



BENDIGO

UNIVERSITY OF THE THIRD AGE



Members Handbook 2021

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INTRODUCTION

Welcome to U3A Bendigo!

This handbook provides information about being a member of U3A Bendigo. It also includes some information about where to go for further study, such as courses available online, and Great Courses for individual or group study.

Information about U3A Bendigo Activities held during the day from Monday to Friday can be found in the Prospectus which can also be found online as well as in the office.

U3A Bendigo is a voluntary organisation which promotes and fosters positive ageing. It facilitates social connection, physical activity and the sharing and development of knowledge and skills for older people in a friendly and cooperative environment. Members themselves run the organisation and all its activities, drawing upon their depth and breadth of experience. At present it offers approx **70 courses/activities** (mostly weekly) ranging from art to aerobics in water, bush walking to book club, mechatronics and meditation to table tennis, computers to cryptic crosswords.

U3A also organises events, a whole range of "Tuesday Talks", Short Courses and the opportunity for members to hear guest speakers at monthly Social Gatherings. **Our intention in 2021 is to offer activities which may be of an open-air variety, i.e., book club, guitar group, etc. U3A will be flexible with regard to locations and numbers as Government requirements change.**

Many U3A members are reasonably self-sufficient, enjoy comparatively good health, and are fully mobile, U3A has a strong commitment to those who are vulnerable due to social isolation, those who are frail, living with a disability or low income to allow equal participation in the educational and social activities that are offered. All are welcome.

Your Committee of Management

CODE OF CONDUCT

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

Every member of U3A Bendigo has the right to:

- feel safe and respected
- enjoy 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
- know their private information is kept and managed securely
- have access to guidelines, policies and procedures adopted by U3A Bendigo

Every member of U3A Bendigo has the responsibility to:

- respect the beliefs, needs and background of others
- act and speak respectfully
- respect U3A Bendigo volunteers. This includes Convenors, Group Leaders and all support staff, office staff, BUZZ Editors and Committee of Management members. These members give up their free time to undertake a myriad of tasks associated with running U3A Bendigo and **bad behaviour towards them will not be tolerated**
- understand and follow the organisations guidelines, policies and procedures and 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
- report actual or potentially unsafe situations or conduct
- take personal responsibility to ensure they are fit and capable of undertaking a U3A Bendigo activity they have chosen to take part in
- wear a name badge to assist in the governance of the organisation

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

U3A BENDIGO FORMS, POLICIES & HANDBOOKS

You can find copies of U3A Bendigo Forms and other documents:

- in hard copy on the document tray in the kitchen at U3A rooms,
- by request from the Office and
- electronically on the website (www.u3abendigo.com).

PRIVACY STATEMENT—U3A BENDIGO

U3A Bendigo collects information from members upon enrolment and updates as necessary. As with all incorporated bodies, U3A Bendigo is required to keep a record of members' names, addresses and current membership status.

Records are also kept of members' class attendance, year of birth, gender, telephone numbers and email addresses. This information is used to facilitate communications by the Committee and course Convenors, to and from members.

U3A Bendigo provides statistical, or aggregate information to U3A Network as a statutory requirement; no identifying information is included.

Members' information is held in hard copy in U3A Bendigo office files, and on a secure database. Members may check the accuracy of their personal data on U-MAS or upon written request to the Committee. If members request that their personal information remain private, it will not be made available except under legal duress.

Members should read the full [Privacy Policy](#) which is on the web site.

NOTE: *U3A Bendigo does not provide information about members to outside bodies, other than aggregate information required by U3A Network, or to apply for Grants. Should a requirement for individual information arise under law, the matter would be brought to the members' attention before any information was made available.*

ONLINE STUDY

As members may be aware, there are a growing number of opportunities available online for people wishing to pursue their own studies, either individually or as a group.

U3A Bendigo is a member of U3A Online. In order to use this service, you must be a member of a U3A.

Registering for U3A Online Courses:

1. If you are a member of U3A Bendigo, contact the [Activities Coordinator](#) and obtain the U3A Online Bendigo PASSWORD; then you can register online at <http://www.u3aonline.org.au/>

2. U3A is a licensed site, so course material may also be accessed for group study at U3A Bendigo. Once registered you will have access to courses. Any problems contact the [Activities Coordinator](#).
3. After registering online at <http://www.u3aonline.org.au> you will be emailed your own user name and password.
4. Please contact the Activities Coordinator to find out what costs might be involved for members to join, and also if there any further costs for a tutored course.
5. For courses without a leader there is a free download of lecture notes.

There are two ways to study:

1. either with a Course Leader online, OR:
2. through Independent Study, working at your own pace when it suits you and available all year round.

Courses with leaders are identified early in the year. Each session is sent to participants each week with questions that are answered online. These could also be studied in a group with online responses done separately or by a designated leader.

- U3A has a growing collection of Great Courses material, available either online or on DVDs through the Library. Again, these could be viewed individually or provide the basis for group discussion.
- For more information on these and other resources, contact **The Activities Coordinator or President**.

