



U3A NORTHERN RIVERS (LISMORE) INC.

AIMS AND OBJECTIVES

The U3A Northern Rivers (Lismore) Inc (U3A NR) 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.

Its objectives are to provide 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.

It operates as a self-help, not-for-profit community organisation dedicated to learning and fellowship, managed by elected committee members exclusively for the benefit of its members.

CODE OF CONDUCT

In order to support the objects of the organisation, members are expected to:

- Work co-operatively with other members at all times.
- Value what each member contributes to the organisation.
- Display respect and courtesy for fellow members and refrain from any form of harassment.
- Behave with honesty and integrity and always in the best interests of the organisation.
- Act responsibly to ensure the good reputation of our organisation is maintained, including in dealing with individuals or other organisations with whom they come in contact during the course of U3A NR activities.
- Follow the rules, guidelines, policies and procedures of our organisation, particularly our safety and well-being obligations.
- Respect the confidentiality of members' information.
- Treat U3A Northern Rivers (Lismore) resources and equipment appropriately, noting that our funds come almost entirely from membership fees.
- Resolve any disputes as quickly and informally as possible, whilst knowing that formal dispute resolution procedures are available when necessary. Issues or concerns may be raised, in the first instance, with an executive member of the Management Committee.
- U3A NR requires all members to be responsible for their own safety and wellbeing and to act within their limitations and by their actions not endanger the safety and wellbeing of others and their personal effects.



U3A NORTHERN RIVERS (LISMORE) INC.

GUIDELINES, POLICIES & PROCEDURES

REVISED OCTOBER 2020

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U3A NORTHERN RIVERS (LISMORE) INC. GUIDELINES, POLICIES & PROCEDURES SUMMARY

Revised October 2020

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

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

Throughout this document the following meanings are ascribed to the terms:

U3A NR:	The University of the Third Age Northern Rivers (Lismore) Incorporated
Course:	Any activity, event or the like arranged by U3A NR
Course Leader:	Tutor, organiser, convener, facilitator and the like, responsible for conducting a U3A NR course.

SECTION 1: MANAGEMENT COMMITTEE

Responsibilities

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

The Committee assigns roles to the 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
- Should be familiar with Network Blue Book contents

Decision making

Committee meetings are open to all financial members. They may contribute to proceedings only if invited to do so by the Chair. Committee Support Group Members and visitors may not 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'.

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 U3As, State Council and outside organisations and groups
- Uses a 'Welcome to Country Acknowledgement', 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, the Widjabul people of the Bundjalung nation and pay my respects to their Elders past, present and emerging)

Vice-President

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

Treasurer

- Pays accounts, receives all monies and writes receipts
- Provides monthly financial reports and annual financial statements
- Prepares budget forecasts
- Liaises with auditor (if appointed)
- Keeps incorporation, insurance, registration and investment details
- Manages access and use of U3A online bank account details
- Maintains an outline of the treasurer's duties and procedures for the next incumbent

Secretary

- Provides prospective new members with information
- Collects, distributes and/or acts on all correspondence and reports on action taken so that committee members can seek further details if desired
- 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)
- In consultation with the Committee applies for any Grants which may become available
- 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
- 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.

OTHER POSITIONS

Immediate Past President

- An advisory position particularly relating to policies not completed during his/her term in office.
- Available to support any office bearer in carrying out their duties.

Minute Secretary

- 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)

Newsletter Editor

- Collects newsworthy items and course information
- Monitors other U3A newsletters as well as U3A websites
- Edits and lays out quarterly newsletter so that it is available before the start of each term
- Arranges for independent proof reading by a committee office bearer
- Arranges to have each edition posted on the U3A Northern Rivers website
- Maintains an outline of the Newsletter Editor's duties 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 incident report form
- Ensures each 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
- Books venues for classes and maintains good relations with venue managers. Notifies venue managers of class cancellations or variations at the earliest opportunity.
- Provides up-to-date information about courses/activities to the Committee, Newsletter Editor, Publicity Officer, Facebook and e-board.
- Advises the Treasurer of accounts to be paid
- Maintains an up-to-date list of tutors
- Arranges for the safe keeping of teaching aids returned to them by 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

