

**U3A Ballina/Byron Inc**

**Policies and Procedures Manual**



**Ballina/Byron Inc**  
**Learning for Pleasure**

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## Disclaimer

The courses and activities provided by U3A Ballina/Byron Inc are intended only to supply general information to participants and in no way constitute professional advice upon which the participants should rely.

U3A Ballina/Byron 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.

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

## **Privacy Policy**

U3A Ballina/Byron Inc values the privacy of people's personal information.

U3A Ballina/Byron Inc is committed to protecting the privacy of personal information in compliance with the principles set out in the Information Privacy Act 2000.

Protecting your personal information is an important aspect of the way we create, organise and implement our activities. We will only collect personal information that is necessary to perform these functions. We will only use personal information provided for the purposes for which it was collected. We will ensure that your personal information will not be disclosed to other bodies without your consent, except if required by law.

We will remove personal information where it is no longer required (except where archiving is required and in compliance with the Public Records Act 1973). We will take reasonable steps to ensure that personal information is accurate, complete and up to date whenever U3A Ballina/Byron Inc collects, discloses or uses it.

### **Collection of Anonymous Data**

U3A Ballina/Byron Inc also collects anonymous data through its web server which includes number, time and date of visits to the site and its pages. This anonymous information is used for statistical purposes and to ensure our web site is providing information relevant to our users.

## **Management Committee**

### ***Management Roles***

The Management Committee comprises four office holders and eight committee members. The roles of the Executive, Committee members and other office holders can be found at Appendix B.

## **Membership**

Membership is open to any interested person. Membership fees are valid for 12 months from date of joining. New member should complete the application for members (see Appendix D) and submit the form and payment to the office.

U3A Ballina/Byron Inc has a reciprocal arrangement with U3A Northern Rivers in Lismore whereby members of either U3A may attend classes or events held by the other without paying an additional membership fee.

## **Course Administration**

All tutors are unpaid volunteers. Tutors are encouraged to be, but do not need to be financial members of U3A Ballina/Byron, unless they wish to attend other classes. Tutors are permitted to set

minimum and/or maximum student numbers for leading a class or activity. Tutors need not have teaching qualifications.

### ***Tutors' Roles and Responsibilities***

Please ensure all students initial the attendance sheet at every class. Blank forms will be available in the office during the year.

If you have a waiting list for your class, please inform these people if/when they can join the class. You are welcome to use the office phone for this purpose, during normal office hours.

In order to help the committee and all members, we ask you to keep us informed of any changes to your class during the year. At the end of terms 1, 2 and 3, a copy of your attendance sheet should be forwarded to the office.

Information that would be useful includes

- Class vacancies
- Changes to class times
- Cancellation of a class for any reason
- Anything that could be used for promotion of U3A, either in our newsletter or in our monthly column in the Advocate

Information for the next term's newsletter is required three clear weeks before the end of term. Any items for the newsletter or for publicity should be sent to the office for passing on to the Publicity Officer

If an accident or incident occurs in your class, please complete the form at Appendix C and return it to the office.

Please remind your class members of what is expected of them

- Initial the attendance sheet at each class
- Wear your name badge to all classes. Name badges are in the office – they are not posted out.
- Read the notice boards and newsletters through the year.
- Wait until the class before yours is finished before entering the room.
- Inform the tutor if you will be away, or if you decide to leave the class.
- If you are waitlisted for a class, please wait to be contacted.
- Be punctual and please do not to disrupt the class if you do happen to arrive late.

### ***Guidelines for paid outings/excursions***

The following arrangements are intended to cover paid excursions run by U3A Ballina/Byron in the local area. Any outings outside this area will have to be run privately and not publicised through U3A.

Excursions must be notified in advance to the office and advertised on the notice board if the excursion is open to all members. Notice must contain full details of the excursion and costs.

Names, with membership numbers, for excursions/outings run under the auspices of U3A will be registered and listed by the office staff.

All payments by participants should be fully receipted and paid into a U3A bank account.

Administrative arrangements such as local area phone calls, photocopying should be made through the U3A office during normal opening hours.

Car pooling petrol money, if applicable, is to be a direct contribution to the driver of the vehicle by the passengers on the day.

### ***Walks Checklist – for leaders and participants***

Participants are responsible for their own safety on the walks.

