



Welcome to U3A Emerald Inc...

Welcome to U3A Emerald Inc. We hope your participation with us will be very rewarding.

This document summarises some important information about our U3A Including our policies—please read it, and go to our website or contact U3A Emerald Inc. if you need more information.

MEMBERSHIP AND OFFERINGS

‘U3A’ is short for ‘university of the third age’. You can apply for membership if you are 50+, retired or no longer working full-time—in the ‘third age’ of life. Members can apply to join any of our varied educational, social, creative, physical and leisure activities—all run by volunteer tutors.

OUR PURPOSE, RULES AND POLICIES

We are a not-for-profit incorporated association. Our purposes and rules are set out in our Constitution and endorsed policies. You can find these documents on our website under ‘About us’ under ‘Policies and Procedures’, or you can request copies by phoning or emailing us.

As a condition of membership, you are required to follow those parts of the rules that relate to members and our policies and procedures, some of which are summarised below.

Privacy Policy

The Privacy Policy obliges us to ensure your privacy when collecting, storing and using your personal information. We only collect information that is directly relevant to providing services, and we only share information directly required to provide you with services—for example, with your tutors for communication purposes. In relation to using images of our members, the *Membership Terms and Conditions* include your rights to be informed about how images will be used—for example, on our website or Facebook page—and it requires you to make your wishes known when a photo or video is being taken.

Calling an ambulance policy

Where your health is concerned, we will not take any chances, and will call for whatever medical help is deemed necessary at the time. This could include calling an ambulance in the case of serious health events (whether you wish this or not).

Please note: The cost of ambulance transport is your responsibility. We advise you to check that you are covered for ambulance services, either by your health insurance, your pension status, or subscription to the Ambulance Service of Victoria.

Health and Safety

The *Health and Safety (Serious Injury and Incident) Policy* sets out a framework for minimising and reporting accidents and incidents. Please inform your tutor if you know of any potential risks or hazards, or if an incident has occurred. We provide a first aid kit at the Hills Hub for basic First Aid only.

In case of emergency or serious illness, call 000.

While you are attending all U3A Emerald Inc. events you must wear your U3A badge. This also helps us to get to know each other’s names.

Please fill in the reverse of your badge—your emergency contact, and your doctor’s details.

Anti-discrimination/sexual harassment policies

U3A Emerald Inc. is committed to fostering and supporting an environment that fully accepts the diversity of our community and allows all people to participate equally, free from discrimination, including harassment. We also have a legal duty to ensure this. Under our *Anti-discrimination Policy* and *Anti-sexual Harassment Policy* all members are required to behave respectfully, fairly and reasonably while participating in all U3A Emerald Inc. classes and activities.

Code of Conduct/Anti-bullying Policy

Our *Code of Conduct* applies to all members, and sets out the policy, rights and responsibilities of members in ensuring we all have safe and comfortable participation—it reflects the fair reasonable and respectful manner in which we all would like to be treated. We seek to provide a culture of openness, support, and accountability—our *Anti-bullying Policy* sets out such expectations for our members, and the responsibilities and processes for dealing with any bullying behaviour.

Waitlist Policy

Some of our classes and activities are very popular and have waitlists. Our *Waitlist Policy* sets out a framework for minimising these, ensuring that our processes are as fair and reasonable as possible.

Once a place becomes available in a course that is waitlisted, members will be offered a place (in the order they appear on the waitlist). If you haven't attended for a while your tutor may contact you to see if you still want the place, or whether it can be offered to someone on the waitlist. Members who have provided volunteer services to our U3A may, at the discretion of the President, be offered enrolment ahead of others on the waitlist.

Communication and Electronic Media Policy

This policy covers communication broadly, and all forms of electronic media accessed in our activities (e.g. our Facebook account, email, mobile phone, website). However, it does not extend to an individual's private use of electronic media.

All communication we share is expected to be in line with our purposes, accurate and consistent. The Committee will consider requests for communication of non-U3A events, organisations or services—and, if agreed that these are suitable and in line with our purposes, can authorise these. The President (or their delegate) is the only person authorised to provide 'official' U3A Emerald Inc. communication (e.g. to the media). Members are expected to represent the U3A appropriately in the virtual world.

Financial Management Policy

The *Financial Management Policy* provides a framework to ensure we meet our financial responsibilities to members, funding bodies and others, and that we accept and handle funds consistently, accurately and with integrity.

Under this policy we provide refunds only if we have made an error, cancelled a course, or if the Committee determines that special circumstances apply. If you resign from a course where additional costs (such as a materials fee) have been paid, you are entitled to a pro-rata refund if you have attended 10% or fewer classes, or if special circumstances apply.

INSURANCE

U3A Emerald Inc. maintains insurance; however, this is for organisational risks only. For example, our volunteers, activity leaders and tutors are insured while undertaking U3A Emerald Inc. activities, and our Committee members are also covered in administering our U3A.

U3A Emerald Inc. does NOT provide insurance for ordinary members, such as personal accident insurance, or insurance against any loss of your property. **Participation is at your own risk.**

VOLUNTEERING

Volunteers are our U3A's 'engine room'. Our tutors, Committee members and members who help out in planning and running our events and activities, provide significant time and energy to ensure the viability of our U3A.

Volunteering can be a very rewarding activity, and is another way to build your networks and skills.

Please contact us if you think you could help in any way by volunteering a little of your time.

PARTICIPATION AND ATTENDANCE

Tutors are asked to record attendance in classes and activities—this supports our programs, and means tutors can also keep track of how their course is going. In some courses, volunteers assist the tutor by recording attendance—please approach your tutor if you would like to help in this way. Tutors also appreciate the courtesy of being informed about any upcoming absences.

Please note: We don't run our classes and activities on Code Red days.

NEWSLETTER

Our newsletter is published quarterly on the website on the first day of each season, and contributions are warmly received during the preceding month. If you don't have access to a computer and would like to receive a printed copy of the newsletter by post, please contact us.



CONTACT US

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