



## U3A NORTHERN RIVERS (LISMORE)

### Guidelines, Policies & Procedures

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# U3A NORTHERN RIVERS (LISMORE)

## GUIDELINES, POLICIES & PROCEDURES SUMMARY

(Last updated December 2016)

### AIMS

#### According to our Rules of Association:

The U3A Northern Rivers (Lismore) is a community organisation dedicated to learning and fellowship. It is a mutual-aid movement; a modern community of scholars; one catering primarily for 'Third Age' people; people best described as being in active retirement - the 'Third Age' of their lives. Its aim is to provide both the stimulus of mental activity and the satisfaction of active participation. It enables new interests to be taken up and old ones to be extended.

It offers the joy of learning for learning's sake, unrestricted by the requirements of vocation, or the desire for qualifications; and it does so principally by drawing upon the extensive experience, skills and energies of its members.

### PURPOSE

The purpose of this Guidelines, Policies and Procedures document is to provide guidance on the operation of U3A Northern Rivers (Lismore).

This document should be read in conjunction with the Constitution (as available on the website). Where there is any apparent discrepancy between this document and the Constitution, the Constitution takes precedence.

### DEFINITIONS

The term 'U3A NR' is used throughout this document to denote the University of the Third Age, Northern Rivers (Lismore).

## SECTION 1: COMMITTEE ARRANGEMENTS

### MANAGEMENT COMMITTEE - responsibilities

The Management Committee comprises 12 elected members, including the four office holders (President, Vice-President, Treasurer and Secretary).

If a member misses out on a position for which they were nominated, he or she may still be a member of the Committee.

The President assigns roles to the eight Ordinary Committee members and may change their titles and responsibilities according to need.

As the leaders of the organisation, Committee members are responsible for the efficient running of the organisation for the maximum benefit of members.

They also:

- Seek out new tutors
- Look for resources such as new venues
- Suggest new or improved methods of meeting the objectives of U3A NR

### MANAGEMENT COMMITTEE - decision making

Committee meetings are open to all financial members. They may contribute to proceedings only if invited to do so by the Chair. Neither Support Committee Members nor visitors may vote.

If an item involves a major decision or is in any way controversial, a formal motion should be put, seconded and voted on by a show of hands and recorded in the minutes. Minor decisions may be made by consensus, but must be recorded in the minutes.

Where an issue under discussion is considered by the President to be of a sensitive nature, the Committee may determine to discuss the matter 'in camera'.

## **MANAGEMENT COMMITTEE - Executive roles**

### **President**

- Is responsible for overall organizational direction and management of the Committee
- Is principal spokesperson for U3A NR
- Chairs Committee meetings
- Acts as principal representative of U3A NR in dealings with other U3A's, State Council and out-side organisations and groups
- Is responsible, in consultation with the Secretary, for setting the Agenda for Committee meetings
- Helps the Committee establish goals and priorities
- Uses a 'Welcome to Country', as follows, on all public occasions and events where visitors are present

(I would like to acknowledge the traditional custodians of the land upon which we meet, and pay my respects to their Elders past and present)

### **Vice-President**

- Stands in for the President as needed
- Fills in for any committee position temporarily vacant if required
- If requested, Chairs sub-committees

### **Secretary**

- Provides prospective new members with information
- Collects, distributes and/or acts on all correspondence, including subscriptions
- Books venues for Committee meetings
- In consultation with the President, is responsible for setting and disseminating the committee Agenda in accordance with the meeting procedures guidelines (see page 11 – Appendix A)
- Forms and leads a sub-committee to collect, collate, label and mail newsletters
- Ensures that membership application forms and payments are sent to the Treasurer, who then forwards them to the Membership Secretary (see enrolment processing procedure for new membership enquiries)
- Calls for and receives nominations for all Committee positions
- Prepares and maintains an information pack on the responsibilities and operation of the Committee. The pack should contain copies of standing orders, constitution, and policy guidelines as well as a brief outline of the U3A NR public liability insurance policy.
- Ensures that each new committee member receives a copy of the information pack as soon as possible, preferably at the first scheduled committee meeting after their election or appointment.
- If no Minute Secretary is appointed, takes, types and distributes minutes ASAP following the meeting
- Maintains an outline of the secretarial duties and procedures for the next incumbent.

### **Assistant Secretary (if appointed)**

- Stands in for Secretary as needed
- Acts as U3A's Principal Welfare Officer, keeping committee members and tutors informed of the welfare and changes in situation of members, and responding in an appropriate manner.

