



U3A GYMPIE Inc.

BY-LAWS

UPDATED

AUGUST 2010

U3A GYMPIE INC.

BY-LAWS

NAME

The name of the Association shall be the University of the Third Age Gympie Inc. otherwise known as U3A Gympie Inc. and hereinafter called the Association.

PURPOSE

The purpose of this Guideline, Policies and Procedures document is to provide guidance on the operation of U3A Gympie Inc.

The document should be read in conjunction with the Constitution. Where there is any apparent discrepancy between this document and the Constitution, the Constitution takes precedence.

DEFINITIONS

The term "tutor" is used throughout this document as a common descriptor for class leader, class convenor,

AIMS

According to our Rules of Association

The U3A Gympie Inc. 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 sake, unrestricted by the requirements of vocation, or the desire of qualifications; and it does so principally by drawing upon the extensive experience, skills and energies of its members.

OBJECTIVES

- To provide programmes of learning activities which offer stimulation and development to people who are in the third stage of life.
- To create an organisation where mutual interest is a major focus of activities freely shared by using experience and expertise of members.
- Generally learning is pursued without any reference to entry criteria, qualifications, assessment or awards in an atmosphere free from discrimination.
- To exchange ideas and resources with other U3A's both in Australia and overseas; and to encourage the extension of similar organisations in other parts of Queensland.
- To do all such things as may be incidental to the attainment of the above objectives

Guiding Principles for the operation of U3A Gympie Inc. are:

- Members will be encouraged to learn, teach, or in other ways assist in the operation of the Association.

- No salary will be paid to members or other participants for their contribution as Tutors, discussion leaders, convenors, organisers or office bearers.
- People of any age may join U3A Gympie Inc. but the emphasis will be on the needs and interests of Third Age people that is people who are in active retirement.
- There will be no pre requisites for participation and no assessment.
- The Management Committee may from time to time seek funds from other sources and / or approve such fund raising functions as it may consider being beneficial to U3A Gympie Inc.

SECTION 1: Committee arrangements

MANAGEMENT COMMITTEE – Responsibilities

The Management Committee comprises of up to 10 elected members, including the four office holders (President, Vice President, Secretary and Treasurer). Other committee members include:

Class Co-ordinator
 Publicity Officer
 Newsletter Editor
 Three committee members

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

The Management Committee can appoint such sub-committees as might be considered necessary from time to time for the development of the Association. Such sub-committees shall report regularly to the Management Committee and shall continue to hold office as long as the Management Committee considers necessary.

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 Gympie Inc.

MANAGEMENT COMMITTEE – Decision making

Committee meetings are open to all financial members. They may contribute to the proceedings.

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 organisational direction and management
- Is principal spokesperson for U3A Gympie Inc.

- Chairs committee meetings
- Acts as principal representative of U3A Gympie Inc. in dealings with other U3A's, State Council and outside organisational groups or may delegate another committee member
- Is responsible in consultation with the Secretary for setting the agenda for committee meetings
- Helps the committee establish goals and priorities

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 by way of welcome
- Keeps an up to date membership register of the association.
- Distributes annual membership cards
- Collects, distributes and / or acts on all correspondence, including subscriptions
- Hold the key to P.O Box 600 Gympie
- Keep the President informed on all correspondence
- Books venues for committee meetings
- Notify all committee and financial member of dates and times of proposed meetings.
- In consultation with the President, is responsible for setting and disseminating the committee agenda in accordance with the meeting procedures guidelines (see page 12)
- Advertise Annual General Meeting three weeks before the due date in newspaper classifieds
- 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 Gympie Inc. 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.
- Takes, types and distributes minutes ASAP following the meeting
- Maintains an outline of the secretarial duties and procedures for the next incumbent
- Follow up letter to students not renewing

Treasurer

- Pay accounts, receives all monies and writes receipts
- Collect all Application for Membership Forms and forward to Secretary
- To collect regularly any rent monies from classes at venues
- To make regular bank deposits of monies received
- Provides monthly financial reports and annual financial statements
- Prepares budget forecasts
- Gathers information on banking choices and reports to the Committee
- Keeps incorporation, insurance, registration and banking details
- Maintains assets register
- Arrange 'change of signature' form in time for AGM to be signed by the incoming management committee.
- Maintains an outline of the treasurers duties and procedures for the next incumbent
- Orders badges and distributes to members

Class co-ordinator

- Prepares timetable for all classes and activities
- Maintains regular contact with tutors
- Maintain 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 Gympie Inc. class
- Prepare tutor folder which includes: attendance sheets, petty cash book and coin envelopes for each class. Explain to tutor how fees collected are delivered to the Treasurer
- Consults committee if in doubt as to suitability of any class or tutor
- Provides class registers
- Books venues for classes and maintains good relations with venue managers
- Provides up-to-date information about current courses / activities to the committee, Newsletter Editor and Publicity Officer
- When required, takes enrolments for classes
- Keep a waiting list of financial and prospective members wanting to join particular classes
- Advises Treasurer of accounts to be paid
- Organises annual tutors' get together at start of school year
- Maintains an up to date list of tutors

