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| A group of people sitting at a table  Description automatically generated |

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| **U3A Canberra BY-LAW No. BLnn**(BL, then next 10th sequenced number on, e.g.BL10; BL20, BL30, BL40 - Secretary to allocate by-law number when development authorised) |

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| **Name of this by-law** |
| **Publication date:** (When distributed by Secretary/Manager for implementation - must be within two weeks of the decision being taken to implement the by-law) | **Applies to:** (Who needs to follow this policy? What it affects.) |
| **Responsible person**: (Who will have carriage to ensure compliance with and revision of the by-law) | **Scheduled review date:** (Insert February and the next year following the publication of the by-law  |
| **Approved by:** (Insert Committee meeting date) | **Author:** (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.