### **Minute Secretary (if appointed)**

- Takes, types and distributes minutes of committee meetings ASAP following the meeting
- Stands in for the Secretary when needed (unless an Assistant Secretary is appointed)

### **Treasurer**

- Pays accounts, receives all monies and writes receipts
- Provides monthly financial reports and annual financial statements
- Prepares budget forecasts
- Gathers information on investment choices and reports to the Committee
- Liaises with auditor
- Keeps incorporation, insurance, registration and investment details
- Maintains assets register
- Maintains an outline of the treasurer's duties and procedures for the next incumbent

### **Course Co-ordinator**

- Prepares timetable for all classes and activities
- Maintains regular contact with tutors
- Maintains an information pack for tutors including the guidelines for tutors, insurance details and draft accident report form
- Ensures each new tutor receives a copy of the information pack for tutors before taking a U3A NR class
- Consults Committee if in doubt as to the suitability of any class or tutor
- Provides class registers (collects these regularly and passes on to Membership Secretary)
- Books venues for classes and maintains good relations with venue managers
- Provides up-to-date information about courses/activities to the Committee, Newsletter Editor and Publicity Officer
- When required, takes enrolments for classes
- Advises the Treasurer of accounts to be paid
- Organises annual tutors' get-together
- Maintains an up-to-date list of tutors
- Maintains an outline of the Course Co-ordinator's duties and procedures for next incumbent

### **Deputy Course Co-ordinator (if appointed)**

- Supports Course Co-ordinator when needed
- Stands in for Course Co-ordinator if required

### **Membership Secretary**

- Maintains a list of current members
- Prints badges and distributes to members
- If requested, checks that people attending classes are financial members
- Follows up on comments that appear on application forms
- Prints labels for newsletters
- Maintains an outline of the Membership Secretary's duties and procedures for the next incumbent
- Keeps attendance books and passes on to the next incumbent

NOTE: The Membership Secretary may reveal members' phone numbers to tutors or committee members if requested.

### **Newsletter Editor**

- Collects newsworthy items and course information
- Takes and/or arranges to have photos taken of U3A activities
- Monitors other U3A newsletters as well as U3A websites
- Writes, edits and lays out quarterly newsletter so that it is mailed before the start of each term
- Oversees proof-reading, final corrections and printing
- Arranges to have each edition posted on the U3A Northern Rivers website
- Prepares and organises printing of all promotional and other material as required
- Maintains an outline of the Newsletter Editor's duties for the next incumbent

### **Publicity Officer**

- Writes weekly press releases, provides photographs, and sends them to local media
- Writes short feature articles, provides appropriate photographs and any other material as requested for newspaper supplements and other media outlets
- Maintains good liaison with all local media representatives
- Writes and distributes weekly announcements in the Echo, local ABC radio, 2NCR and other suitable media outlets
- In consultation with the Secretary, arranges for the newsletter to be distributed to libraries and other outlets
- Takes frequent photographs for publicity and newsletter use
- Advises Committee on new promotional possibilities
- Maintains an outline of the Publicity Officer's duties and procedures for the next incumbent.

NOTE: A second person may be appointed solely to originate and place the weekly media notices.

### **'Tuesday with U3A' Co-ordinator(s)**

- Finds, books, and arranges introduction of suitable speakers
- Arranges support facilities for speakers (e.g. laptops, projectors) if required
- If deemed appropriate, organises gifts for visiting speaker
- Arranges for a U3A NR member to thank speakers
- Maintains an outline of the 'Tuesday with U3A' Co-ordinators duties and procedures for the next incumbent.

### **Electronic Resources Officer (if appointed)**

- Oversees the disposition of all U3A NR computer-related equipment, including supplying office holders with laptops for the duration of their appointment
- Arranges equipment training sessions as required and maintains a register of U3A NR members who have been trained in the safe operation of U3A NR equipment
- Gathers information on possible equipment purchase or disposal and reports to the Committee
- Acts as de facto chair of any sub-committees formed to study equipment needs
- Maintains an outline of the Electronic Resources Officer's duties for the next incumbent.

## **COMMITTEE SUPPORT GROUP**

The roles and composition of the support group change according to circumstances each year. The only exception is that of Public Officer, who is appointed by the Committee and stays in the role until the Committee otherwise decrees or he/she resigns. Members of the support group may or may not be on the Committee.