Walking involves some element of risk and requires an appropriate level of fitness. All participants should consider themselves to have appropriate levels of fitness and mobility and therefore be aware that they participate at their own risk.

If you have a mobile phone, please bring it with you. In an emergency, ring 000 and if unsuccessful because of location and service, try 112.

Walk Leaders will endeavour to provide sufficient information about the walk to enable participants to decide if they are able to participate. This information will vary depending on the walk but might include such things as

- location
- distance
- expected duration of walk
- out and back or circular route
- terrain – paved, bush path – good or rough, hills/flat
- height and climbs involved
- what to bring – food, drink, map, compass
- toilet / refreshment facilities en route

Walk leaders should carry an appropriate first aid kit and be aware of weather forecasts and tide times that may affect walks.

#### **During the walk**

The leader will appoint a back marker

The leader will stay at the front, but make sure he/she can see the back marker

Participants should stay together as much as possible and follow the directions of the leader

If any participants decide not to complete the walk, they must ensure that the leader is informed. The participants are responsible for finding their own way back.

If some walkers do not complete the walk, or if there is an incident during the walk, these events should be recorded in an "events log" kept in the attendance folder.

## **Administration**

### ***Public Liability Insurance***

U3A Ballina/Byron subscribes to the NSW State U3A Network Public Liability Insurance scheme each financial year. This covers the association for an appropriate level of public liability.

### ***Copyright***

U3A Ballina/Byron Inc subscribes to CAL and APRA for coverage for music used in classes.

### ***Office Procedures***

The office is staffed by volunteers from 10am to 12 noon Monday to Friday during term time. Procedures for office volunteers can be found at Appendix D.

### ***Review***

This document should be reviewed at least annually.

## Appendix A - Constitution

# CONSTITUTION OF U3A BALLINA/BYRON INC

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April 2012

### 1. NAME

The name of the Association shall be **THE UNIVERSITY OF THE THIRD AGE BALLINA/BYRON INCORPORATED** otherwise known as **U3A BALLINA/BYRON INC**, and hereinafter called the **ASSOCIATION**.

### 2. AIMS

The Third Age in the title indicates the primary focus is upon those who have retired from the active labour force, or those whose immediate parenting responsibilities have eased. In our context, it equally applies to those who cannot participate, for whatever reason, within the workforce.

Its overall aim is to provide them with both the stimulus of mental activity and the satisfaction of a continuing contribution to society. It will enable them to take up new interests and to extend old ones, it will offer the joy of learning for learning's sake, unrestricted by the requirements of vocation or in the desire for qualifications; and it will do so, principally, by drawing upon the extensive experience, skills and energies of its own members. In order to widen the number of tutors for our students we need to call on the wider community for tutors. These tutors would be made honorary members for the duration of their course, should they wish to participate in a class, then they would have to become members.

It is a mutual aid movement – a modern community of scholars, but one catering primarily for third-age people.

The objectives of the U3A Ballina/Byron are:

- a) to provide programmes of learning activities which offer stimulation and development to people who are in the third stage of life
- b) to create an organisation wherein co-operative investigation of a topic or area of mutual interest is a major focus of activities and experience and expertise are freely shared
- c) to operate this organisation in such ways that learning is pursued without reference to entry criteria, qualifications, assessment or awards and to create a climate free from discrimination according to colour, race, creed or sex
- d) to realise the potentialities of older adults and to increase community awareness of the fact that older people retain the capacity to acquire, absorb, and use new information and knowledge throughout their lives
- e) to act with others to improve the status and position of the elderly in our community
- f) to exchange ideas and resources with the other Universities of the Third Age, both in Australia and overseas; and to encourage the extension of similar organisations in other parts of Australia
- g) to do all such things as may be incidental to the attainment of the above objectives.

Guiding Principles for the Operation of the U3A Ballina/Byron are:

- i) Those who join as members will be encouraged to learn to teach, or in other ways to assist in the operation of the organisation.
- ii) In normal circumstances no salary will be paid to members or any other participants for their contributions as tutors, discussion leaders, convenors, organisers or office bearers.
- iii) People of any age may join U3A but emphasis will be on the needs and interests of third age people.
- iv) There will be no pre-requisites for participation and no assessment.
- v) U3A will be financed principally by annual membership fees at a level designed to meet operational costs. Any other support, financial or in kind will be accepted only on the condition that U3A remains independent.
- vi) Where a specific and identifiable cost or expense is incurred in conducting any programme or learning activity, the Management Committee may approve that a payment be made by participants in that particular programme or activity to defray such cost. Such payment shall be limited to the recovery of actual costs incurred.
- vii) The Management Committee may from time to time seek funds from other sources and/or approve such fund raising functions as it may consider will be beneficial in achieving the objectives of the association.
- viii) The programme will be as wide as the human resources of the members permit, subject to overall guidelines.
- ix) It is expected that the form each activity takes and the standard at which it is conducted will be set by mutual agreement between those participating in it.