- Maintains an outline of the Class co-ordinator's duties and procedures for the next incumbent.
- Prepare a report for committee meetings
- Distributes annual membership cards

Newsletter Editor

- Collects newsworthy items and course information
- Takes and / or arranges to have taken photos of U3A activities
- Monitors other U3A newsletters as well as U3A websites
- Writes, and edits quarterly newsletter. Contents to include:
 - Class times and venues
 - Term dates
 - Dates of any other events
 - Editor's column
 - President's column
 - Contribution from members
 - News from other branches of U3A if appropriate
 - Any other relevant material (eg: National Conference)
- Oversees proof reading, final corrections and printing
- Arranges, with assistance from Treasurer for newsletter to be distributed to members, libraries, other U3A's and other outlets
- Maintains an outline of the Newsletter's Editor's duties for the next incumbent

Publicity Officer

- Submits regular 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
- Maintains good liaison with all local media representatives
- Takes frequent photos for publicity and newsletter use
- Advises committee on new promotional possibilities
- Maintain a publicity scrapbook
- Maintains an outline of the Publicity Officer's duties and procedures for next incumbent

SECTION 2: Membership arrangements

MEMBERSHIP – Annual membership

- Annual membership year commences on 1st January and ends on the 31st December

MEMBERSHIP - fees

- Membership fees are determined annually by the Committee and fall due at the beginning of Term 1 each year.
- New members who join during Term 4 in any year, are given membership up to the end of the following year

MEMBERSHIP – Enrolment procedures for new members

- Prospective members may attend one class before deciding to join U3A Gympie Inc.
- Membership application form is included in Tutors folder and is completed by the applicant. The applicant is proposed and then accepted as a member by those in the class. The back of the application form is completed and signed.
- The completed application form, with attached membership fee is forwarded to the Treasurer
- Treasurer receipts and banks the membership fee and sends the receipt membership form to the Secretary.
- Secretary updates the Membership Register database.
- New member is issued with
 - Membership badge
 - Membership card
 - Receipt and
 - Welcoming letter
- The Secretary files all forms alphabetically. The forms should be archived for 7 years

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

MEMBERS – Condolences

As U3A Gympie Inc. 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 Gympie Inc. 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

COURSES – appropriateness

Although U3A Gympie Inc. sets no criteria for proposed courses or activities, the Course Co-ordinator 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 feels 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 – visitors

Visitors are welcome to attend all U3A Gympie Inc. activities and classes. If a visitor attends a class twice, then he or she should be asked to either join or cease attending.

TUTORS – definition and responsibilities

- Tutors are unpaid volunteers. U3A Gympie Inc. 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 may prefer
- Tutors are not expected to suffer financially as a result of teaching within U3A Gympie Inc. 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
- Alternatively tutors may ask class members to contribute towards the cost of producing notes or other aids. Students are not, however, bound to do this. Tutors should discuss likely costs (photocopying, materials used, etc.) with the class before committing themselves to spending money.
- Tutors need not have teaching qualifications
- All tutors must be financial members of U3A Gympie Inc. unless the committee rules otherwise
- 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 Class Co-ordinator is 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
- Tutors should ask students to tell them if they are unable to attend future classes
- 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

- Generally U3A Gympie Inc. operates on the same timetable as Queensland schools, however some classes continue through school holidays. 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. If someone in a group has an accident, after arranging for first aid and 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 Secretary or the Course Co-ordinator as soon as possible
- An example of the format of an accident report is given below:

DRAFT ACCIDENT REPORT

*At approximately (am/pm)..... on (day)(date)..... M/r/s(full name)..... a member of U3A Gympie Inc. (name of class).....
 (fell over / stumbled etc.)
 (Explain how the accident occurred, describe the victim's condition and record what, if any, first aid treatment was given.)
 (Signature)
 (Name of Witness in Block Letters)
 (date)*

- 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

TUTORS – duties

- To prepare material and information for each class session and lead the class discussion / lecture
- To liaise with class members as to their needs, interests and queries
- Ensure that all participants are given the tutor's phone number in case information is needed or apologies have to be made. The Tutor should also ensure all participants give a contact phone number in case of changes to venue or class arrangements
- Be aware of commencement dates and closing dates of each term. Advise the Class Coordinator if changes are desired
- To contribute to the Association newsletter and encourage participants to progressively record any special events occurring in class which may be of interest to the newsletter editor

VENUES – private

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

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

VENUES – public

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

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

SECTION 4: Communication policies

NEWSLETTER – aims and policy

A newsletter is produced regularly and distributed to members through their Tutors, as well as mailed to other U3A's and other selected recipients.

The newsletter's aims are:

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

The newsletter usually has no space for purely literary efforts such as member's 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

To tell members and prospective members what's on

Methods include:

- Publishing a regular newsletter
- Tutors making personal announcements in classes
- Class Co-ordinator sending information via email
- Using notice board
- Using the community media options

To attract new members

Methods include:

- Members encouraging friends and relatives to join U3A Gympie Inc.
- Placing reports and photographs in the media to encourage prospects to attend a U3A Gympie Inc. activity

To influence local community leaders to support U3A Gympie Inc.