### **Public Officer**

- Fulfils the duties as outlined in the Act of Incorporation
- Advises the President and Committee as to requirements under that Act
- May conduct elections at the AGM

### **Web Administrator**

- Maintains and regularly updates the U3A NR Website and e-board
- Advises the Committee on computer matters
- Keeps administration and security codes and details relating to the U3A NR website updated
- Regularly, at each change, provides a copy of these codes to the Secretary
- Maintains an outline of the Web Administrator's duties for the next incumbent.

### **Meeters and Greeters**

- Welcome visitors and new members, especially at Tuesday Talks, Open Days, and other events

### **Social Co-ordinator(s)**

- Organise venues for picnics, dine-outs and other occasional social events
- Organise major social events at venues approved by the Committee

### **Assistant Newsletter Editor (if appointed)**

- Assists Editor as needed
- Stands in for Editor if required.

## **SECTION 2: MEMBERSHIP ARRANGEMENTS**

### **MEMBERSHIP - Fees**

- Membership fees are determined annually by the Committee and fall due at the beginning of Term each year
- New members, who join after 30th June in any year, pay half the current New Member fee.
- Members who become un-financial will be retained on the Newsletter distribution list for the first term of the year in which their membership is not renewed. If efforts to encourage un-financial members to renew their membership are unsuccessful, then they will be removed from the Newsletter distribution list following the mailing of the Newsletter at the start of term 2.

### **MEMBERSHIP - Enrolment procedures for new members**

- Secretary (or delegate) sends a form to a prospective member
- The form, with attached cheque, is returned via the PO Box, to the Treasurer
- Treasurer receipts and banks the cheque and sends the form, with attached receipt, to the Membership Secretary
- Membership Secretary updates the database
- Membership Secretary mails to new member:
  - a membership badge
  - badge holder
  - receipt and welcoming letter
- The Membership Secretary files all forms alphabetically. The forms should be archived.
- Upon request from the President, the Membership Secretary will prepare a list from the database, showing members registered, their occupations and all current and potential tutors.

At the beginning of each year, after Open Day, and as renewals come in, the relevant parts of the above procedure should be followed, with the exception that renewing members do not receive a welcoming letter.

### **MEMBERSHIP - reciprocal arrangements with U3A BALLINA/BYRON BAY**

- U3A NR has a reciprocal arrangement with U3A Ballina/Byron Bay, whereby members of either U3A may attend classes or events held by the other without paying an additional membership fee
- Where places in a particular class are limited, preference is given to members of the U3A offering the class
- Reciprocal rights do not extend to voting rights at the respective reciprocal U3A's AGM

### **MEMBERS - condolences**

As U3A NR is a large group, it is impossible to officially register sympathy for every member who has suffered bereavement, illness or disability, by sending a card or flowers. Members are encouraged to offer sympathy and comfort.

## **SECTION 3: COURSE ADMINISTRATION**

### **COURSES - principles**

All U3A classes are to operate under the following basic principles:

- All standard venue costs are met by the organisation
- Other costs relating to course delivery can be met by U3A NR if a request is submitted in accordance with the policy guidelines
- Incidental costs are to be met by class participants on a user-pays basis
- U3A NR will cover the cost of a common gift (such as a U3A NR pen) that can be given as a token of appreciation to any invited guest presenter at any U3A event.

### **COURSES - appropriateness**

Although U3A NR sets no criteria for proposed courses or activities, the Course Co-ordinator/s or Tuesday conveners may consider as inappropriate courses that:

- directly profit the tutor or speaker
- proselytise for religious organisations, political parties or cults
- might reasonably be seen as posing unacceptable physical risks for those participating.

If the co-ordinator/s or conveners feel a presenter or a topic is unsuitable for any reason, they shall bring it before the Committee for resolution, even though the delay may mean that a proposed class or course is delayed or withdrawn.

### **COURSES - viability**

The Committee reserves the right to cancel a course if insufficient numbers register for it.

### **COURSES - membership of classes**

Enrolments in all classes cease at the end of term 4 each year. New and existing members wishing to enrol in any course must do so on or after Open Day of the following year.

## **COURSES - visitors**

Visitors are welcome to attend all U3A NR activities and classes. If a visitor attends a class regularly then he or she should be asked to either join or cease attending. Any visitor who makes more than two visits to any course is NOT covered by the U3A NR insurance policy.

