

**U3A GOLD COAST INC**  
**(at Southport)**  
**Protocol for Members and Tutors**  
*(Numbers correspond with pages 14, 15 re Tutors Guidelines)*

**1. Introduction to Class form for intending-member** before signing a Registration form – one per class, maximum two classes **once only**.

**2. Member's name** must be on Class List **before** attending any class.

**3.** Members are required to **wear their U3AGCInc badge** to every class.

**4.** If a member is **absent from class for three consecutive weeks** without prior notification to the tutor, their name should be deleted from the Class Attendance Sheet.

**5. Code of conduct** – unbecoming behaviour by any member – including tutors - will not be tolerated under any circumstances, and may lead to dismissal of said member or class. Also, anyone who “over-talks” the tutor/guest-speaker in class shows bad manners and may be asked to leave.

**By-Law 18:**

*A tutor who finds it necessary to take action against a student for any reason, with immediate or future suspension from the class, shall advise the student in writing stating the reason. A copy of the said letter shall be submitted to the Management committee. The decision of the tutor is final.*

**By-Law 16:** States children not permitted to attend U3AGCInc classes

**6. Discrimination** of any type **will not** be tolerated

**7. Mobile-phones** are to be **turned off – or silenced** – during class/es.

**8. Punctuality** – members are required to be on time for class/es

**9. Any publicity must be approved** by Publicity Officer.

**10.** There are two meetings per year – the **AGM** in March; the **General Meeting** in September. We request that members attend at least one of these meetings per year.

**11.** Any suggestions for the **betterment of U3AGCInc** please refer to the Class Co-ordinator or Committee Member on duty.

**12. The Constitution of U3AGCInc**, which is a non-government-funded, self-help, voluntary organization, prohibits any payment by students unless it is necessary for the functioning of the class. Photocopy service is available at the U3AGCInc office, and must be paid for at time of collection. Students should reimburse the tutor. (Current price @ 2014 is 10c per A4 page.)

REMINDER: when signing your Registration/Renewal form, also Honorary Tutor form, it states:

**I agree to be bound by the rules of U3A Gold Coast Inc.**

**Committee - U3A Gold Coast Inc.**