



**U3A Batemans Bay Incorporated**

# **Rules**

(Last amended: 2020)

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# Rules of U3A Batemans Bay Inc.

(To be read in conjunction with the Constitution)

As an organisation U3A Batemans Bay seeks to capitalise on the skills and experience of our membership and other expertise in our neighbourhood. We also wish to capitalise on our unique coastal environment and its proximity to the nation's capital with its wonderful institutions. We are a not for profit organisation that relies on volunteers to fulfil every role within it.

These Rules have been developed to provide advice, guidance, leadership and practical help to our members, our tutors and our committee in managing the myriad of activities that are our U3A.

## 1. Activities

- 1.1 The principal activity of U3A BB is the arrangement of courses on topics of interest under the guidance of tutors who are members of U3A BB. If a non-member volunteers to run a course they will be given associate membership for the duration of the course.
- 1.2 Courses may be of any length agreed to between the tutor and the appropriate Course Coordinator. As far as possible courses are to be held during daylight hours.
- 1.3 The U3A year is divided into two semesters, each with two terms. U3A BB follows the NSW school calendar but commences on the Monday of the first full week of the school year, and finishes on the Friday of the last full week of the school year.
- 1.4 In general no qualifications are required to join a course. Some courses, mainly continuing language courses, have prerequisites which members must meet before being able to enrol. Other courses may require members to have attended a previous course. No examinations are held on any topics, however, depending on the course, members may be expected to undertake tasks between meetings.

## 2. Approval of Courses

- 2.1 New courses, excluding Wine Appreciation Groups (WAGs) and Book Groups are to be developed through consultation between the tutor and Course Coordinator (New Activities), and details recorded on the Course Outline Form which can be found in the Tutor section of the website.
- 2.2 Completed Course Outline Forms are to be submitted to the Course Coordinator (New Activities), prior to commencement of the course. If there are any doubts about the suitability of a course, the proposal will be discussed by the committee.
- 2.3 Where the numbers attending a course diverge from the minimum and maximum numbers set out in the course outline, the tutor must advise the

relevant Course Co-coordinator as soon as practicable so that any action deemed necessary may be taken.

- 2.4 If tutors wish to vary the content of the course or depart from the agreed times, duration, venue or other particulars set out in the course outline, they must advise the relevant Course Coordinator before making any changes.
- 2.5 Costs incurred by tutors for materials or equipment to be retained by U3A BB for future use may be reimbursed by the committee providing the approval of the committee is obtained prior to the expenditure being incurred.
- 2.6 Costs incurred by tutors for materials to be retained by participants, for example handouts, may be recouped from participants. Such costs, or an estimate, must be advised to participants in advance via the newsletter entry.
- 2.7 Costs incurred by tutors for the making of resources to be retained by the tutor for use in future sessions or with future classes may be recouped from the committee each term up to a limit to be advised from time to time. Tutors who intend to make such resources should first discuss this with the Course Co-ordinators.
- 2.8 The management of Books Groups and WAGs is the responsibility of the person appointed by the committee as Book Group Coordinator and WAGs Coordinator respectively, who will work co-operatively with the Course Coordinator Continuing Activities to ensure that these activities are carried out in accordance with U3A BB policies and procedures
- 2.9 U3A BB is to be at all times non-political and non-sectarian in its provision of learning opportunities.
- 2.10 U3A BB does not provide professional advice on health, finance or other matters requiring professional expertise and input.
- 2.11 The committee reserves the right to cancel any course or other activity found, following a process of review, not to be consistent with the aims, objectives and Rules of U3A BB or inconsistent with what was originally agreed to between a tutor and the Course Coordinator and documented in the course outline, the newsletter and the online entry.

### **3. Tutors**

- 3.1 Tutors include group leaders or other persons with responsibility for convening a course or activity.
- 3.2 Where it is necessary for a substitute tutor to take over the course for one or more sessions the Course Coordinator (Continuing Activities) must be advised. Failure to do so will negate any insurance cover for that activity.
- 3.3 Tutors may not enter into any arrangements with a person or organisation external to U3A BB without first consulting with the relevant Course Coordinator.
- 3.4 Tutors are responsible for managing enrolments for their courses.

- 3.5 Tutors must maintain an electronic attendance record for each activity for insurance purposes. These records must be initialled by the member at each attendance. Without this evidence, any insurance or other claims against U3A are likely to be refused.
- 3.6 A Tutor Handbook containing information on their responsibilities is available on the Tutor Portal of the website.
- 3.7 A Tutor Forum is to be held annually to enable tutors to be updated on U3A policies, processes, and activities, and to provide opportunities for them to interact with each other and the committee. Informal Tutor Chats should be held as the opportunity arises.
- 3.8 The committee may fund training for tutors in areas such as learning styles and techniques and use of technology. Tutors will not be funded to gain specialist qualifications from any external training organisation.