## **TUTORS - definition and responsibilities**

- Tutors are unpaid volunteers. U3A NR prefers not to make a major distinction between them and non-teaching members, while recognising the enormous effort that tutors make.
- Tutors may call themselves class tutors, conveners, co-ordinators, facilitators or whatever other term they prefer.
- Tutors are not expected to suffer financially as a result of teaching within U3A NR. They may claim out-of-pocket expenses (except travel) directly from the Treasurer by submitting a claim together with receipts or other proofs of expenditure such as a list of phone calls made.
- Alternately, tutors may ask class members to contribute towards the cost of producing notes or other aids used, before committing themselves to spending money.
- Tutors need not have teaching qualifications.
- All tutors must be financial members of U3A NR unless the Committee rules otherwise.
- Tutors are asked to accept ALL enrolments. Then it is up to the tutor to decide whether he or she can accommodate newcomers. Many experienced tutors have a waiting list, so people move from the waiting list into a class as vacancies occur.
- Tutors operating in private homes may have space and seating restrictions, and even personal preferences about teaching a certain number of people. If a tutor wants to organise a more public venue for larger numbers, they should contact the Course Co-ordinator.
- If a tutor has more enrolments than they can comfortably cope with, they may be able to persuade one of the group's more experienced 'regulars' to take on the leadership of a second group. The Course Co-ordinator may be able to assist.
- Tutors are permitted to set minimum and/or maximum student numbers as a condition for leading a class or activity.

## **TUTORS - ground rules for**

- Tutors should ensure that each member of class signs the roll book every week, and includes his/her membership number. This covers insurance conditions.
- Tutors should ask members to wear their badges.
- The Course Co-ordinator/s are in charge of class venues (place; time; duration). Tutors should contact them for help, if they require changes, or if they decide to change to another venue.
- If a class is cancelled at any time, the Class Co-ordinator should inform the Treasurer, otherwise the invoice for the venue will have to be paid in full when it could be possibly reduced.
- Officially, U3A NR does not have homework.
- Tutors can apply for an in-house grant to buy specific teaching aids for continuing classes. Applications are to be made in writing to the Committee and supported by the students.
- Tutors should not accept membership money from students.  
U3A NR operates on the same timetable as NSW State schools. The Course Co-ordinator must be advised of any out-of-term activities thus ensuring that insurance cover remains applicable.
- Tutors should always warn students if a situation could be hazardous to them (see Appendix C, Risk Management for accident management and for the Accident Report Form).
- If a tutor has difficulties or questions of any kind, he/she should consult the Course Co-ordinator, the major point of contact with the Committee.

## **VENUES - private**

U3A NR members who offer their homes for U3A NR classes and activities have the right to set whatever rules they consider appropriate for visitors to observe.

If there is a possibility that visitors - be they U3A NR members or not - may complain of being discriminated against, then move the class or activity to a public venue.

## **VENUES - public**

As guests, U3A NR members are expected to observe the policy of venue providers.

Registered clubs, for example, request that U3A NR members do not bring their own food and drink onto their premises, except where permission has been obtained first (e.g. birthday cake).

U3A NR members are encouraged to join registered clubs. Under NSW law, people who live within 5km of the club must join if they wish to use the club's facilities. All others have to be signed in by a member.

The Latter-Day Saints church requests that U3A NR members do not eat food or drink tea, coffee or caffeine-based drinks in the grounds or the building of the LDS. Members are asked to avoid unnecessary noise.

In all venues U3A NR members are expected to observe normal courtesies, i.e. replacing chairs and tables if they are moved, leaving black/white boards clean, restoring windows and doors to the positions in which they were found.

## **SECTION 4: COMMUNICATION POLICIES**

### **E-BOARD - message restrictions**

- U3A NR's electronic messaging service e-board enables any on-line member to email information to all other on-line members. Some restrictions are placed on messages to reduce the risk of viruses. For example, the size of messages is restricted to the equivalent of one page of plain text, and attachments of any kind (photographs, Word documents) are not permitted.
- Members will automatically be given membership of e-board if they have put an email address on their enrolment form. Members who do not have an email address but subsequently acquire one during the year can gain membership by emailing a request to the Web Administrator.
- Members who wish to discontinue e-board membership should email their request to the Web Administrator.  
Members can use e-board to exchange general U3A information, express an opinion, make announcements such as times of U3A NR meetings, ask or give help to other members with anything, swap/share/give away anything and sell one-off items like a piece of furniture, a car or a personal computer.
- e-board is not to be used for any unlawful matter, to discuss topics that some members could find offensive (i.e. politics, sexist jokes), or to advertise a range of products or services for personal gain.
- Emails must not be anonymous.
- Anyone violating these policies will be warned and possibly removed from the service.
- All queries and complaints should be addressed to the Web Administrator in the first instance.