Publicity Officer

- Distribute hard copy newsletters to libraries and other community outlets, large classes and selected people e.g. Lismore Mayor
- Distribute PDF copies of the Independent Age to U3A Network, Far North Regional Representative and all neighbouring U3As
- Distribute neighbouring U3As newsletter to Committee when available
- Produce and distribute advertising material e.g. brochures/flyers etc.
- Manage Facebook page together with Course Co-ordinator
- Encourage members to contribute photos of interest for Facebook and newsletter
- Send copy of interesting events plus photos to Newslink (quarterly newsletter of U3A Network), and local media
- Advise and invite attendance of journalists from The Northern Star and other media to special events
- Guest speak to community groups on request

Social/Events Co-ordinator(s)

- Organise venues for picnics, dine-outs and other occasional social events
- Organise major social events at venues approved by the Committee
- Maintains an outline of the Social Co-ordinator's duties for the next incumbent.

Guidelines, Policies & Procedures Officer

- Maintains oversight of the Guidelines, Policies and Procedures document and convenes a sub-committee at least every two years in order to implement any changes that may be required.

COMMITTEE SUPPORT GROUPS

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

- Fulfills 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

'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.

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.

Membership Secretary

- Maintains a list of current members and their contact details and circulates the list, by email, to Committee Members prior to each Committee meeting
- Prints badges and distributes to members
- If requested, confirms that people attending classes are financial members
- Follows up on comments that appear on application forms
- Maintains an outline of the Membership Secretary's duties and procedures for the next incumbent

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

Electronic Resources Officer(s)

- Oversees the purchase, maintenance and 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.

Meeters and Greeters

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

SECTION 2: MEMBERSHIP ARRANGEMENTS

Fees

- Membership fees are determined annually by the Committee and fall due at the beginning of Term 1 each year.
- New members, who join after 30th June in any year, pay half the current New Member fee.

Enrolment procedures for new members

- Prospective members are required to complete, in full, an Application for Membership form which is available on the U3A NR Website
- The Application for Membership form is to be forwarded to the Treasurer
- A receipt will be issued for payments made by cash or cheque
- The Treasurer records the payment and sends the form (with receipt if applicable) to the Membership Secretary
- Membership Secretary updates the database
- Membership Secretary provides to new members:
 - a membership badge
 - badge holder
 - receipt and welcoming letter
 - renewing members will receive a membership badge and receipt, if applicable.
- The Membership Secretary files all forms alphabetically. The forms should be archived.

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

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.

SECTION 3: COURSE ADMINISTRATION

Principles

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

- Most venue costs are met by the organisation
- Some costs relating to course delivery may be met by U3A NR if a request is submitted in accordance with the policy guidelines
- Incidental costs are 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 may be given as a token of appreciation to any invited guest presenter at any U3A event.

Appropriateness

Although U3A NR sets no criteria for proposed courses or activities, a course, topic or activity will be considered inappropriate if it:

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

If any member feels a presenter or a topic is unsuitable for any reason, they should bring it before the Committee for resolution, even though the delay may mean that a proposed class or course is delayed or withdrawn.

Viability

The Committee reserves the right to cancel a course if insufficient numbers attend.

Membership of Classes

Enrolments in all classes cease at the end of Term 4 each year. Members wishing to enrol in any course must do so on or after Open Day of the following year.

Visitors

Visitors are welcome to attend all U3A NR activities and classes. If a visitor attends a class regularly then they 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 contribution 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 reasonable 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. However, the tutor has the discretion to decide whether they 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 must first contact the Course Co-ordinator for approval.
- 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 attending member signs the roll book every week, and includes their 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 wish to change to another venue.
- If a class is cancelled or varied at any time, the class Tutor must notify the Course Co-ordinator.
- Tutors may 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. Such teaching aids will remain the property of U3A and should be returned to the Course Co-ordinator at the end of the course.
- Tutors should not accept membership money from students; they should be advised to follow the instructions on the Membership Application Form.
- U3A NR operates on the same timetable as NSW State schools. Tutors must advise the Course Co-ordinator of any out-of-term or weekend activities thus ensuring that insurance cover remains applicable.
- Tutors must inform students of potential risks (see Appendix D, Risk Management for Personal Responsibility, Incident Report and Member Requiring Assistance details).
- Tutors must insure that members participating in physical activities understand and sign the Personal Responsibility Acknowledgement Form.
- If a tutor has concerns of any kind regarding a class participant they should consult the Course Co-ordinator in the first instance.

