



U3A Batemans Bay Incorporated

By-Laws

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By-Laws of U3A Batemans Bay Inc.

(To be read in conjunction with the Constitution)

As an organisation U3A Batemans Bay (**U3A BB**) 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 By-Laws have been developed to provide advice, guidance, and practical help to our committee, our tutors and our members in coordinating and participating in the myriad of activities that are our U3A.

If any committee positions are not filled, the duties will default to the president.

1. Activities

- 1.1 The principal activity of U3A BB is the arrangement of activities on topics of interest under the guidance of tutors. If a non-member volunteers to run an activity, they will be given associate membership for the duration of the activity.
- 1.2 Activities may be of any length agreed by the tutor and the appropriate course coordinator. As far as possible activities 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 an activity. Some activities, for example continuing language activities, have prerequisites which members must meet before being able to enrol. Other activities may require members to have attended a previous activity.
- 1.5 No examinations are held on any topics, however, depending on the activity, members may be expected to undertake tasks between meetings.

2. Approval of Activities

- 2.1 New activities are to be developed through consultation between the tutor and course coordinator 3 - new courses (**CC3**) cordinator3.u3a.bbay@gmail.com.
- 2.2 Activity outline forms are obtained from and submitted to CC3. If there are any doubts about the suitability of an activity, the proposal will be discussed by the committee.
- 2.3 Where the numbers attending an activity diverge from the minimum and maximum numbers set out in the activity outline, the tutor must advise course coordinator 1 - continuing courses (**CC1**) cordinator1.u3a.bbay@gmail.com as soon as practicable so that any action deemed necessary may be taken.

- 2.4 If tutors wish to vary the content of the activity or depart from the agreed times, duration, venue or other particulars set out in the activity outline, they must advise CC1 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 provided the approval of the committee is obtained prior to the expenditure being incurred.
- 2.6 Any requests for such equipment must be in writing to the committee via CC1 and accompanied by two quotes.
- 2.7 Costs incurred by tutors for materials to be retained by participants, for example handouts, should be recouped from participants. Such costs, or an estimate, must be advised to participants in advance via the website entry.
- 2.8 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. Tutors who intend to make such resources should first discuss this with CC1.
- 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 activity found not to be consistent with the aims, objectives and By-Laws of U3A BB or inconsistent with what was documented in the activity outline and the online entry.

3. Tutors

- 3.1 Tutors include group leaders or other persons with responsibility for convening an activity. A tutor handbook containing information on tutor responsibilities is available under Forms and Resources on the website.
- 3.2 Where it is necessary for a substitute tutor to take over the activity for one or more sessions, CC 1 must be advised. Failure to do so may negate any insurance cover for that activity.
- 3.3 Tutors must not make any arrangements for delivery of their activity with a non-member of U3A BB without first consulting CC1.
- 3.4 Tutors must maintain an 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 BB are likely to be refused. These attendance sheets including physical activity sheets should be forwarded to CC1 at the end of each term or at the completion of each course who will store them electronically for safe keeping. These can be given to CC1 at shopfront or sent electronically or via the post box address. (PO Box 103 BB).

- 3.5 A tutor forum will 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 will be held as the opportunity arises.
- 3.6 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.
- 3.7 All requests from tutors for the purchase of equipment should be submitted in writing to CC1, who is authorised to approve modest expenditure as set by the committee.

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 coordinator so that the committee can decide whether the event should proceed.
- 4.5 When 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 By-Laws relating to activities.
- 4.7 Attendance sheets are to be given to the CC1, and any monies received are to be receipted and banked, and a report given to the 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 be for a Saturday talk session, or other events agreed to by the committee. Where overnight accommodation is necessary, the speaker may be reimbursed for its cost. Following the presentation, these speakers may also be invited to lunch hosted by members of the committee.

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 at the discretion of the committee, equipment belonging to U3A BB may be lent to other community organisations. A U3A BB 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.
- 6.5 The IT subcommittee is responsible for the selection and purchase of all electronic equipment.