### **3. MEMBERSHIP**

- a) Members shall be persons who have agreed to the above aims, objectives and principles and paid the membership fee set from time to time by the Annual General Meeting or any Special General Meeting
- b) Membership shall be for the calendar year from the date of joining. Membership fees are due and payable on that date each year. Fees are not refundable once an official receipt has been issued.
- c) Annual fees shall be approved by a simple majority vote of those attending the Annual General Meeting or any Special General Meeting, but that meeting may, by a simple majority vote, authorise the Management Committee to change the fee within prescribed limits.
- d) Membership shall cease on
  - i) resignation in writing delivered to the office of the Association, or
  - ii) failure to renew membership within one month of expiry.
- e) Membership of the Association is a privilege, not a right. Accordingly the Association, acting through the Management Committee, is authorised to discontinue the attendance at any official activity, and, if necessary, terminate the membership of the member/s for any action prejudicial to the good order of such activity and to the aims, objectives and principles of the Association. In all cases the member or members shall be notified in writing and be asked to appear before the Management Committee.
- f) The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by clause 3 a-d

### **4. MANAGEMENT**

- a) Management shall be vested in the Executive Committee – consisting of the Officers of the Association as listed in 4(b), and up to 8 members of the general membership as the Annual General Meeting shall determine and the Chairperson of each sub-committee formed under the provisions of 4(g). The Management Committee shall have the power to co-opt such other persons as they deem necessary in an ex-officio capacity.



- b) The office-bearers of the Association shall be the President, the Vice President, the Secretary, the Treasurer who shall be elected by the members at the Annual General Meeting and the Public Officer who shall be elected by the Management Committee.
- c) The Management Committee shall meet as often as may be required to conduct the business of the Association and not less than four times in each calendar year. The period covered by annual reports and financial reports to the annual meeting shall be the twelve month period up to the end of February each year.
- d) The quorum for meetings of the Management Committee shall be one more than half the number of members.
- e) An office bearer or member of the Management Committee shall cease to hold such office upon
  - i) resignation in writing
  - ii) absence from three successive committee meetings without explanation or apology
- f) Vacancies unfilled or arising in the office bearers or other Management Committee members may be filled by the Management Committee co-opting members for the unexpired portion of the term.
- g) The Management Committee will appoint such sub-committees as it considers necessary from time to time for the development of the Association, for the keeping of proper records, for the preparation and issuing of publications, for publicity and for such other reasons as the Management Committee may see fit. Such sub-committees shall report regularly to the Management Committee and shall continue to hold office as long as the Management Committee considers necessary.
- h) While recognising the force of clause 2ii of the Guiding Principles, the Management Committee shall have the power to employ persons on such terms and conditions and for such periods as it deems necessary, if in the Committee's view the Association has need of services which cannot be adequately provided by volunteer workers.

## **5. PATRONS**

An Annual General Meeting or a Special General Meeting may appoint Patrons of the Association for such term as the meeting shall decide.

## **6. GENERAL MEETINGS**

- a) The Annual General Meeting shall be held in March or April of each year. The business of the meeting shall include consideration of the annual report and financial statement, and election of officers, as listed in 4b, and up to 8 members of the Association as members of the Management Committee. Other business may be considered if it has been included on the notice calling the meeting. The Annual General Meeting shall be held not later than the last day of April in each year.
- b) Written notice of not less than 7 days, of the Annual General Meeting shall be advertised or distributed to all members and displayed at any premises occupied by the Association.
- c) A quorum at any General Meeting shall be 25.
- d) A Special General Meeting shall be called by the secretary within 28 days of receipt of a directive of the Management Committee or a written request of 20 members, specifying the business to be conducted at the meeting.