U3A BENDIGO MEMBERS' INSURANCE SUMMARY

In the event of any injury or mishap, an Incident Report Form (obtained in the office or online) needs to be well documented and passed onto the U3A Bendigo office immediately.

Policy; Volunteers Personal Accident and Sickness and Personal Accident.
Interest Insured; All declared Financial members and volunteers of the Policyholder.

Scope of cover; Whilst undertaking activities organised by the Policyholder, also includes travel to and from such activities.

Age Limitations; Age determines the amount paid out for accidental death.
Age determines the amount paid out for all other benefits.

Non-Medicare Medical Expenses;

Subject to the terms, conditions and exclusions of the policy. The Benefit payable is less any recovery made from any private health insurance fund with respect to the expense. No benefit is payable in respect of the Medicare gap, being the difference between payment made by Medicare and the Medicare Benefits Schedule fee for the expense.

Claim Offsets;

There is no cover under this policy for any loss which is covered under any other insurance policy, health or medical scheme. However, with limitations, the policy will pay the difference between what is payable under the other insurance policy.

Drugs and Alcohol;

The policy shall not apply if you are under the influence of alcohol, including having a blood alcohol content over the prescribed legal limit whilst driving, or being under the influence of any other drug unless it was prescribed by a doctor and taken in accordance with the doctors advice.

Attendance Forms;

Attendance Forms can be obtained from the office or downloaded from the Website. The forms need to be completed and up to date. The completed and totalled Attendance Forms need to be submitted to the office in July and January of each year.

Trips Away;

If a U3A Bendigo group is planning a day or multi day trips away, they are required to notify the Activities Coordinator / Committee of Management of all intended travel outside normal activity, otherwise insurance cover will be denied.

Always refer to the policy for a more precise definition of the insurance cover.

Updated January 2021

Insurance cover up to August 2021

CONTACT INFORMATION

ROLE	NAME	CONTACT
President	Ian Burdett	0490 858 469 admin@u3abendigo.com

2021 DATES TO REMEMBER

Please either enter these dates in your diaries, or put them up on your fridge door. We hope you find them helpful.

01 JANUARY – 30 JUNE

ENROLMENT DAYS.	WEDS 27 & THURS 28 JANUARY, 10AM - 2.00PM
AUSTRALIA DAY	TUESDAY 26 JANUARY
CONVENORS MEETING 1	WEDNESDAY 24 MARCH- 9.15AM FOR 9.30AM START
SOCIAL GATHERING	WEDNESDAY 24 MARCH - 2.00PM - 4.00PM
LABOUR DAY	MONDAY 8 MARCH
EASTER	GOOD FRIDAY 2ND APRIL - EASTER MONDAY 5TH APRIL
U3A BENDIGO AGM	WEDNESDAY 28 APRIL. - 1.00PM - 2.00PM
SOCIAL GATHERING	WEDNESDAY 28 APRIL 2.00PM - 4.00PM
ANZAC DAY	SUNDAY 25 APRIL
SOCIAL GATHERING	WEDNESDAY 26 MAY
QUEENS BIRTHDAY	MONDAY 14 JUNE
CONVENORS MEETING 2	WEDNESDAY 23 JUNE - 9.15AM FOR 9.30AM START
SOCIAL GATHERING	WEDNESDAY 23 JUNE - 2.00PM - 4.00PM

MORE 2021 DATES TO REMEMBER

PLEASE EITHER ENTER THESE DATES IN YOUR DIARIES, OR PUT THEM UP ON YOUR FRIDGE DOOR. WE HOPE YOU FIND THEM HELPFUL.

01 JULY – 31 DECEMBER

BUZZ DEADLINE	SEE BUZZ FOR DETAILS
SOCIAL GATHERING	WEDNESDAY 28 JULY - 2.00PM - 4.00PM
SOCIAL GATHERING	WEDNESDAY 25 AUGUST - 2.00PM - 4.00PM
SOCIAL GATHERING	WEDNESDAY 22 SEPTEMBER. - 2.00PM - 4.00PM
AFL GRAND FINAL HOLIDAY	TBA
OPEN DAY	TUESDAY 5TH OCTOBER
CONVENORS MEETING 3	WEDNESDAY 27 OCTOBER - 9.15AM FOR 9.30AM START
BENDIGO CUP DAY	WEDNESDAY 27 OCTOBER
SOCIAL GATHERING	WEDNESDAY 27 OCTOBER - 2.00PM - 4.00PM
MELBOURNE CUP DAY	TUESDAY 2 NOVEMBER
CHRISTMAS CONCERT	WEDNESDAY 24 NOVEMBER

Your Committee of Management (CoM) meets on the 1st Monday of each month, except January. As a member you are very welcome to attend as a Visitor.

You may just want to see your CoM in action, or you may want to think about being on Committee in the future. There's plenty of work to do.

Please contact the [President](#) for more details.

Authorisation: This Members Handbook was adopted by the Committee Of Management of U3A Bendigo Incorporated and minuted as such, on 12 February 2021.