

U3A HIGHVALE POLICIES AND PROCEDURES

Member Agreement

Policy

Applicants should be retired or semi-retired and age 55 or more.

Members must support the purposes of the association:

- (1) To provide an organisation in which a program of learning and experiential courses are conducted for the benefit of members in keeping with the general concepts of the U3A movement.
- (2) To provide an environment in which members of the Third Age generation are encouraged to further their self-development through a process of sharing knowledge, ideas and skills.
- (3) To actively promote and enhance the concepts of the U3A movement as widely as possible.
- (4) To establish links and relationships with other U3A organisations with the view towards mutual benefit and co-operation.

Membership of applicants is subject to the approval of the Committee of Management.

When members are absent from class for four consecutive sessions, they are no longer enrolled; unless they inform their tutors otherwise.

Procedures

Member Agreement

Member

1. Apply online or on forms provided to register as a member and to enrol in classes.
2. Agree to comply with the rules of the Constitution and support the purposes of the association.
3. Be aware that he/she can be removed from a class list due to prolonged absence without due apology.

Code of Conduct

Overview

The U3A movement in Victoria is dedicated to providing a competent and ethical service to Third Age members of the community. It undertakes to provide its members with a trustworthy, fair, honest environment based upon equal opportunity to participate in U3A programmes and activities. This code of conduct sets standards of behaviour and defines what is expected of U3A Highvale Inc members.

Policy

U3A Highvale commits itself to operating in accordance with this Code of Conduct for the benefit and protection of the association and of members' personal rights.

Every member has the right to:

- o Feel safe and be respected
- o A supportive and positive learning environment
- o Participate in learning, social and recreational opportunities
- o Receive services fully compliant with U3A norms
- o Make a complaint and receive prompt and fair resolution thereof
- o Have access to guidelines, policies and procedures adopted by U3A Highvale.

Every member has the responsibility to:

- o Respect the beliefs, needs and background of others
- o Act and speak respectfully
- o Understand and follow U3A guidelines, policies and procedures
- o Carry out all activities in an appropriate manner
- o Work cooperatively for the benefit of all U3A members
- o Maintain positive relationships
- o Care for the property and possessions of the association and members
- o Help create an inclusive environment
- o Report actual or potentially unsafe situations or conduct
- o Wear a name badge to assist in the governance of the association.

The principles set out in this Code of Conduct are intended to apply in any U3A-related context including classes, activities, endorsed social functions, meetings, conferences and holiday trips. They apply equally to all members and volunteers.

A breach of this Code of Conduct will result in disciplinary action.

Procedures

Breach of the Code

Member

4. Refer any queries about this Code of Conduct to the Secretary.
5. Where a person believes they have been subject to treatment or conduct that is in breach of this Code of Conduct he/she may lodge a complaint with the U3A Highvale Secretary.

Secretary

6. Receive and respond to enquiries about this Code of Conduct.
7. Receive complaints about an alleged breach of this Code of Conduct and inform the President immediately. Bring the matter before the Committee of Management promptly.
8. Handle any complaint of a breach of this Code of Conduct in accordance with the Grievance Process.

Implementation of the Code

Committee Members

1. Develop, adopt, implement, publish and review this Code of Conduct.
2. Investigate and resolve any complaint made about a breach of this Code of Conduct.