### **NEWSLETTER - aims and policy**

A newsletter is produced quarterly and e-mailed or mailed to all members plus other U3As and other selected recipients. It is timed to be in readers' hands in the last 10 days of a term before the new term commences EXCEPT the January edition, which should be mailed out approximately 14 days before Open Day.

Unless approved by the Committee, size is restricted to 12 A4 black and white photocopied pages plus two loose inserts; these restrictions are in order to keep postage costs to a minimum.

The newsletter's aims are:

1. To inform members of details of current U3A NR courses and activities
2. To inform members of policy changes, upcoming events and other items of specific U3A NR interest
3. To provide a forum for members, including the President, to express their views on U3A NR
4. To showcase photographs of members
5. To inform non-members of U3A NR's wide range of activities

The newsletter usually has no space for purely literary efforts such as members' short stories and poetry. It is also not used as an advertising vehicle for members wishing to sell goods or services.

### **PUBLICITY PROGRAMME - aims and methods**

#### **1. To tell members and prospective members what's on. Methods include:**

- Publishing a quarterly newsletter on paper and on the U3A NR Website
- Tutors making personal announcements in classes
- Using U3A NR's electronic notice board
- Displaying a notice board at Tuesday afternoon talks
- Using the community announcements service of:
  - The Northern Star's Community Notice board
  - Free newspapers like the Echo
  - Local radio stations such as ABC 2NR and radio stations 2NCR, 2LM & Richmond Valley 88.9
  - Local TV

**2. To attract new members. Methods include:**

- Members encouraging friends and relatives to join U3A NR
- Placing reports and photographs in the media to encourage prospects to attend a Tuesday talk and/or other U3A NR activity.

**3. To influence local community leaders to support U3A NR. Methods include:**

- Using media publicity to build U3A NR's reputation as an important North Coast community group for seniors
- U3A NR representatives keeping in touch with community leaders.

**4. To foster a better understanding of U3A NR among the local retired community.**

**SECTION 5: ADMINISTRATION ISSUES**

**ADMINISTRATION - Equipment and resources**

All equipment and resources purchased with U3A NR funds are to be permanently marked as belonging to U3A NR. Such equipment is to remain the property of U3A NR and is for the use of members only. Equipment is not to be lent or hired out to individuals or other organisations.

**ADMINISTRATION - Post Office Box address**

The mailing address for U3A NR is: PO Box 4291, Goonellabah NSW 2480.

**ADMINISTRATION - Public Liability Insurance**

The U3A NR will subscribe to the NSW State U3A network public liability insurance scheme each financial year. This covers the association for an appropriate level of public liability.

**ADMINISTRATION - Copyright coverage**

U3A NR will subscribe to the NSW State U3A network copyright coverage scheme each financial year. This covers the association for the limited reproduction of copyright material for educational purposes.

**ADMINISTRATION - Revision of this document**

While it is recognised that this document is a living document and may be updated by Committee decision at any time, the Committee will undertake a review of this document in consultation with members at least once every two years.

**SECTION 6: GENERAL POLICY MATTERS**

**DISCRIMINATION POLICY**

U3A NR does not discriminate against members or visitors on the basis of sex, sexual orientation, race, colour, age, religion, political affiliation, physical or mental disability.

**GRANTS**

U3A NR does not have a policy on seeking or accepting grants or financial assistance from either members or outside bodies. The committee will consider proposals that entail grants on a case-by-case basis.

**DONATIONS**

U3A NR does not have a set policy on giving financial assistance to other organisations such as community groups or charities. Past committees have, however, generally decided that U3A NR should not make a corporate donation to various appeals.

This policy does not preclude U3A NR from collecting money from members on, for example Tuesdays or Fridays and giving it to approved causes or groups.