VENUES - private

- U3A NR members who offer their homes for U3A NR courses or activities have the right to set whatever rules they consider appropriate for attendees to observe, subject to Section 6, clause 4 of this document.
- If there is a possibility that members may consider the venue inappropriate the matter should be referred to the Course Co-ordinator.

VENUES - public

- As guests, U3A NR members are expected to observe the policy of venue providers. Tutors must inform members of venue requirements.
- 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 used for U3A Courses. Under NSW law, people who live within 5km of a club must become members if they wish to use the club's facilities; U3A members must be signed in by a club member.
- 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 and avoid making unnecessary noise.

SECTION 4: COMMUNICATION POLICIES

E-BOARD

- 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 information, advise of U3A NR meetings or class changes, or seek help from other members.
- e-board is not to be used for any unlawful matter, to discuss topics that some members could find offensive or to advertise a range of products or services for personal gain, to proselytise for religious organisations, political parties or cults.
- 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

A newsletter, The Independent Age, is produced quarterly and made available on the U3A NR website. Members without access to the internet can apply to the Publicity Officer for a printed copy.

The aims of the Newsletter are:

1. To provide details of current U3A NR courses and activities
2. To advise members of policy changes, upcoming events and other items of specific U3A NR interest
3. To showcase photographs of recent U3A NR events

It is not to be used as an advertising vehicle for members wishing to sell goods or services.

PUBLICITY PROGRAMME

1. To advise U3A members and prospective members of courses and activities. Methods include:

- Publishing a quarterly newsletter on the U3A NR Website
- Course leaders making personal announcements at courses
- Using U3A NR's electronic notice board and Facebook page
- Using the community announcements service of local newspapers and radio stations

2. To attract new members. Methods include:

- placing U3A NR information leaflets in libraries, clubs, doctor's surgeries, and any other places thought suitable
- encouraging members to invite others to join U3A NR
- placing articles and photographs in the media to attract prospective members to investigate the benefits offered by U3A membership.

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.

SECTION 5: ADMINISTRATION

1. 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.

2. Post Office Box address

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

3. Insurance

U3A NR will subscribe to NSW State U3A Network insurance schemes:

Public Liability

Volunteers Workers Insurance

Professional Indemnity

4. Copyright

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.

5. Revision of this document

This is a living document and may be updated by the Committee at any time.

The Committee should undertake a review of this document at least every two years.

SECTION 6: GENERAL POLICY MATTERS

1. Discrimination

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

2. Grants

U3A NR may seek grants or financial assistance from either external agencies or members. The committee will consider proposals that entail grants on a case-by-case basis.

3. 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 members from collecting money and giving it to causes or groups of their choice.

4. Risk Management

- U3A NR requires all members to be responsible for their own safety and wellbeing and to act within their limitations and by their actions not endanger the safety and well-being of others and their personal effects.
- Members participating in physical activities will be required to complete a Personal Responsibility Acknowledgement Form. Refer to Appendix D for Personal Responsibility, Reportable Incident and Member Requiring Assistance details.
- In order to allow U3A courses to be conducted in a private home of one of their members, the Committee requires:
 - the U3A home owner to acknowledge their duty of care to visitors to their property.
 - The home owner to sign a written declaration acknowledging that he/she holds current home building and/or contents insurance which includes cover for third party legal liabilities including damage to property and personal injury.

