

U3A SAPPHIRE COAST

POLICIES – as of 16 September 2016

There is a fair amount of detail in this document, but for further information, please consult the U3A SC website, or one of the current committee members. This document will be maintained on our Website.

Note that policies will inevitably change from time to time, necessitated by new technologies or procedures, and there is a fine line between what constitutes a Policy and what is merely an administrative procedural decision.

Sapphire Coast U3A operates under the general guidelines noted in the [Principles of U3A](#), however many specific policies have been developed to cover different local circumstances.

Note that some major U3ASC policies may not be mentioned here but are enshrined in our constitution, (e.g. the make-up of the committee), while others are subject to change from time to time (e.g. membership fees).

In this document where possible a reference is made to the minutes of the meeting at which the policy was ratified by the committee, or to the source of further information.

Membership of U3A SC

Generally, membership is open to anyone who is not working full time and is over 50 years of age. A person may attend 2 courses before being required to formally join. Members of other U3A groups are welcome to attend our activities as an occasional guest, but if a member of another U3A lives in this region and attends one or more of our courses regularly they are expected to join our U3A.

Course Leaders are expected to be members of the organisation, which operates by *sharing knowledge*, as per the Principles. However, in August 2016, it was noted that some course leaders feel that they are exempt from membership fees or do not wish to become full members. It was decided that this would be allowed, but that such people would have no membership privileges (i.e. could not attend courses)

Membership badges. As of 2017, we will cease to supply annual colour coded name badges. Members will receive a perpetual badge.

Privacy *(as displayed on the U3ASC website)*

U3A Sapphire Coast will only collect information that is necessary for the legitimate functions of providing services to members. We will only collect personal information by lawful and fair means.

U3A Sapphire Coast will not use personal information for any purpose other than that which is related to the services provided. We will not disclose, sell, distribute, rent, share or pass on any personal information collected about you to any party other than for the purpose that has been disclosed.

Individual email addresses will not be disclosed to other members without the permission of the member. Course Leaders and others sending out group emails will wherever possible use the bcc address field to protect privacy

From time to time we may bring to your attention services or other information which may be relevant. You have the right not to receive information from us. At the time of receiving your written request we will record this in our records.

You have the right to access personal information we hold about you. This will be provided subject to the exceptions contained in Part 5 of Schedule 1 to the Privacy Act 1988. You may request us to alter any personal information which is inaccurate, out of date, incomplete, irrelevant or misleading and we will take such steps as are reasonable in the circumstances to correct that information.

Minutes of 16th July 2016 (2) and Appendix F refer. The policy itself is included in the U3ASC Website.

General Disclaimer for U3A Courses and Activities –

The courses and activities provided by U3A Sapphire Coast Inc are intended to supply only general information to participants and in no way constitute professional advice upon which the participants should rely. The comments and views expressed by course/activity leaders are in no way endorsed by U3A.

Most U3A activities involve some element of risk. Bushwalking, for example, is an inherently dangerous activity and requires an appropriate level of fitness. While U3A Sapphire Coast Inc maintains public liability insurance and will endeavour to protect participants' safety, it is not possible to remove all the dangers. By booking a course of this nature, participants consider themselves to have appropriate levels of fitness and mobility. Those undertaking activities should therefore be aware that they participate at their own risk

U3A Sapphire Coast Inc., its committee and course/activity leaders do not accept responsibility for any losses or other disadvantages suffered by U3A activity participants that they claim to be the result of such participation whether such disadvantages are physical, financial or otherwise.

If any U3A SC members participate in overseas travel as part of a perceived U3A activity, they will be responsible for their own travel costs and insurance arrangements.

Members enrolling in a course/activity are deemed to accept this Disclaimer and the limitation of the liability of U3A Sapphire Coast Inc, its committee and course/activity leaders.

Funding

Your annual membership fees cover general or incidental costs, such as membership administration, printing and postage, property and public liability insurance, supplies of consumables at the U3A Centre, equipment for leaders to use, and sometimes catering at special events.

However, there are certain costs that must be met for individual Courses, e.g. venue hire/expenses, agreed catering, and/or equipment. This is usually met by charging a small attendance levy, set at a base level from time to time by the Committee. Other special charges may be made to cover bus charges, entry fees at commercial venues, etc.

Sometimes a small fee, travelling expenses, or gift is given to a special speaker or facilitator who may be invited to talk to our members on a particular topic of interest. This cost is usually borne by members of the particular U3A group involved.

In general funding is NOT available for consumables such as stationery, painting materials, games items, etc., which course attendees are expected to provide for themselves.

Furniture such as tables and chairs, which require replacement from time to time are usually funded by negotiation with U3A SC.

Communications (general phone enquiry number, and internet) charges have also been absorbed into general funding.

