



**NEW  
MEMBERS'  
HANDBOOK**

**U3A Castlemaine Inc,**

Reg. No. AO17409G

*Encompassing the Shire of Mount Alexander and  
nearby communities.*

**2015**

**Welcome to U3A Castlemaine .We hope this booklet offers you  
Information about our activities.**

## **MEMBERSHIP**

### **Becoming a Member**

Application forms are available at the monthly Coffee Mornings or from the U3A Castlemaine office, 2 Duke Street, Castlemaine. Completed membership forms are returned to the Secretary.

Any person retired or semi retired can apply.

### **Annual Subscription**

The subscription is set at each Annual General Meeting, currently \$50 per year. New Members joining U3A Castlemaine after 30th June pay a reduced fee. Membership is available to members of other U3As for 50% of the annual of Castlemaine fee.

## **HISTORY**

In the University of the Third Age, the term “University” is used in the original sense, meaning a community of seekers of knowledge and understanding for its own sake. It started in Toulouse, France in 1973. It had close ties with programs run by the University there. The concept grew rapidly in Australia, but any formal connection with a university was rejected. Each U3A functions through the co operation of its own members.

U3A Castlemaine began its formal existence in June 1988 when it became an incorporated body. Its Constitution is available to view by any member for reference.

### **Operation of all U3A Group activities**

It is the policy of U3A Castlemaine that all activities be non sectarian and non political. Matters of insurance require that the public should not be invited to any activity without the prior consent of the Committee.

### **Public Risk Insurance**

U3A's Public Liability insurance covers members and guests attending or volunteering at U3A courses or events. Evidence of attendance via the signing of an attendance register is required. The policy does not cover the use of private homes, for which home owners need to provide evidence of adequate Public Liability insurance.

### **U3A Castlemaine and its relationship with other U3As**

U3A Castlemaine is autonomous, however there is a 'Network' of Victorian U3As which seeks to work for the betterment of all U3As. U3A Network receives and administers the State Govt grant to Victorian U3As. A U3A Castlemaine member attends Network meetings. Members of any U3A are welcome at meetings of other U3As and U3A Castlemaine welcomes visitors from other U3As.

### **Newsletter**

A link to the newsletter on our website is emailed to members each month or a copy is available at the monthly Coffee Mornings. Members can have it mailed for \$10 pa.

The newsletter serves as notice of plans for forthcoming events and as a communication medium for reporting class activities.

The deadline for items to be included appears in each newsletter.

The Editor is responsible for the newsletter content. Items for the Newsletter can be emailed to the Editor at the email address as listed in the newsletter, **(in Word format)**. Handwritten or typed items can be left at the U3A Office. Photos submitted must be saved in JPEG format if good quality printing is to be ensured. They can be either saved on a CD or attached to an email.

### **U3A Website**

The Website Manager is responsible for updating the website which can be found at [www.u3acastlemaine.com](http://www.u3acastlemaine.com). The Manager's contact details are on the website. Members are encouraged to use this resource to check on classes and other U3A information. Course Leaders may use the site to supplement and update course material.

Website content can only be updated by the Website Manager.

## **ADMINISTRATION**

### **Constitution**

The Constitution governs the activities of U3A Castlemaine. The Executive office bearers are the President, Vice President, Secretary, and Treasurer, together with 5 other Committee Members, some with designated roles, i.e. Course Co-ordinator all of whom are elected at the Annual General Meeting held in October each year. The Immediate Past President is automatically a member of the Committee.

### **Committee at Work**

The Committee meets monthly and is responsible for managing, with the assistance of several Working Groups, the administration and finances of the organisation. New members are encouraged to join a Working Group in order to contribute new and fresh ideas from their life experiences. Volunteers undertake many other tasks, and members' help is much appreciated. In addition it is a good way to meet fellow members.

### **Register of Members**

The Constitution requires a Register of Members to be kept. A Membership Application form is required to be completed annually by members to ensure our records are kept up to date. Privacy legislation ensures that members' personal details remain confidential unless in an emergency or as required by law.