## APPENDIX A

### Meeting procedure for U3A Committee meetings

All U3A Committee Meetings should adopt the following meeting procedures:

#### Meeting agenda

- The Secretary will call for agenda items and reports 10 days before the scheduled meeting.
- All standard agenda items (such as Treasurer's report and Course Co-ordinator's report) are to be presented by means of a written report. All sub-committees to be asked to provide a report on their meetings / discussions at each committee meeting.
- These reports are to be circulated to all committee members no less than 5 days before the scheduled meeting.
- All new agenda items (for which there is no previous record of discussion) are to include a supporting statement or explanatory note that outlines the issue to be discussed.
- All agenda items and discussion papers are to be provided to the Secretary no less than 5 days before the scheduled meeting.
- In consultation with the President, the final agenda with discussion papers attached will be circulated to Committee members no less than 3 days before the scheduled meeting.
- Each agenda item will identify the person who raised the issue and who is to speak to the item at the meeting. If appropriate, a time limit will be designated with the agenda item.

#### Meeting procedure

- All reports previously circulated to committee members are to be taken as read and tabled at the meeting. Discussion is to be confined to business arising from the report.
- New business, not included in the agenda, will be accepted only if agreed formally by the Committee at the meeting. It is anticipated that such business will have a time imperative about it, which means that it cannot be held over to a following meeting.
- All business will be dealt with in accordance with the Standing Orders for U3A NR meetings (see Appendix B)

#### Minutes of the meeting

- The draft minutes of the meeting will be written up and circulated to committee members and any formal visitors at the meeting within 5 days.
- All meeting attendees have the right to note possible amendments to the minutes. These should be referred to the Minute Secretary with a cc to the President (or Chair if the President was absent) within 3 days of the draft minutes being circulated.
- A final version of the minutes is to be circulated to all members and meeting attendees within 10 days, this to be ratified at the next full committee meeting.
- If a committee meeting is adjourned for any reason, these timings take effect from the date at which the reconvened meeting is completed.
- The minutes, once ratified by a following meeting of the committee, are to be placed in the custody of the Secretary. The minutes may be viewed but not copied by any financial U3ANR member at:
  - a) A meeting of the Committee, or
  - b) At a time and place suitable to both the Secretary and the member.

## APPENDIX B1

### U3A NR Standing Orders

#### General

- These Standing Orders shall apply to all general meetings and committee meetings of U3A Northern Rivers (Lismore) Inc.
- Meetings will, subject to the presence of a quorum, start at the time set out on the notice, and will, at the discretion of the meeting, continue until all business on the agenda is completed.  
Quorum for:     General Meeting – 20  
                      Committee – 6  
                      Executive – simple majority
- If no quorum is present within 30 minutes of the starting time, the meeting will lapse and the President will fix the time for the next meeting. All unfinished business on the agenda of the lapsed meeting will be included on the agenda for the next meeting and will take precedence over new business.

#### Speakers

- Any member wishing to speak at a meeting will rise and, when called upon by the Chair, will address the Chair. Where two members rise simultaneously, the Chair will call on the member who first caught his/her eye.
- When the Chair speaks, any member speaking will be silent.
- Speakers must keep to the question under discussion. Any member who digresses may be called to order by the Chair.
- A speaker may be interrupted only on a point of order or on a closure motion.

#### Proposals

- All proposals will be in the form of motions, clearly expressed and capable of only one interpretation. BUT at the discretion of the Chair, open discussion may take place on any topic, which may or may not lead to a proposal being made.
- If required by the Chair, the proposer will submit the motion in writing.
- A motion before the meeting may be re-worded by permission of the meeting.
- A motion must be moved and seconded before its acceptance by the Chair and before any member speaks to it.
- A motion failing to have a seconder will lapse and not be recorded in the minutes.

#### Amendments

- A motion before the meeting may be withdrawn only by its mover, and by leave of the meeting. A motion may not be withdrawn while an amendment is under discussion, or after adoption of an amendment.
- An amendment may be proposed and seconded during discussion of a proposal. If passed, the amendment becomes the substantive motion. It remains open to subsequent amendment until it is finally either accepted or rejected.
- An amendment must not contradict the substantive intent of the motion.
- While an amendment is before the meeting, discussion will be confined to that amendment. No further amendment may be proposed until the amendment before the meeting is disposed of.

#### Debate

- The Chair will, as far as practicable, call on speakers for and against the motion or amendment alternately, subject to the right of the seconder to speak immediately after the mover.
- A member who has not already taken part in the debate may at any time move 'that the question now be put', which motion, if accepted by the Chair, will be put without amendment or debate. The Chair will have discretion whether or not to accept the motion. The Chair may also put this question if it seems that adequate discussion has taken place.
- A point of order must be raised at the time of the alleged breach. This takes precedence over all other business and must be open to discussion.
- A member may at any time move 'that the speaker be no longer heard' or 'that the speaker be heard for a further limited period'. Such motions will be put without amendment or debate.