U3A pays for paper and ink cartridges to maintain the printer at the Centre, which is for the use of leaders only, to provide copies of documents for their classes (within reason), or for committee documentation. It is not for private use.

Overpayments of any kind will be returned to the member immediately.

Remuneration for Leaders or Committee members

Leaders should not expect to be formally paid for their contribution. It is presumed that a leader has volunteered, and in any case may also be an attendee at another leader's course, thus the effort is reciprocal. Other remuneration such as fuel or accommodation costs may be subject to consideration in special circumstances.

Where a facilitator is brought in from outside the organisation for a specific event, consideration may be given to giving an appropriate token of appreciation.

At the meeting held on 14 July 2016, it was decided that if Leaders expressed a disinclination to pay their membership fee, this would be allowed, with the consequence that they would not be eligible for any member advantages, e.g. attending other classes, or receiving an Award.

Committee members may submit a claim with receipts for reimbursement for purchases of minor items of stationery etc. U3A SC maintains accounts with some local businesses.

When certain criteria are met, Leaders and Committee members may be eligible to receive a Life Membership Award, which absolves them from paying future registration fees.

Awards

U3A SC is aware that many of its members give more than they take, and deserve special recognition. From time to time Certificates of Appreciation are awarded, and in special circumstances, Life Membership. Criteria can be somewhat subjective, and the management committee cannot undertake to identify and make recommendations for Awards.

All members are therefore encouraged to nominate someone they think deserves such recognition, e.g. serving as a Course Leader or on one of the Committees for a long period. All nominations should be made on the appropriate form (available on the website) which includes all the information required. The nomination must be seconded by another member, and submitted for consideration by a specially convened sub-committee.

Submitting a Course Proposal

U3A members wishing or having been asked to run or coordinate a course are requested to complete a course proposal form (available on the website). You will need to print the form and complete it, then either scan and email it, or post the hard copy, to the Course Coordinator. You may also wish to apply for funding to start your course, please refer to the item on Funding.

Handling of monies received at courses etc. by leaders or helpers

The current Treasurer determines procedures and liaises with leaders. Such procedures may be changed from time to time.

Relations with other Organisations

U3A groups

Discussions are ongoing on this issue, but no set policy has yet been developed. Areas of discussion include geographic location, their main subject interests for courses, membership numbers, feasibility of joint activities, etc. There are provisions in place for some level of reciprocity in attending courses.

Supporting other organisations

In February 2013 it was determined that as U3A is not a charity organisation, and we do not officially support fund raising operations or events.

U3A does not support making direct donations to other organisations.

Advertising to promote other community organisations

There is a distinction between including discussion, and becoming involved. U3A is generally open to discussion of these topics, but we do not promote any specific religious or political groups.

Due to inconsistencies in maintaining the currency of displays it is our general policy not to use the window at the Tura Beach Centre to publicise community events.

We have received requests to publicise events available to the public as well as U3A members in our Program Guide, and this matter is under discussion.

Classes open to the general public as well as U3A members. Our program guide will not include these as U3A sponsored events, but may mention them as being available for U3A members to join,

Using the U3A Centre at Tura Beach

There is a more comprehensive document relating to the use of the Centre available on the website, but some major issues are mentioned here. We do not have a dedicated Centre Manager, so cooperation is sought in relation to the following :

Cleaning

Attempts to defray cleaning costs by asking groups to clean up after themselves were generally not successful, so we are now paying a cleaner to come regularly. This person also takes on the responsibility of ensuring that supplies of cleaning materials, toilet paper, etc. are kept up to date.

Rubbish bins. Our cleaner only comes once a fortnight, so we do need to ask leaders and/or members of classes to empty rubbish bins as necessary. Major cleaning requirements should be notified immediately to the Secretary.

Keys

Each leader is provided with a key to the centre. This is numbered and a record is maintained of who has what key. The cleaner, and some committee members are also provided with a key. When a person ceases to be a leader or office bearer, the key must be returned and accounted for in the key register.

A spare key is held at a nearby business to be used for emergency access. It is only available during business hours. If the Centre needs to be locked after business hours, the spare key should be taken away and returned when possible.

Lost keys. Please advise a Committee member immediately.

Accidents or events of any sort, e.g. especially involving health and safety, or emergency cleaning requirements, should be reported to the Secretary as soon as possible, and a report made, using the Incident Report form provided at the Centre or on the website

If the event is serious enough to warrant the involvement of other Authorities, e.g. a fire, break-in or theft, etc. please notify the relevant body immediately.

Bookings. Leaders will need to liaise with the Committee or Program sub-committee to book a time slot for courses to be held at the Centre. In general, regular weekly course bookings will take precedence over others at longer intervals.