



## U3A Canberra POLICY No. P20

By-Laws, Policies and Procedures Framework Policy	
<b>Publication date:</b> 4 August 2024	<b>Applies to:</b> All Committee members 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 8 July 2024	<b>Author:</b> Paul Minogue (Committee Member)

### INTRODUCTION

U3A-ACT Inc. (U3A) is established under the *Associations Incorporation Act 1991*(the Act). The Act and U3A's Objects and Rules (the Rules) made in accordance with the Act are the primary sources of authority and requirements for the operations and governance of U3A. Other laws of the ACT, and some laws of the Commonwealth, are relevant to U3A.

U3A Rules require the Committee to control and manage the affairs of U3A (Rule 14) and give the Committee authority to develop and approve documents to support the U3A's operations and ensure good governance, consistency and uniformity in the way U3A is managed.

### PURPOSE

This policy is designed to:

- Describe the types of internal governance documents that can be developed and made by the Committee to support the governance and operation of U3A
- describe the management of these documents.

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**

### **Document Types**

1. The Committee will use the following categories when developing documents for the governance, management and operation of U3A.
  - a. By-laws - High level policies/statements created under Rule 15 of the Rules of U3A to ensure proper administration. By-laws are binding on all members.
  - b. Policies - General descriptions that establish parameters for activity across the organisation. Policies should be adhered to by all members of U3A.
    - i. Policy documents should be brief, clear statements of purpose.
  - c. Procedures - Set out how U3A rules, by-laws and policies are to be put into practice and the Committee's objectives for particular areas. Procedures are developed for all areas across U3A, are approved by those areas and approved by the relevant manager except in the case where there may be impacts on other operational areas.
    - i. Procedures may be developed by relevant areas of U3A and approved by area managers unless they involve or affect other operational areas, in which case the procedures must be approved by the Committee.
    - ii. In this Policy "procedure" includes guidelines and protocols.

### **By-laws**

2. A By-law is:
  - a. Initiated by the Committee
  - b. developed using the standard template (**Attachment A**)
  - c. approved by the Committee
  - d. notified to members by publishing as soon as practicable after the meeting at which the by-law is made:
    - i. A copy of the by-law on notice boards on public display at the offices of the association during normal hours of business (Rule 15.2(a))
    - ii. in the association's newsletter (Rule 15.2(b)) and e Bulletin
    - iii. in such other manner as the Committee may determine (Rule15.2(c))
  - e. published on the U3A website
  - f. stored using U3A electronic processes and in hard copy in each of the U3A's offices and
  - g. reviewed at least once every three years by the Committee.

## **Policies**

3. Policies are:
  - a. Initiated by the Committee
  - b. developed using the standard template (**Attachment B**)
  - c. approved by the Committee
  - d. notified to the members through the Newsletter and eBulletin
  - e. published on the U3A website
  - f. stored using U3A electronic processes
  - g. available to be printed in hard copy from U3A offices at the request of a member and
  - h. reviewed at least once every three years by the Committee.

## **Committee Procedures**

4. Committee procedures are:
  - a. Initiated by the Committee
  - b. developed using the standard template (**Attachment C**)
  - c. approved by the Committee
  - d. stored using U3A electronic processes and
  - e. reviewed at least once every three years by the Committee.

## **Operational Procedures**

5. Operational procedures are:
  - a. Initiated by managers or on advice from volunteers and members
  - b. developed using the standard template (**Attachment C**)
  - c. approved by area managers or referred for approval to the Committee when the procedure affects or involves other operational areas and
  - d. reviewed at least once every three years by each management team.

## **Reviews of by-laws, policies and Committee procedures:**

6. Can take several forms.
7. All by-laws, policies and Committee procedures will be reviewed at least once every three years at a high level to ensure they are up-to-date and reflect current circumstances and requirements.
8. The Secretary will be responsible for notifying the Committee of the review process every three years.
9. The Committee may at any time review and amend particular aspects of by-laws, policies and committee procedures.

10. The Committee may at any time authorise a review of any by-law, policy or committee procedure and determine the methods by which the review is conducted.

11. Possible terms of reference for a review may include:

- Current relevance
- need to adapt to circumstances
- need to strengthen application processes
- need to increase adherence by members.

12. 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 (CER).

### **Indexing**

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

### **SOURCES**

*Associations Incorporation Act 1991*

*U3A-ACT Inc. Objects and Rules*

### **REFERENCES**

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



**U3A Canberra BY-LAW No. BLnn**  
 (BL, then next 10<sup>th</sup> sequenced number on,  
 e.g. BL10; BL20, BL30, BL40 - 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 by-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 and 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 meeting at which minutes were taken.

### RATIONALE.

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

### PROCEDURE

Describes how the by-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 and e Bulletin
- 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 Canberra POLICY No. Pnn**  
(P, then next 10<sup>th</sup> sequenced number on,  
e.g. P10; P20, P30, P40 - Secretary to allocate policy 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.

## DEFINITIONS/KEY WORDS

If needed.

## LIST OF ATTACHMENTS

Insert support materials and templates.

## 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 descriptions of responsibilities and 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 (for example, 3.0 and subordinate or supporting ideas numbered: 3.1, 3.1.1, etc.).

## SOURCES

Include the authority documents for this policy (for example, legislation; U3A-ACT Inc. Objects and Rules).

## REFERENCES

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



**U3A Canberra PROCEDURE No. PROCnn**  
 (PROC, then next 10<sup>th</sup> sequenced number on,  
 e.g. PROC10; PROC20, PROC30, PROC40 - Secretary to  
 allocate procedure number when development authorised)

### RATIONALE.

Secretary/co-ordinator to allocate procedure number when development authorised)

Name of this Procedure	
<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"/>

### PURPOSE

This is a high level, summary statement about why these procedures exist, what they aim to achieve, why people need to comply and instances 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.

### RELATED DOCUMENTS

Name policy/rule/by-law to which this document refers.

Name other documents to which the policy is related.