**Voting**

- Voting will be by voices or by show of hands, except where a ballot is specified by the constitution.
- The Chair will have both a primary and a casting vote, but is not bound to exercise them. Where voting is equal, the Chair may declare the motion not carried.

**Rescission**

- A resolution may not be rescinded until six months have elapsed, except on notice of motion forwarded to every member.

**Unconstitutional proposals**

- If a resolution is passed inadvertently in contravention to the constitution, it will be declared null and void by the chair.

## APPENDIX B2

### U3A Chairperson's Meeting guide

Before the meeting check for any visitors and introduce yourself to them.

I declare the Meeting open at \_\_\_\_\_

Welcome and introduce any visitors to the Committee.

Ask for any apologies from the Secretary and then from the members.

Ask the Secretary to read the Minutes of the last Committee meeting.

Ask someone to move that the Minutes be accepted as a true and correct record of the last meeting and then, ask do we have a seconder. If so proceed –

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

All those in favour. All those against. Motion Carried / Lost

Once accepted the Minutes should be signed by the President and Secretary

Is there any business arising out of the minutes? If so deal with that.

Note: All motions, questions, statements and comments must be directed through the Chair.

Committee Members reports. Order as follows:

#### **The President's Report**

#### **The Vice President's Report**

#### **The Treasurer's Report**

The Treasurer will move 'That the Treasurer's financial report be endorsed'.

Ask for a seconder for the motion. Moved by the Treasurer, Seconded by \_\_\_\_\_

All those in favour. All those against. Motion Carried / Lost

#### **The Secretary's Report**

Ask the Secretary to read Inwards Correspondence followed by the Outwards Correspondence.

Ask someone to move that the inwards correspondence be received and the outwards correspondence be endorsed.

Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ Motion Carried / Lost

Is there any business arising out of the correspondence? If so deal with that and if a motion is required.

Note: All motions, questions, statements and comments must be directed through the Chair.

Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ All those in favour.  
All those against.

#### **Course Co-ordinator's Report**

#### **Social Co-ordinator's Report**

#### **Other reports?**

Ask for a motion from the floor that all reports be received.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

All those in favour. All those against. Motion Carried / Lost

Is there any business arising from the reports, if so deal with that.

Note: All motions, questions, statements and comments must be directed through the Chair.

## General Business

Are there any motions on notice? If so deal with them.

Is there any further General business to discuss?

Deal with any general business and any motions that may be proposed.

If there is no further general business remind all that the next Committee Meeting will be held on the 3rd Monday of the month at 12.30 unless otherwise advised.

If there is no further business I declare this meeting closed at \_\_\_\_\_

## NOTE

All motions, questions, statements and comments must be directed through the chair.

## Motions

Motions must be moved and seconded before being debated. If a motion is required, have the mover put the motion clearly and the chairperson call for a seconder. The mover of the motion may then speak in support of the motion. The seconder may speak after the mover but not after a vote has been called. Should there be no seconder, then a motion lapses.

Allow discussion and following any discussion, put the motion.

## Amendments

An amendment may be moved by a member who agrees with the motion in principle but wishes to suggest a change in detail, but not if the amendment negates the substance of the motion.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

All those in favour. All those against. Amendment Carried / Lost

When an amendment is carried, the amended motion becomes the motion, subject to further amendments. If no further amendments are forthcoming, the amendment motion is put to the vote.

All those in favour. All those against. Amendment Carried / Lost

## A Resolution

When a motion is carried, it is recorded as a Resolution of the meeting and must be recorded in the Minutes.

**APPENDIX C**

**U3A NR Risk Management**

**U3A NR MEMBER SUFFERING AN ACCIDENT**

If someone in a group/class has an accident, after arranging for first aid and/or encouraging the victim to consult a doctor, the tutor must ask an eyewitness to provide a signed, dated report in their own handwriting. The eyewitness could be the tutor. This report should be given to the Treasurer, or to the Course Co-ordinator to pass on to the Treasurer, as soon as possible.

The following Accident Report Form may be copied and printed by tutors in case of need.

Copies are also available from the Course Co-ordinator.

**A C C I D E N T   R E P O R T   F O R M**

At approximately (time) \_\_\_\_\_ on (day, date) \_\_\_\_\_ 20\_\_

Full name: \_\_\_\_\_

A member of U3A Northern Rivers (Lismore) Inc. Membership No: \_\_\_\_\_

Was injured while attending (name of class) \_\_\_\_\_

Being held at (venue) \_\_\_\_\_

Explain how the accident occurred, describe the victim's condition and record what, if any, first aid treatment was given.