## **7. VOTING**

- a) Voting shall be by show of hands except that
  - i) any contested election at an Annual General Meeting or otherwise shall be by secret ballot
  - ii) any meeting of the association may, by show of hands, require any other vote to be by ballot.
- b) The person chairing committee meetings and general meetings of the Association shall have both a deliberative and a casting vote.

## **8. TREASURER**

- a) The Treasurer shall ensure that all monies received are paid into a bank account or other account approved by the Management Committee. Payments for expenses incurred may be made by cheque which shall be signed by any two of the three signatories appointed by the Management Committee or, where funds are fund into an account maintained by a Government Authority, the Management Committee may approve an alternative procedure.
- b) The Treasurer shall ensure that records are kept of all receipts, payments and other financial transactions. Such records shall be available for inspection by any member giving reasonable notice.
- c) The Treasurer shall prepare annual financial statements for consideration at the Annual General Meeting and shall make interim financial reports as necessary to the Management Committee.

## **9. SECRETARY**

- a) The Secretary shall call meetings in accordance with the provisions of this constitution.
- b) The Secretary shall keep records of the business of the Association including the constitution and policies, records of members, a register of minutes of meetings and a file of correspondence.
- c) Another member shall be elected as Minute Secretary if deemed necessary by the Management Committee.
- d) Inspection of Books – Records, books and other financial documents of the Association, this constitution, and minutes of all committee meetings and general meetings of the Association will be made available for inspection, free of charge, by a member of the Association at any reasonable hour. A member of the Association may obtain a copy of any of these documents on payment of a fee of not more than \$1 per page copied.

## **10. PUBLIC OFFICER**

The Public Officer will carry out the duties as per Associations Incorporation Act 2009 and any amendments thereof.

## **11. AMENDMENT OF THE CONSTITUTION**

This Constitution may be repealed, altered or amended by resolution of two-thirds of members present and voting at a general meeting of which not less than seven days written notice (including notice of the repeal, alteration or amendment) has been advertised or distributed to all members.

## **12. INDEMNITY**

Members who by authority accept or incur any liability on behalf of the Association shall be indemnified against any personal loss in respect of such liability.

## **13. DISSOLUTION**

- a) The Association shall not be dissolved except by approval of not less than two-thirds of the members present and voting at a general meeting called for the purpose of which not less than 28 days written notice, including notice of the proposed dissolution, has been given to all members.
- b) On dissolution, all property of the Association, whether real or personal, remaining after payment of all debts and legal liabilities, shall be transferred to such other body with similar objectives as shall be approved by the Association, provided that, if the Association shall have been approved pursuant to Section 78(1) of the Income Tax Assessment Act, then the recipient body shall also have been approved.

## **14. IMPLEMENTATION**

This Constitution shall come into force at the Management Committee meeting convened on the 14<sup>th</sup> April 1994.

## **15. GRIEVANCE HANDLING AND DISPUTES RESOLUTION**

The Management Committee will

- a) identify and seek to redress individual grievances and disputes
- b) take action to resolve the problem and determine the underlying causes
- c) deal with grievances and disputes at all levels and encourage open discussion
- d) treat all parties confidentially and without victimisation
- e) in the event of non-resolution the Management Committee will consult its legal representative.

## **Appendix B-Management Roles**

### **President**

The President in any organisation is the chief officer with the role of organising and motivating other elected/appointed officials, attending to the needs of the members of that organisation and developing the future of that organisation.

Some specific functions in U3A include:

1. Liaising with other elected Office Bearers to ensure that they are carrying out their functions in an effective, efficient and timely manner.
2. Allocating specific functions to members of the Committee of Management.
3. Chairing all meetings of U3A including Management Committee meetings and any meetings of the general membership. This will include ensuring that a quorum is present, correct minutes are kept, proper meeting procedures are followed, voting is in accordance with Constitutional requirements and all motions are recorded.
4. Arrange the Annual General Meeting in compliance with the Constitution and provide a report on the activities of U3A over the previous financial year.
5. The Chair is to remain neutral in all debates, but may exercise a casting vote if approved under the Constitution.
6. In conjunction with the Secretary, prepare an Agenda for meetings and set priorities.
7. In conjunction with the Newsletter Editor, arrange for the preparation, printing and distribution of the quarterly Newsletter, ensuring that proper notice is given of U3A activities and policies, including meetings, classes and decisions reached. Provide a written President's Report for inclusion in the Newsletter.
8. Act as the public face of U3A, including obtaining positive publicity (in conjunction with the Publicity Committee if established), and liaising with other relevant community organisations on matters of mutual concern.
9. Represent U3A at functions and be a guest speaker if required.
10. Initiate strategies to enhance and grow the membership of U3A.
11. Organise and attend enrolment days at the beginning of each year and at other times as decided by the Management Committee.
12. Liaise with, and attend meetings of other U3A Organisations, including umbrella organisations, as required.
13. Prepare or arrange to be prepared, submissions that will enhance the future of U3A.
14. Develop policies and strategies that will help to grow the activities and influence of U3A.
15. The President may delegate some or all of these functions if permitted by the Constitution and approved by the Management Committee.
16. Ensure that all legal requirements are complied with, and ensure that all required reports or returns are submitted.
17. Attend U3A social functions.