Methods include:

- Using media publicity to build U3A Gympie Inc.'s reputation as an important Gympie community group for retirees
- U3A Gympie Inc. representatives keeping in touch with community leaders

To foster a better understanding of U3A Gympie Inc. among the local retired community

SECTION 5: Administration Issues

ADMINISTRATION – Equipment and resources

All equipment and resources purchased with U3A Gympie Inc. funds are to be permanently marked as belonging to U3A Gympie Inc. Such equipment is to remain the property of U3A Gympie Inc. 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

U3A Gympie Inc. has a Post Office Box at the post office in Mary Street. The Post Office Box number is 600.

The President and Secretary are key holders to this Post Box.

ADMINISTRATION – Public Liability Insurance

U3A Gympie Inc. will subscribe to the Local Community Insurance Service each financial year. This covers the association for an appropriate level of public liability

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 every two years.

SECTION 6: General Policy Matters

DISCRIMINATION POLICY

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

GRANTS

U3A Gympie Inc. does not have a policy of seeking or accepting grants or financial assistance from either members or state and federal funding bodies. The committee will consider proposals that entail grants on a case by case basis.

DONATIONS

U3A Gympie Inc. does not have a set policy on giving financial assistance to other organisations such as community groups or charities. This does not preclude U3A Gympie Inc. from collecting money from members 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, Class Coordinator and Publicity Officer's reports) 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 Gympie Inc. meetings (see Appendix B)

Minutes of the meeting

The draft minutes of the meeting will be written up and circulated to the President within 5 days.

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.

Appendix B.1: U3A Gympie Inc. Standing Orders

General

1. These standing orders shall apply to all general meetings and committee meetings of U3A Gympie Inc.
2. 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 a management committee meeting is 50% of the members elected to the committee.
3. 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.

Speakers

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

Proposals

8. All proposals will be in the form of motions, clearly expressed and capable of only one interpretation. BUT

At the discretion of the Chairman, open discussion may take place on any topic, which may or may not lead to a proposal being made.
9. If required by the Chairman, the proposer will submit the motion in writing.
10. A motion before the meeting may be re-worded by permission of the meeting.
11. A motion must be moved and seconded before its acceptance by the Chairman and before any member speaks to it.
12. A motion failing to have a seconder will lapse and not be recorded in the minutes.

Amendments

13. 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.
14. 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.
15. 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

16. The Chairman 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.
17. 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 Chairman, will be put without amendment or debate. The Chairman will have discretion whether or not to accept the motion. The Chairman may also put this question if it seems that adequate discussion has taken place.
18. 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.
19. 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

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

Rescission

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

Unconstitutional proposals

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

Appendix B.2: U3A Chairperson's Meeting Guide

(Before the meeting check for any visitors and introduce yourself)

- ⇒ I declare the meeting open at _____
- ⇒ Welcome and introduce any visitors
- ⇒ 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
- ⇒ Is there any business arising out of the minutes? If so deal with that. (See Note *** below)
Ask for Committee Members reports
- ⇒ **The President's Report**
- ⇒ **The Treasurer's Report**
- ⇒ The Treasurer will move "That the Treasurer's financial report be received". After discussion the treasurer asks that the report be adopted. Seconded by _____
All those in favour, -- all those against Motion carried / Lost
- ⇒ **The Secretary's Report**
- ⇒ Ask the Secretary to read Inward Correspondence followed by the Outward Correspondence
- ⇒ Ask someone to move that the inwards correspondence be received and the outwards correspondence endorsed
Moved by _____ seconded by _____ Motion carried / Lost
- ⇒ Is there any business arising out the correspondence? If so deal with that and if a motion is required (See Note *** below)
Moved by _____ seconded by _____
All those in favour, --- all those against Motion carried / Lost
- ⇒ **Class Co-ordinator's Report**
- ⇒ **Publicity Officer'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, (See Note *** below)
- ⇒ **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 _____ unless otherwise advised.

If there is no further business, I declare this meeting closed.

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 calls 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.

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.

Appendix C: U3A Gympie Inc. Equipment Policy

U3A Gympie Inc. owns a variety of equipment which needs to be operated safely and regularly maintained.

Responsibility of U3A Gympie Inc.

U3A Gympie Inc. 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 operators 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 tutors as a replacement for the formal training in the safe and correct use of equipment.

Responsibility of U3A Presenters

Each U3A Gympie Inc. equipment operator / tutor has an obligation to comply with health and safety requirements.

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

Health and Safety Concerns

U3A Gympie Inc. is responsible for ensuring that all equipment is regularly inspected and maintained in a safe working condition.

U3A Gympie Inc. tutors 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 Gympie Inc. equipment operators / tutors 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.

Loan of U3A Gympie Inc. Equipment

All equipment and resources purchased with U3A Gympie Inc. funds or donations made to the Association are to be permanently marked as belonging to U3A Gympie Inc. Such equipment is to remain the property of U3A Gympie Inc. and is for the use of members only.

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