5. Code of Conduct

U3A NR functions on a Code of Conduct which may be viewed at the beginning of this document and which should be adhered to by all members of the organisation

APPENDIX A

Meeting procedure for U3A Committee meetings

All U3A Committee Meetings should adopt the following meeting procedures

Meeting agenda

- The Secretary will circulate a draft copy of the agenda and call for an additional agenda items at least 7 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 shall provide a report on their meetings / discussions at each committee meeting.
- Reports are to be circulated to all committee members prior to the scheduled meeting.
- All new agenda items (for which there is no previous record of discussion) are to include an explanatory note that outlines the issue to be discussed.
- In consultation with the President, the final agenda will be circulated to committee members 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.

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 corrections 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 B

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 first attract the attention of the Chair 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 their 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 motion. 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 C

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.

Confirm that the Minutes of the previous meeting have been received prior to this meeting. Ask that someone present at the previous meeting move that the Minutes be accepted as a true and correct record of that meeting and 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 Chairman of the meeting and the 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 Secretary'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

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 D

U3A NR Risk Management

1. Members Personal Responsibility Obligations – page 18/19

U3A NR volunteer members conduct its activities and, while every effort will be made to promote safe practice, any physical activity comes with a level of risk for which neither the volunteers nor U3A NR can accept liability. Accordingly, members must be notified that they participate in physical activities at their own risk and that it remains their responsibility to ensure that they have enough information to decide whether or not they are capable of participating without endangering their own health and well-being or that of others.

Members must be specifically made aware that they must:

- Be confident of their own capabilities and should consult a medical professional if necessary before undertaking any physical activity involved in a class.
- Work at their own pace and within their own capabilities, and that they must cease participation in any activity as soon as they become aware that it is no longer in their or other participants' best interests to continue.
- Advise the course or group leader of any potential problem areas.
- Wear appropriate footwear and clothing.
- Be aware of the weather and any risks associated with it (including sunburn).
- Bring water and ensure they are well hydrated at all times.
- Acknowledge the obligations placed upon them by these requirements by signing a Personal Responsibility Acknowledgement (PRA) form which will be provided by the course leader at the commencement of the activity, the term or the year as appropriate. A copy of the PRA form is attached page 19.

2. Reportable Incident Management - page 21

In the event of an adverse incident occurring at any U3A NR course involving:

- a person becoming ill or is injured
- personal effects or property being damaged, lost or stolen
- a person behaving inappropriately

it is expected that the Course Leader will, whenever possible, take initial responsibility for dealing with the incident, with the aim of immediately resolving all ensuing issues. Should prompt resolution be unachievable, the incident is deemed a "Reportable Incident".

In the event of a Reportable Incident the Course Leader (unless incapacitated, in which case an appropriate other person, preferably a U3A NR member) shall arrange for the following, as appropriate for the situation, to be done as soon as possible:

- Making the area safe (without further endangering anyone) and/or facilitating the removal of people from any obvious danger
 - Contacting the relevant emergency service(s) – call 000
 - The provision of first aid and/or encouraging the ill or injured person to seek medical attention
 - Obtaining one or more personal witness statement(s), preferably handwritten by the witness(es) on an Adverse Incident Report (AIR) form. It is essential that each statement be signed and dated by the witness; other witness details as listed on the form should ideally also be provided. Detailed information on the form may prove invaluable to assist health professionals and to facilitate insurance claim processing.
- A copy of the RIF (Reportable Incident Form) form is attached page 21.

3. Member Assistance at U3A NR Activities - page 22

U3A NR when conducting its activities has a latent duty of care for the safety and well-being of persons attending those activities. Accordingly, if any member becomes aware that a member, because of a frailty or disability, is perceived to need the assistance of a companion when attending a U3A NR activity to ensure

that the afflicted member does not pose a risk to themselves or other attendees, then the member is obliged to make this known to a Course Leader or committee member.

A such received notification will be placed on the agenda for the next committee meeting. Consequently, the committee must first satisfy itself, by undertaking such enquiries as it deems fit relative to the reported circumstances, that a requirement for assistance is appropriate. If so, the committee shall formally minute the circumstances warranting the requirement as well as the consequent motion confirming that the appropriate actions as outlined by this policy will be instigated by a duly nominated committee member, normally the President.