### **Vice President**

The Vice President acts as the Deputy to the President. Functions will include:

1. Act as the President in the absence of the President, including running meetings.
2. Represent U3A at meetings with other organisations.

3. Attend Enrolment days
4. Attend Management Committee meetings
5. Carry out duties delegated by the President.

### **Secretary**

Duties of the Secretary include the following:

1. Arrange for the collection, recording and filing of inwards correspondence.
2. Write outwards correspondence as directed by the Management Committee.
3. Arrange the time, date and venue of all U3A meetings and advise all persons eligible to attend, in the required format and with the necessary notice.
4. In conjunction with the President, prepare a suitable Agenda for all meetings, and distribute this to attendees together with supporting papers.
5. Record the proceedings at meetings, or if a Minute Secretary has been appointed, supervise this activity. Distribute copies of Minutes to attendees. Maintain the official Minutes Books. Ensure that official Minutes are signed as a true and correct record.
6. If necessary, check the credentials of those attending meetings.
7. Record apologies at meetings.
8. Maintain an up-to-date list of all members with their relevant details.
9. Arrange for the printing of badges for all financial members.
10. File an Annual Report with the Department of Fair Trading.
11. Arrange times and venues for Enrolment days as directed by the Management Committee.
12. Ensure that Insurance policies for U3A are current.
13. Where voting is required, arrange a Returning Officer if directed, otherwise ensure that Constitutional requirements have been met, nomination and voting papers are provided, and formal proxies where allowed are recorded.

### **Treasurer**

The Treasurer is the Chief Financial Officer of the organisation. Duties include the following:

1. Open bank accounts and ensure that signatories are properly recorded.
2. Take control of all incoming money and issue receipts for cash and cheques received where appropriate. Record all incoming money in journals.
3. Pay all accounts that have been approved by the Management Committee. Record all payments made. Where payments have to be made between meetings, ensure that payments are authorised at the next Management Committee meeting.
4. Bank all incoming money in the approved financial institution as soon as possible.
5. Prepare a financial statement of all income and expenditure, and cash balances for each meeting of the Management Committee. Prepare a bank reconciliation statement.
6. Prepare a Budget each year and keep a running tally of cash flows against this budget.
7. Prepare the annual accounts for presentation to the Annual General Meeting.
8. Arrange for the auditing of annual accounts prior to the Annual General Meeting.
9. Attend Enrolment days and record monies received.

## **Management Committee Members**

Members of the Management Committee will

1. Attend all meetings of the Management Committee or tender an apology.
2. Carry out tasks delegated by the President.
3. Attend Enrolment days and assist in signing up new members and enrolling them in selected classes.
4. Act as liaison persons when attending classes.
5. Encourage the wearing of badges to classes and social functions.
6. Promote U3A to outside persons and bodies.

## **Social Committee Members**

1. Social Committee members will arrange suitable social activities for members having regard to common interests, costs, suitability and entertainment.
2. Social activities will normally operate at a break even price.
3. If required, Committee Members will arrange bus transport, pick-up points, meals and accommodation.
4. The Committee will arrange an appreciation day for tutors and volunteers.
5. The Committee may arrange fund raising activities, such as Gift Wrapping.
6. One Committee member will be designated as the Social Committee Chair, and will attend Management Committee meetings and give a report on activities.
7. The Committee will provide information for inclusion in the Newsletter and will supply information to the Publicity Officer.
8. The Committee shall keep its own bank account and financial records, but will be liable to the Management Committee.

