



# U3A Ballina/Byron Inc

## New Member Information

Welcome to U3A Ballina/Byron Inc. We are delighted you are joining us and hope you have many happy years with the organisation.

U3A is a voluntary, self-help movement for mature people which 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.

Classes that are on offer have been devised by members and are taught by unpaid members. The teaching style is up to the individual tutors and learners. Small interest groups may choose to meet in each other's homes, whilst larger groups meet at Fripp Oval clubrooms or other venues.

If there is a vacancy in a class, a prospective member may attend one class before joining our organisation.

Members receive a quarterly newsletter which contains a list of classes for the following term. Other notices are displayed on the notice boards at Fripp Oval and are included in Community Notices in the local media.

Enrolment days are held in January each year. Enrolments can be taken during the year if vacancies exist.

Please wear your name badge to every class and make sure you have completed the emergency contact details on the back.

As a matter of courtesy to the tutor and other class members, please turn off your mobile phone at the start of each class.

Please sign the attendance sheet at the start of each class.

If the previous class is still in progress, please wait quietly outside the room until they have finished.

### ***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.*



## Code of Conduct

As a self-supporting, member-based voluntary organisation, U3A Ballina Byron expects that all members, non-member tutors and other volunteers will behave in a courteous and civilised fashion in all dealings relating to the organisation. Accordingly, you agree to abide by this Code of Conduct by:

1. Participating in U3A Ballina Byron activities in a friendly and positive way, and being honest and ethical in all dealings with U3A, its members and related organisations.
2. Showing courtesy, respect and consideration to those with whom you deal in U3A Ballina Byron, related organisations and the wider public in relation to U3A activities, and not engaging in behaviour that is inappropriate, disruptive or intimidating, such as would breach the rights of other persons to participate in activities or to carry out their designated duties.
3. Avoiding all forms of discriminatory behaviour in regard to nationality, ethnicity, gender, sexuality, culture, religion, age and mental or physical disability.
4. Refraining from activities, comments or actions that would promote a personal business/cause or that would place others in a vulnerable position financially, physically or psychologically.
5. Observing strict confidentiality regarding organisational and members' personal information to which you may have access, and never disclosing contact details of any U3A Ballina Byron member or tutor to anyone without the subject's permission.
6. Promoting U3A Ballina Byron in a positive way, abiding by this code and other U3A policies and procedures and, in the event of any dispute, following the U3A Ballina Byron grievance handling and dispute resolution procedures.

In classes and during other activities:

1. Being punctual and reliable in attending U3A classes, activities, office duties or other commitments, and giving warning of withdrawals from classes and events and unavoidable absences from other volunteer commitments.
2. Participating safely in each class or activity, and abiding by any reasonable directive or prerequisite specified by the tutor or activity organiser for such participation.
3. Respecting the integrity of all U3A venues and equipment, and always leaving venues in a clean and tidy state.

If you have any doubts as to the appropriateness of any of your words or actions, you should consider:

1. Is it legal?
2. Is it consistent with the above code and the U3A Ballina Byron Constitution and By-laws?
3. Would you accept the same behaviour if it was directed at you by another person?