#### **4. Events and Excursions**

- 4.1 Events or excursions arranged for members of U3A BB must be arranged in consultation with the Special Events Coordinator and follow the guidelines set down in the Special Events Policy.
- 4.2 Where costs are to be incurred, the organiser will prepare a budget, determine the minimum number of participants to enable the costs to be recouped, and submit these to the committee through the Special Events Coordinator. Approval must be obtained prior to incurring any expenditure.
- 4.3 Arrangements may not be finalised until payment has been received from the approved minimum number of participants.
- 4.4 U3A BB expects that the organiser will make all reasonable attempts to cover the budgeted costs. If a shortfall is likely to occur despite these efforts, the organiser must advise the Special Events Co-ordinator so that the committee can decide whether the event should proceed.
- 4.5 Where participants use carpooling to travel to an event they are expected to share the travel costs. U3A BB will not be liable for any unforeseen costs arising from such travel.
- 4.6 The Special Events Coordinator will ensure compliance with the Special Events Policy, health and safety requirements, and the Rules relating to activities.
- 4.7 Attendance sheets are to be given to the Course Coordinator and any monies received are to be receipted and banked, income documented and expenses receipted and given to Treasurer.

#### **5. Reimbursement for Occasional Speakers**

U3A BB may engage the services of an occasional speaker to talk about a topic of interest to members. This may take the form of a regular Saturday Talks session or

other format agreed by the committee. Reimbursement for such speakers will be as set by the committee from time to time.

### 6. Equipment

- 6.1 The storage and management of equipment, such as projectors and other devices, (including peripheral tools such as screens and audio equipment), will be overseen by the person appointed by the committee as Equipment Manager.
- 6.2 Equipment owned by U3A BB may, as a general rule, only be used by U3A members.
- 6.3 Where appropriate, and where it does not impact on U3A activities, at the discretion of the committee equipment may be loaned to other community organisations which share our goals. A U3A member should be present at any events at which U3A equipment is used.
- 6.4 Equipment provided by U3A BB for any activity remains the property of U3A BB and must be returned at the conclusion of the activity, or as arranged with the Equipment Manager.
- 6.5 The Equipment Manager must consult with the Treasurer, who will consult with the committee if necessary, before incurring any expenses for maintenance of equipment.
- 6.6 All requests from tutors for the purchase of equipment should be put through the relevant Course Co-coordinator, who is authorised to approve modest expenditure, where an item of equipment is required urgently for the conduct of a course and the item is to be retained by U3A BB for future use.
- 6.7 Purchase of all non-urgent equipment is to be discussed and approved by the Committee.
- 6.8 The Technical Subcommittee is responsible for the selection and purchase of all technical equipment.

### 7. Member Responsibilities

- 7.1 In order to assist with the smooth running of classes members are requested to observe the following:
  - (a) When attending a class or any U3A Batemans Bay function:
    - (1) always wear your name badge;
    - (2) initial the class attendance sheet – this is essential for insurance purposes;
    - (3) ensure that your phone is switched off or set to silent. If urgent, excuse yourself and leave the room. If you are expecting an urgent call or text please sit near the door and leave the room

as soon as you receive it. It is not acceptable to be responding to texts during a class;

- (4) display courteous, respectful, and inclusive behaviour at all times to the tutor and other members; and
- (5) comply with all safety instructions given by the tutor.

### 7.2 Let the Tutor or Course Coordinator know:

- (a) if you need to miss one or more sessions of a course;
- (b) of any health issues that might affect your ability to engage in class activities;
- (c) if the activity is not what you expected and/or not as described in the newsletter; or
- (d) if you will not be continuing with the course – for whatever reason.

### 7.3 Lend a hand:

- (a) with setting up and cleaning up;
- (b) by volunteering for tasks such as being class secretary, collecting money or organising refreshments and any other tasks as appropriate.

## 8. Occupational Health and Safety

- 8.1 It is a requirement of the U3A Network NSW that all tutors who conduct a course in their home must hold Public Liability Insurance.
- 8.2 Health and safety warnings suitable to the course or activity must be given by tutors at the commencement of the course or when new members join. Information on health and safety issues can be found in the Tutor Handbook.
- 8.3 U3A activities take place only during the notified session times and end once the educational part of the session is completed. Any activity outside that specified in the course outline is not under the auspices of U3A BB, except where prior approval to the variation has been given by the Course Coordinator.
- 8.4 Prior to the course starting, tutors must download a copy of their class emergency contacts from the electronic database and a copy of the Accident/Incident Report form from the Tutor Tab on the website [www.bbay.u3anet.org.au](http://www.bbay.u3anet.org.au). These must be kept with the attendance sheet at all times.
- 8.5 If, during any U3A activity, anything occurs that requires assistance from any of the emergency services, or involves an injury or medical event requiring no assistance, or the tutor deems to be a hazard to others or unusual in some way, tutors must complete the Accident/Incident Report form, provided to

them with their Tutor Handbook and follow the instructions on that form regarding reporting.