## **Office Coordinator**

The Office Coordinator is the Manager of the U3A office at Fripp Oval. This person will

1. Actively seek the recruitment of volunteers to staff this office
2. Ensure that all volunteers are provided with training in the office functions.
3. Arrange for the preparation of a roster to allow a volunteer in the office on each day the office is open.
4. Advise all office volunteers when they are required for duty. This may be by personal contact or by notices in the office.
5. Arrange for emergency or stand-by volunteers to cover unexpected absences.
6. Check the office diary to see if any notes on office requirements are recorded, or if there are any other matters that office volunteers want noted.
7. Purchase any office requisitions required, such as stamps, envelopes, paper, labels etc.
8. Attend Enrolment days and Management Committee meetings.

## **Office Volunteers**

Office volunteers staff the office at Fripp Oval on each week day during term times from 10am to 12 noon. They may be required to attend to the following functions

1. General duties including opening and closing Fripp Oval premises.
2. Making or answering phone calls
3. Retrieving messages from the answering machine
4. Collecting members' subscriptions

5. Collecting social activity payments
6. Providing information on joining U3A
7. Notice boards
8. Attendance records
9. Membership records and badges
10. Photocopier and laminator
11. Enrolling members in specific classes
12. Noting matters for attention in the office diary.
13. Detailed procedures on each of these activities are contained in the Office Procedures Handbook kept in the office.

### **Classes and Venues Coordinator**

The Classes and Venues Coordinator is responsible for arranging for the tutoring of classes. This will involve:

1. Reviewing existing classes at the end of each term, and arranging for their continuation if appropriate.
2. Actively seeking suggestions for new classes, including suitable tutors/class leaders.
3. Arranging suitable venues and times for new and existing classes.
4. Preparing a list of classes for inclusion in the newsletter.
5. Liaising with the Publicity Officer for publicity on classes, especially new classes.
6. Attending Enrolment days to advise new and potential members of what classes are available.
7. Attending Management Committee meetings to review activities.
8. Providing the Social Committee with relevant information to allow suitable recognition of the efforts of tutors.

### **Newsletter Editor**

Duties and responsibilities include:

1. Prepare a newsletter for distribution to all members each term. This will include liaising with the President, Treasurer, Class & Venues Coordinator, Social Committee and other relevant persons for input.
2. Arrange for the printing of the newsletter.
3. Arrange for newsletters to be emailed to members.
4. Arrange for printing of address labels for all members.
5. Arrange for labels to be marked with the financial status of members where appropriate.
6. Arrange for labels to be affixed to newsletters with one newsletter per couple.
7. After a suitable period to allow members to pick up their newsletters from the office, arrange for bulk postage of all remaining newsletters.

### **Publicity Officer**

The Publicity Officer provides a public relations role for U3A in the community. Functions may include

1. Provide a monthly column in the Ballina Advocate on U3A activities
2. Liaise with and provide copy to other relevant publications
3. Liaise with radio stations on U3A activities
4. Represent U3A at functions if required and promote U3A.
5. Attend Enrolment Days and Management Committee meetings.

## Appendix C - Accident Report

### Accident Report

Tutors should always warn students if a situation could be hazardous.

If someone in a class has an accident, after arranging for first aid and/or encouraging the member to consult a doctor, the tutor must ask an eye witness to provide a signed, dated report of the incident. The eye witness can be another class member or the tutor. The report should be given to the Secretary or handed in to the Fripp Oval office within 24 hours.

A notice of claim may not be lodged for some time after the incident, so it is important to obtain clear details of the event when it occurs.

A list of all persons – tutors and members – attending a class should be maintained.

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### Accident/Incident Report Form

An Accident/Incident occurred as detailed below

Date \_\_\_\_\_ Time \_\_\_\_\_

Name \_\_\_\_\_

Class \_\_\_\_\_

Details of accident/incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness(es) (name & signature) \_\_\_\_\_

\_\_\_\_\_

Date of Report \_\_\_\_\_

Signature of accident/incident victim \_\_\_\_\_

Tutor's name & signature \_\_\_\_\_



## Appendix D – Membership Application Form



### U3A Ballina/Byron Inc

Mail to **The Secretary**  
**U3A Ballina/Byron Inc**  
**PO Box 55**  
**Ballina NSW 2478**

**Office: Fripp Oval**  
**Canal Road**  
**Ballina**  
**Phone: 6681 4450**

**WHAT IS U3A?** U3A is a voluntary self-help learning movement for mature people that began in France in 1973. Since then the idea has grown rapidly and has spread to a great number of countries. U3A Ballina/Byron Inc was formed after a public meeting on 25 March 1994.