7. Member Responsibilities

- 7.1 In order to assist with the smooth running of activities members are requested to observe the following:
 - (a) when attending any U3A BB activity:
 - (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;
 - (4) display courteous, respectful, and inclusive behaviour at all times to the tutor and other members;
 - (5) comply with all safety instructions given by the tutor.
- 7.2 Let the tutor know:
 - (a) if you need to miss one or more sessions of the 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 activity outline; or
- (d) if you will not be continuing with the activity – for whatever reason.

7.3 All members should 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 an activity in their home must hold public liability insurance.
- 8.2 Health and safety warnings suitable to the 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. Any activity outside that specified in the activity outline is not under the auspices of U3A BB, except where prior approval to the variation has been given by CC1.
- 8.4 Prior to the activity starting, tutors must download a copy of the committee contact details from the website, their class emergency contacts, including their own from the electronic database and a copy of the accident/incident report form from the Forms and Resources tab on the website www.u3abatemansbay.org.au.
- 8.5 If, during any U3A BB activity, anything occurs that requires assistance from any of the emergency services, or involves an injury or medical event or the tutor deems to be a hazard to others or unusual in some way, tutors must complete the accident/incident report form and follow the instructions on that form regarding reporting.

9. IT Management

In conjunction with the IT subcommittee, and in consultation with the webmaster and database manager, the IT coordinator will manage the IT standards for U3A BB administration. This includes ensuring:

- 9.1 sound 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;
- 9.2 adequate maintenance of electronic records, including regular data backup and data/records security, as determined appropriate;
- 9.3 management of access protocols;
- 9.4 stay abreast of issues relating to cyber security;

- 9.5 minimize amount of personal data kept;
- 9.6 keep the committee informed of current cyber risks and what review has been undertaken.

10. Town Crier

- 10.1 Information on U3A BB matters will be disseminated by the person appointed to the role of town crier.
- 10.2 Matters which are relevant to our members' interests may be communicated to them through our electronic messaging system.
- 10.3 Where the town crier is in doubt about the suitability of a news item, the matter is to be referred to the communications coordinator.
- 10.4 Members should be made aware that opting out of these news items also opts them out of any other electronic message sent by U3A BB including the newsletter.

11. Newsletter

- 11.1 The newsletter editor has overall responsibility for the production of the newsletter in consultation with the communications coordinator.
- 11.2 The frequency of the newsletter will be set by the committee.
- 11.3 The committee will decide on the inclusion of any non-U3A BB information and length of obituaries.
- 11.4 A newsletter will be sent to the email address of current members, and by mail where no email address has been advised.

12. Members' Privacy

- 12.1 The privacy of members is to be respected at all times by tutors, committee members and other U3A members.
- 12.2 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.
- 12.3 Tutors and course participants should not share personal information of other participants except in an emergency.

13. Advertising

- 13.1 A publicity officer/team is part of the U3A support team and has responsibility for producing articles to advertise the organisation and its activities in consultation with the communication coordinator.
- 13.2 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.

13.3 Members wishing to promote activities through the media or other channels external to U3A BB must discuss this with the communications coordinator.

13.4 Tutors wishing to promote activities through the media or other channels external to U3A BB must discuss this with communications coordinator.

14. Membership Fee

14.1 The membership fee is an annual subscription in respect of membership of U3A BB and is not an activity fee.

14.2 Members of another U3A may attend a U3A BB activity, provided the activity is not fully subscribed, and following payment of a negotiated fee. This needs to be agreed by CC1.

14.3 Membership fees will not be refunded if a member is unable to enrol in a particular activity.

15. Funds

15.1 The committee will decide if donations should be made to local organisations, particularly in relation to use of their facilities for activities.

15.2 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.

15.3 If groups within the parameters of U3A BB are offered payment for an activity they provide, all monies received are to be sent to the treasurer of U3A BB. The treasurer will record this in the financial statements. The group concerned can have discussions with the committee as to how this money may be spent.

16. Establishing By-Laws for U3A BB

16.1 The committee may make, amend or repeal By-Laws consistent with the Constitution for the internal management of the U3A BB. The By-Laws will be published on the website and made available in hard copy to any member on request.

16.2 Amendments to the By-Laws will be advised via U3A town crier.

16.3 Any By-Law made by the committee, may be set aside by a general meeting of the members.

17. Committee

17.1 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.

- 17.2 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.
- 17.3 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 budget provision for the conference.