are;
- measuring tools for compliance; and
- reference to the need for the development of procedures.

Sections within the policy should be numbered with whole numbers indicating separate ideas (eg 3.0, and subordinate or supporting ideas under these numbered: 3.1, 3.1.1 etc)

## SOURCES

Include the authority documents for this policy (eg legislation; U3A-ACT Inc. rules).

## REFERENCES

Documents used to develop the policy. A web address is sufficient citation for online resources.



**U3A ACT PROCEDURES No** (PR, then year number the next sequenced number on: eg PR20141; PR20142, PR20143, PR20154. Secretary/co-ordinator to allocate procedure number when development authorised)

**RATIONALE.**

<b>Name of this Procedure</b>	
<b>Publication date:</b> (when distributed by Secretary/Manager for implementation- must be within two weeks of the decision being taken to implement the procedure)	<b>Applies to:</b> (who needs to follow this policy? What it affects.)
<b>Responsible person:</b> (Who will have carriage to ensure compliance and revision)	<b>Scheduled review date:</b> (insert February and the next year following the publication of the by-law)
<b>Approved by:</b> (insert committee meeting date/or co-ordinator name and date)	<b>Author:</b> (position of author)
	<b>Tabled at committee meeting for information:</b> Yes (insert date) No <input type="checkbox"/>

This is a high level, summary statement about why these procedures exist, what they aim to achieve, why people need to comply and where there might be discretion.

**LIST OF ATTACHMENTS**

Insert support materials and templates for the procedure.

**PROCEDURE**

The step by step actions that are required for people to comply with the procedures and complete the action with surety.

**RELATED DOCUMENTS**

Name policy/rule/by-law that this document refers to

Name other documents that this one interlinks with (eg: Procedures for General Meetings will refer to The Objects and Rules of U3A-ACT Inc; procedures for walking tours may refer to OH&S policy or policy for Risk Assessment).