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Signature of Witness \_\_\_\_\_

Name and contact details of Witness (please print) \_\_\_\_\_

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Date: \_\_\_\_\_

## **U3A NR MEMBERS WHO NEED SUPERVISION**

U3A NR has a responsibility for the welfare of its members. It believes that, for those members it considers are in need of careful supervision whilst participating in U3A activities, such responsibility cannot be placed upon course tutors/conveners. There may also be insurance implications.

To overcome these difficulties, it, therefore, believes that such a member should be supervised and that that member should be asked to identify a carer who could attend the activity and take responsibility for that member. Such a carer could be a family relative or friend and need not be a member of U3A. In the event that the committee cannot agree in any particular instance of supervision being required, then a majority decision will prevail.

### **LETTER TO BE SENT BY THE SECRETARY TO A MEMBER WHO IT IS FELT NEEDS SUPERVISION**

*To be printed on U3A NR Letterhead*

Dear (name of member)

While we are pleased that you are attending (the name of course or activity) we feel that you now need someone to accompany you in order to ensure your well-being.

U3A NR is not able to take on this responsibility and so it would be helpful if you would find a suitable person who could come with you. That person could be a family member or a friend and does not need to be a member of U3A.

We do hope that you understand our concerns. If you need help to organise this, please do not hesitate to let us know. You can telephone one of the Committee members whose contact details are in our newsletter 'The Independent Age' and also on our website at: <http://www.u3anriv.org.au>

We look forward to your continued attendance at U3A activities with your companion.

Yours sincerely,

(signature)

(name)  
Secretary

## APPENDIX D

### U3A NR Equipment Policy

U3A NR owns a variety of equipment, including electronic items such as laptop computers and data projectors, which need to be operated safely and regularly maintained.

#### Responsibility of U3A NR

U3A NR has an obligation to ensure that no U3A activity compromises the health and safety of any member.

To this end U3A has an obligation to ensure that all U3A equipment is functioning safely and that all operators of U3A equipment have been adequately trained in how to use the equipment safely and responsibly.

U3A will also undertake to provide a simple operator's guide with each piece of U3A equipment that will assist operators in the safe and correct set up and use of equipment. The provision of a guide is not to be regarded by course presenters as a replacement for the formal training in the safe and correct use of equipment.

#### Responsibility of U3A NR Presenters

Each U3A NR equipment operator/presenter has an obligation to comply with health and safety requirements as outlined in training provided by U3A NR.

This obligation applies not only to U3A NR equipment but also to equipment lent or hired from other organisations for U3A NR members' use.

#### Training

U3A NR's Electronic Resources Officer (ERO), in consultation with the Course Co-ordinator, will arrange training sessions for all equipment operators/presenters in the safe use of equipment. These training sessions will be held at the beginning of each term.

Only members so trained are permitted to operate U3A NR electronic equipment.

The Committee may rule that even presenters trained previously need to attend a refresher session every year.

#### Health and Safety Concerns

U3A NR, through its Electronic Resources Officer, is responsible for ensuring that all equipment is regularly inspected and maintained in a safe working condition.

U3A NR equipment operators/presenters are responsible for maintaining a safe environment within a class or group. This includes positioning equipment on secure, stable platforms and ensuring that electrical leads and other cords are positioned to minimise accidents or inadvertent dislodgement.

U3A NR equipment operators/presenters must alert members to possible temporary hazards such as cords which have to be placed temporarily across floors and the need to keep liquids away from electrical equipment.

The ERO will arrange for an authorised electrician to test annually and tag those items of electrical equipment he or she deems appropriate.

#### Maintenance and Testing Expenditures

The ERO is authorised to spend up to \$50 per item on computer and similar electronic equipment maintenance and/or repairs without reference to the committee.

Expenditures between \$50 and \$400 per item must be authorised by the ERO including the current co-ordinator of the Computer Users Group.

Expenditures of more than \$400 on any equipment repair and/or maintenance must be authorised by the U3A Management Committee.

All capital expenditure on equipment must be approved by the management committee. Loan of U3A NR Equipment

All equipment and resources purchased with U3A NR funds are to be permanently marked as belonging to U3A NR. Such equipment is to remain the property of U3A NR and is for the use of members only.

U3A NR equipment is not to be lent or hired out to individuals or other organisations.