

Setting up a New U3A - Constitution

A very important decision to be made now is the structure of your U3A. Try and draft a Constitution as soon as you can so everyone knows the Rules & By-laws, so avoiding confusion.

The Office of Fair Trading has a model rules template, which is able to be downloaded from the Queensland Office of Fair Trading website, upon which your constitution can be built. The advantages of this is that it will be approved earlier and that your application for Incorporation should proceed more smoothly. Many U3As have already done this, so seek help & advice from a nearby group.

Remember that the more rules and by-laws you adopt, the greater the restrictions you will be placing on your membership in the future.

It pays to be cautious here, and to adopt the minimum necessary to function.

Incorporation

We strongly advise that your U3A become Incorporated under the Associations Incorporation Act. This will involve payment of a small fee but it does protect your committee members and your organisation. More information about incorporation is available on another page within this section.

If you decide to incorporate, The Network may have funds to assist with this procedure. If you incorporate you will need to appoint an Honorary Auditor.

Details of how to incorporate may be obtained from the Office of Fair Trading, whose [website here](#) contains all the information you will need to apply for incorporation.