**WHAT DOES U3A MEAN?** U3A is short for University of the Third Age, but don't be put off by the title. It has nothing to do with our current concept of a University with its connotation of qualifications and prior studies; rather, it conveys the classical idea of a group of scholars studying to satisfy an inner urge to learn. It offers low-cost learning opportunities; learning at one's own pace; equality among members; sharing of interests, skills and knowledge; congenial company; and quality of life, well-being and independence. U3A's informal approach is successful and appeals to most people. The 'Third Age' commences when the 'First Age' of childhood and youth, and the 'Second Age' of active employment, family raising and professional life draws to a close.

**WHO IS IT FOR?** The majority of persons who participate in U3A programs are retired, but the 'third age' can begin at a much earlier age. There is no age limit! U3A is for those active third-agers who wish to continue or begin learning for its own sake, to enlarge horizons and to pursue those dreams and ambitions for which there has previously been no opportunity.

**PRE-REQUISITES & QUALIFICATIONS?** There are no entry criteria or assessments; you do not need to have completed high school, college or university to become a U3A member. There are no examinations; you will not graduate from U3A courses. If you wish to study for formal qualifications then U3A is not for you.

**HOW WILL I KNOW IF U3A IS FOR ME?** U3A Ballina/Byron Inc invites prospective members to attend one session of a class of their choice before deciding whether to join.

**NOTE THAT THERE IS NO REFUND OF FEES ONCE A PERSON BECOMES A MEMBER (See on other side of this page)**

**WHAT COURSES ARE AVAILABLE?** This is entirely up to U3A members. Courses that are on offer have been devised by members and are taught by unpaid members. In this way, fees are kept to the absolute minimum. Courses may continue indefinitely, for a full or half semester, or even shorter. The courses depend on the members volunteering to provide the leadership to develop them and actually teach them.

### U3A Ballina/Byron Inc New Membership Application Form (Please print clearly)

**Surname(s)** .....

**Given Names:** .....

**Preferred Name (for Badge):** .....

**Address:** .....

.....**Postcode:** ..... **Phone** .....

**Mobile:** ..... **EMAIL:** .....

Please send my newsletter by **post**  **email**

**IN AN EMERGENCY CONTACT:** Name ..... Phone .....

**Date:** ..... **Signature(s):** ..... **PTO**

**HOW ARE THEY TAUGHT?** The teaching style is up to the individual Tutors and learners. Popular teaching styles include workshops, discussion groups, lecture-guided readings, seminars and tutorials, excursions etc., depending on the venue and facilities available. Small interest groups may prefer to meet in each other’s homes, whilst larger groups meet in appropriate community facilities. There are no assignments and no exams, although individual Tutors and learners may like to complete some preliminary work prior to each teaching session. You do not have to teach a course if you join; it is up to you to volunteer.

**WHERE ARE CLASSES HELD?** This depends on the individual Tutor and learners. Ideally, courses will be held during the day in a location that is reasonably central to the interests of the group. The Management Committee of U3A Ballina/Byron Inc will determine members’ interests from the Membership Application Forms and from other contacts with members and will assist with finding a suitable locale at which a course, or a series of courses, can be run. Often it may be more convenient to hold small courses in individual members’ homes.

**HOW MUCH WILL COURSES COST?** Although teaching and course preparation are voluntary, which allow courses to be run at a minimal cost, outside organizations usually charge for the use of premises and specialized equipment. In most cases the annual subscription entirely covers the cost of courses in which you choose to participate throughout the year. Some courses may require the purchase of books, notes or necessary equipment, in which case the course participants will be required to meet these costs. The annual subscription entitles participants to attend as many courses as they wish. Current subscriptions are: \$5 joining fee per person, and \$30 annual fee for a single person or \$45 annual fee for a couple.

**HOW ARE MEMBERS KEPT INFORMED OF CLASSES & ACTIVITIES?** Members receive a quarterly Newsletter, which contains a list of Classes, at the beginning of each Term. Other notices are displayed on notice boards at classes, or at the Fripp Oval office, or are included in Community Notices in the local media.