Subsequent to the committee decision the President or nominated committee member shall arrange to meet with the member and appraise them of the committee decision and deliver a letter from the President which confirms the decision and outlines steps to be taken to secure a companion. A copy of the MRA (Member Requiring Assistance) form letter is attached at Appendix G.

It is anticipated that issues of concern will most frequently come first to the attention of Course Leaders: accordingly, the Course Co-ordinator shall ensure all Course Leaders remain aware of the requirements and procedures of this policy.

Personal Responsibility Acknowledgement

For participants in Courses involving Outdoor or Physical Activity

It is important to remember that it is volunteer members who conduct U3A NR courses and that, while every effort will be made to follow safe practice, physical activity comes with a level of risk for which neither U3A NR nor the volunteers can accept liability.

You are responsible for your own health and well-being - you participate at your own risk. Therefore, you must ensure that you have enough information to decide whether or not you are capable of participating without endangering yourself or others. Specifically, you are required to:

- Be aware of the limits of your capabilities, having consulted a medical professional if necessary, before undertaking any physical activity involved in a course, class or event
- Work at your own pace and within the limits of your capabilities
- Cease the activity as soon as you become aware that it is no longer in your best interest to continue
- Advise the course/group/activity leader of any potential problem areas
- Wear appropriate footwear and clothing
- Be aware of the weather and any risks associated with it (including sunburn)
- Ensure you have ready access to water and remain well hydrated.
- Ensure that your actions do not at any time or in any way endanger the safety and well-being of others associated with the activity

Before beginning the course **PLEASE SIGN THIS FORM** to acknowledge that you have read and understood the obligations imposed on you by the stated requirements.

I have read the information and requirements listed in this form and I understand that, while the course/group/activity leader will take care to minimise safety concerns, by choosing to participate in [insert name of course/group/activity] I may nevertheless be exposed to risks that could lead to personal injury or other loss. I accept nonetheless that I am solely responsible for assessing those risks and for the actions I take in response to them.

I acknowledge that by signing this form I accept fully the responsibilities and obligations set out in the form.

Name (please print)	Member #	Date	Signature
[Leader] _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

continued overleaf.....



REPORTABLE INCIDENT FORM

- ☐ U3A NR Member (Name and Membership No.)_____
- ☐ Visitor (Name and contact details)_____

Was involved in a Reportable Incident while attending (name of course/activity) _____

At approximately (time) _____ on (day, date) _____ 20____

Being held at (venue) _____

Describe details of the incident, how it occurred and what action was taken. Particularly in respect of any injuries sustained.

Signature of Witness _____

Name and contact details of Witness (please print)

Date: _____

Member Assistance

(form letter MRA (member requiring assistance): to be printed on U3A NR letterhead and addressed to the member, including their membership number)

Dear *(name of member)*, We are very pleased that you have been coming to some of our activities, however we have come to the opinion that it would now be of benefit to your safety and comfort if you had someone to personally accompany you at these events, to render assistance should any problem arise.

Regrettably, U3A NR is not able to take on this responsibility, so we need to ask you to arrange for yourself, someone suitable to be with you at U3A NR activities. Your companion could be a family relative or a friend and does not need to be a member of U3A. You could if you wish, arrange for a number of companions, any one of whom could come to U3A NR with you from time to time.

Should a prospective companion have any questions about what might be involved or what their responsibilities would be, please let them know they can discuss any concerns they may have with the U3A NR President, whose contact details are included below.

Should you have difficulty in finding a suitable companion, please feel free to contact the President yourself; U3A may be able to help, although it must be noted that we cannot guarantee this and regrettably cannot ourselves accept responsibility.

Once you have made your arrangements, please let the President know the name(s) of your companion(s); this is important for insurance reasons.

We trust you will understand that it is because we have your best interests at heart that we need to ask you to make these arrangements.

Yours sincerely,

President, U3A NR

APPENDIX E

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 and tag those items of electrical equipment as required by legislation

Maintenance and Expenditures

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

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

NR 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.