***Class Leaders and U3A Castlemaine officials must consent to their contact details being included in the organization's documents.***

### **Change of Address**

Please advise the U3A Office if you change your contact details.

**Name Badges** Name badges are issued to all members and you are asked to wear it at All U3A events. Please remember to complete emergency contact details on the back of the badge.

## **FUNDING**

U3A Castlemaine finances its operations through members' Annual Subscriptions, Government grants and informal fundraising events. From time to time grants have been obtained in response to applications for specific purposes.

### **Trading Table**

A Trading Table is conducted at each Coffee Morning; members contribute produce and other items for sale to assist fundraising. A cake raffle is also conducted at these meetings.

### **Member's additional financial contribution**

Some classes may also require a small payment to cover extra costs, such as course materials

## **ACTIVITIES**

### **Program**

The Course Coordinator is responsible for the development of a program of short and long term courses. The Prospectus containing the courses offered for the following year is published in December each year. Other 'one off' activities can include; gallery visits, car trails, etc these are included in the monthly timetable as published with the monthly newsletter.

### **Extreme Heat Policy**

U3A activities must be cancelled when the forecast temperature is 38 degrees or over, this includes all classes, office attendance, administrative meetings and coffee mornings. Classes must be cancelled on a day of *extreme or greater fire danger*, regardless of the temperature.

**Class Leaders**

Class Leaders are those members who undertake to lead an activity under the auspices of U3A Castlemaine.

**Number of Courses you can attend**

There is no limit to the number of courses in which you can enrol, but it would be wise to consider your own time commitments. Some courses do have limited numbers, due to venue size or the nature of activities. All courses are free to U3A members.

**Attendance:**

It is polite to arrive on time and remain until the end of a class, unless special arrangements have been made between you and the Course Leader. An apology if unable to attend would be appreciated. Please wear your membership badge, and please sign the roll card. These are needed for insurance purposes and the statistics can be used for grant submissions.

**Duration of Activities**

Activities vary in their duration and frequency of meeting times. Many activities are year long. Short term classes meet for two or more sessions. Whilst some activities are "once off" as outlined above.

**Location of Activities**

U3A Castlemaine has no permanent accommodation so classes are held at various venues in the Castlemaine area. Many classes are held in the Uniting Church Castlemaine Manse or the hall. Many are held in private homes. All venues must have Public Liability Insurance, details of which are documented by the Course Coordinator.

**Forming of Groups/Classes**

If you, as a member, feel that you would like another group to be formed, consult the Course Co-ordinator who will take your proposal to the Course Co-ordination Working Group for review and approval if appropriate.

## **Enrolment in Activities**

A Courses Prospectus is published in early December each year and each copy includes a Membership Enrolment form and a Course Selection form. In early January Membership Enrolment days are held where members lodge their Course Selection forms and the viability of each course can be determined.

If a course appears to be is oversubscribed, a fair method of reducing course numbers will be undertaken by the Course Co-ordinator, a member of the Committee of Management and the Course Leader.

## **COFFEE MORNINGS**

Coffee Mornings are held on the first Friday of each month, unless otherwise notified, at 10.00am in the Uniting Church Hall. These start with Announcements followed by a Guest speaker, after which members enjoy a social time over morning tea. Members can also collect a Newsletter, browse the trading table, obtain other information from the notice board or take a ticket in the cake raffle.

## **U3A OFFICE**

The U3A Office is located in the Octopus, 2 Duke Street, Castlemaine.  
Office Hours: Monday to Thursday 1.30 pm to 3.30 pm.

If you are able to volunteer please contact the office on 5472 2249. U3A would be pleased to welcome new office volunteers. Training will be provided.

**Emails** can be sent to [u3acastlemaine@gmail.com](mailto:u3acastlemaine@gmail.com) Emails are checked regularly by the office volunteer staff