### **9. Electronic Outreach of U3A BB**

Control of the electronic outreach of U3A BB will be managed by the Information Technology (IT) Coordinator who will report on activities to the committee.

### **10. IT Management**

In conjunction with the IT Subcommittee, the IT Coordinator will manage the IT standards for U3A Batemans Bay administration. This includes ensuring:

- 10.1 standardisation of equipment (hardware) and software among the committee, and various sub-committees of U3A BB;
- 10.2 high quality advice is provided to the committee to ensure prudent purchases of hardware, software and related equipment and IT delivery systems for news and messages to members;
- 10.3 oversight of the maintenance of electronic records, including regular data backup and data/records security, as deemed appropriate; and
- 10.4 management of access protocols.

### **11. Town Crier**

- 11.1 Information on U3A BB matters will be delivered through U3A News and disseminated by the person appointed to the role of Town Crier.
- 11.2 Matters not related to U3A BB but which are determined to be relevant to our members' interests will be delivered through Town Talk.
- 11.3 Where the Town Crier is in doubt about the suitability of a news item, the matter is to be referred to the Communications Coordinator.
- 11.4 Members should be aware that opting out of these news items also opts them out of any other electronic message sent by U3A BB including the newsletter.

### **12. Newsletter**

- 12.1 Preparation and distribution of the newsletter in both paper and electronic form is coordinated by the Communications Coordinator. The Newsletter Editor has overall responsibility for the production of the newsletter.
- 12.2 The frequency of the newsletter will be set by the committee.
- 12.3 The committee will decide on the inclusion of any non-U3A information and length of obituaries.
- 12.4 A newsletter will be sent to the email address (where provided) of all current members, and by mail where no email address has been advised.

### 13. Members' Privacy

- 13.1 The privacy of members is to be ensured at all times by tutors, committee members and other U3A members.
- 13.2 Details contained in the membership database may be accessed only by those delegated by the committee to do so for the purpose of carrying out their U3A duties.
- 13.3 Tutors and course participants should not share personal information of other participants except in an emergency.

### 14. Advertising

- 14.1 A publicity officer is part of the U3A support team and produces articles for local newspapers advertising the Association and its activities.
- 14.2 When necessary, the committee will appoint a person to act as Promotions Coordinator to be responsible for coordinating the preparation and distribution of promotional and advertising material such as flyers, notice board Information, and banners.
- 14.3 Members wishing to promote activities through the media or other channels external to U3A BB must discuss this with the Communications Coordinator.
- 14.4 Tutors wishing to promote activities through the media or other channels external to U3A BB must discuss this with the Course Coordinator Continuing Activities.

### 15. Our Stakeholders

- 15.1 Our stakeholders are those persons or bodies having an interest in U3A BB and include, but are not limited to:
  - (a) members;
  - (b) potential members;
  - (c) tutors;
  - (d) sponsors;
  - (e) venue providers; and
  - (f) political representatives of our community.

### 16. Membership Fee

- 16.1 The Membership fee is an annual subscription in respect of membership of U3A BB and is not a course fee.
- 16.2 Membership of another U3A does not entitle a person to attend any U3A BB courses.

- 16.3 Membership fees will not be refunded if a member is unable to enrol in a particular course.

### **17. Funds**

- 17.1 The committee will decide if donations should be made to local organisations, particularly in relation to use of their facilities for courses.
- 17.2 Should the committee decide to enter into a real estate arrangement that is likely to incur substantial costs, it cannot make a final decision until it has sought the input of members at a General Meeting.

### **18. Establishing Rules for U3A BB**

- 18.1 The committee may from time to time, make, amend or repeal Rules consistent with the Constitution for the internal management of the U3A BB. The Rules will be published on the website and made available in hard copy to any member on request.
- 18.2 Amendments to the Rules will be advised via U3A News.
- 18.3 Any rule may be set aside by a General Meeting of the members.

### **19. Committee**

- 19.1 The treasurer must be advised when any expenditure is incurred on a U3A account. Purchases outside those accounts are to be discussed with the treasurer prior to the purchase. Access to those accounts is limited to committee members, and committee support members.
- 19.2 All decisions taken out of session must involve at least three committee members and be presented to the committee as a whole for ratification at its next meeting.
- 19.3 U3A BB will meet the costs of attendance of two or more members at the annual U3A State Network Conference covering accommodation, travel, registration, and conference meals. The actual number of members to be financed will be determined by the total cost for each delegate.