

Terms and Conditions of Membership

As a member of U3A Cardinia you are required to abide by the organisation's guidelines, policies, and procedures.

Respecting the Organisation

1. Members must, always, comply with U3A Cardinia's Code of Conduct.
2. Contact details and other information relating to fellow members must not be used for any purpose other than for U3A activity, without the member's permission.
3. Members agree to receive emails and other correspondence as issued from time to time by the Committee, administration and tutors.
4. Members must not use U3A Cardinia as a platform for promoting business or personal interests that are unrelated to U3A programs.

Membership Responsibilities

1. To attend any U3A course or activity you need to be a current financial member.
2. Your membership name badge will be issued at initial enrolment and should be displayed at all U3A activities.
3. It is each member's responsibility to ensure that the name and phone number of an emergency contact is accurately recorded on the back of the membership card.
4. Application to join a course may not guarantee acceptance due to limitation on class size.
5. If you are unable to attend a class, you should make every effort to notify the tutor by logging into the website and using the absence facility or by directly contacting the tutor.
6. If you miss three classes in a course without an apology you may forfeit your place in that course.
7. If you decide to withdraw from a class in which you have enrolled, the tutor must be advised before the next scheduled session.
8. Any dangerous or inappropriate situation that you observe must be reported immediately to an Office Bearer of the Committee of Management ie President, Vice President, Secretary, Treasurer or a Committee member.

Authorisation

This Terms and Conditions of Membership policy was adopted by the Committee of Management of U3A Cardinia, and minuted as such, on 15/08/2024



CARDINIA
UNIVERSITY OF THE THIRD AGE

CODE OF CONDUCT POLICY

Introduction

1. The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. The U3A movement in Victoria provides a competent and ethical service to Third Age members of the community and undertakes to provide its members with a trustworthy, fair, honest environment based upon equal opportunity to participate in U3A programs and activities.

Purpose

2. The purpose of this policy is to document U3A Cardinia's Code of Conduct for members and the processes that will be followed where a breach of the Code of Conduct is reported.

Policy

3. U3A Cardinia commits itself to operating in accordance with this Code of Conduct for the benefit and protection of the organisation and of members' personal rights
4. Every member has the right to:
 - feel safe and respected
 - a supportive and positive learning environment
 - participate in learning, social and recreational opportunities
 - receive services fully compliant with U3A norms
 - make a complaint and receive prompt and fair resolution thereof
 - have access to guidelines, policies and procedures adopted by U3A Cardinia.
5. Every member has the responsibility to:
 - respect the beliefs, needs and background of others
 - act and speak respectfully
 - understand and follow the organisation's guidelines, policies and procedures
 - carry out all activities in an appropriate manner
 - work cooperatively for the benefit of all members
 - maintain positive relationships
 - care for the property and possessions of the organisation and members
 - help create an inclusive environment
 - wear a name badge to assist in the governance and aims of the organization.
6. The principles set out in this Code of Conduct are intended to apply to any U3A Cardinia related context including classes, activities, social functions, meetings and conferences.
7. The principles set out in this Code of Conduct apply to all members.
8. A breach of this Code of Conduct will result in disciplinary action.

Code of Conduct contd

Procedures

9. 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 Secretary. The Secretary will inform the President immediately.
10. Any complaint of a breach of this Code of Conduct will be handled in accordance with our *Grievance Policy*.
11. Any queries about this Code of Conduct should be referred to the Secretary.

Responsibilities

12. U3A Cardinia's Committee of Management is responsible for:

- developing, adopting, implementing, publishing and reviewing this Code of Conduct
- Investigating and resolving any complaint made about a breach of this Code of Conduct.

13. U3A Cardinia's Secretary is responsible for

- receiving and responding to enquiries about this Code of Conduct
- receiving complaints about an alleged breach of this Code of Conduct and for bringing the matter before the Committee of Management promptly.

Authorisation

This Code of Conduct was adopted by the Committee of U3A Cardinia, and minuted as such on 15/08/2024