**DOES U3A BALLINA/BYRON INC HAVE SOCIAL ACTIVITIES?** Social activities play an important part in the social well being of our members, their partners and their friends. A very active Social Committee plans picnics, barbeques, end of term get-togethers, Christmas parties etc. They also have excursions to theatres, cinemas, museums and art galleries for special performances and showings. Day, or even longer, bus trips may be organized, often with some special educational component. There is also a weekly passive recreational class where members can meet for various games, such as Mah Jong.

**HOW IS U3A BALLINA/BYRON INC MANAGED?** Members elect Office Bearers annually to the Management Committee at the Annual General Meeting, held in March or April.

**FURTHER INFORMATION?** If you require further information, please feel free to ring 6681 4450, or call at the Office, which is usually staffed from 10 to 12 noon most weekdays during term time.

**HOW CAN YOU JOIN U3A BALLINA/BYRON INC?** Complete the New Membership Application Form at the bottom of this sheet. Cut off and retain the information section, and return the Application Form with the appropriate payment by mail to the address at the top of this sheet, or in person to the U3A Office. Please make cheques payable to **U3A Ballina/Byron Inc**. The Office at Fripp Oval is usually open during Term time on Mondays to Fridays from 10.00 to 12 noon.

**DISCLAIMER** The courses and activities provided by U3A Ballina/Byron Inc are intended only to supply general information to participants and in no way constitute professional advice upon which the participants should rely. U3A Ballina/Byron 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. Members enrolling in a course/activity are deemed to accept this disclaimer and the limitation of the liability of U3A Ballina/Byron Inc.

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**ADDITIONAL INFORMATION**

What skills, experiences or qualifications have you gained from work, education or hobbies that could be of help to U3A Ballina/Byron Inc?

.....

Are there any subjects in which you would be prepared to act as a Tutor, Convener or Class Leader?

.....

Are there any topics **NOT** in our current course list that you would like to pursue if it can be arranged?

.....

Could you give occasional, or regular, assistance in the U3A Office? **YES / NO** (please circle)

Could you give assistance on any U3A Committee? **YES / NO** (please circle)

In accordance with s 3(b) of our Constitution:

***“3 (b) Membership shall be for the calendar year from the date of joining. Membership fees are due and payable on that date each year. Fees are not refundable once an official receipt has been issued.”***

## Appendix E-Office Procedures

### Office Access

A set of keys is kept at the RSL Bowls Club.

Tutors and volunteers should obtain these keys and return them at the end of the day.

### Opening the Hall

- Turn the alarm off in the main hall before going to the office.

### Closing the Hall

- Check all windows are closed and latched
- Check all lights and fans are off
- Take all materials (notice boards, signs) back to the office
- Lock the storeroom, office and the outside door on the equipment room. Both locks on the outside door must be locked.
- Go to the Hall and turn on the alarm
- Lock the door, return keys to the Bowls Club

### Office Procedures – General

Diary	Please sign the diary each day you are a volunteer Use the diary to record any queries, problems, matters to be referred to the Executive etc
Management Committee	Each member has a folder in top drawer of filing cabinet. Notes and other materials can be left in these folders.
Monies	Monies for fees or social functions have to be receipted in the appropriate receipt book and ledger, and left for the Treasurer.
Morning Tea	The class is responsible for preparation and return of cups etc if they wish to have morning tea. This is not a responsibility of the office volunteer.
Phone	Phone is for U3A purposes. Private calls charged at 40c. Money goes in jar on desk.
Photocopying	Copying for class or private photocopying is charged at 10c a page. The money should be left in the jar on the desk.

Stationery & Forms   Spares are in filing cabinet or on the bookshelves.

Volunteers & Classes      Please do not attend a class when rostered on office duty.

## **Information on U3A**

Enquiries may be received in person, by phone asking about U3A.

When enquiries are received

- U3A is open to all and has no age limits
- Application Form contains information about the history, costs and operations of U3A
- Provide enquirers with
  - a copy of New Member Application Form
  - a copy of latest newsletter if available, or class summary sheet
  - a copy of the information brochure

Envelopes are on the desk and stamps in the first folder of the top drawer of the filing cabinet. Please record stamp usage in the book in the folder.

## **Telephone Calls**

If there are messages on the answering machine, the machine will beep.

To hear the message   Press *Play/Stop* (without picking up the handset).  
Record the details of the messages in the diary.

To erase a message   Press *Delete* after the message has been received.