

Policies and Procedures Manual

Title: Service, Gratuities and other Awards Program

Policy

1. Pursuant to the general powers conferred by the *Constitution*, the Committee may at any time and as it deems to be appropriate, make an award, provide a gift, gratuity or recognise contributions made by its volunteers and or others.
2. A Program which is not limited to, shall include;
 - a) Recognition as appropriate of any contribution deemed to be exceptional or noteworthy,
 - b) Recognition of Volunteers,
 - c) 10 years of Service Award,
 - d) 15years of Service Award, and
 - e) Life Membership. [**Note:** Awards providing Life Membership have been discontinued. Current Life Members are to retain all of the benefits previously awarded.]
 - ❖ Where appropriate, awards or recognition of exceptional service may be made posthumously.
3. Nominations for an award, gift or gratuity or to recognise exceptional contributions may only be made by a full member.
4. All nominations are to be forwarded to the Secretary.
5. Other than a Service Award, the Secretary, shall provide a recommendation to the Committee providing the circumstances and confirming the eligibility or otherwise of a member being nominated for an award, gift, gratuity or recognition of an exceptional or noteworthy contribution.
6. The Course Coordinator and or Volunteers Coordinator will advise the Committee when a member is eligible to be considered for a Service Award.
7. When a committee member nominates a member or person for an award, gift gratuity or recognition of an exceptional or noteworthy contribution, the committee member may speak to the nomination but shall not be eligible to vote for its acceptance.
8. The Treasurer shall record in the accounts any financial outlays associated with any awards, gifts, gratuities or recognition of an exceptional noteworthy contributions.
9. The Secretary shall ensure that the membership records of a member who has received an award, gift, gratuity or recognition of an exceptional or noteworthy contribution Service or Life Membership are suitably endorsed.
10. Observing the wishes of a recipient, an award, gift, gratuity or recognition of an exceptional noteworthy contribution may be presented by the Committee, or a

Committee member in private, at an end of term luncheon or at an Annual General Meeting.

11. Observing the wishes of a recipient, the Secretary will cause the details of an award, gift, gratuity or recognition of an exceptional or noteworthy contribution to be published in the Newsletter.

Practice

Gifts and Recognition of exceptional or noteworthy contributions

1. Small gifts or gratuities may be presented to; (i) Guest Speakers, (ii), volunteers, and (iii) others, as it is deemed appropriate.
2. Awards of Appreciation for exceptional or noteworthy contributions will be commemorated by the presentation of a certificate,

With the exception of gifts to guest speakers or visitors nominations are to be made to the Secretary who will prepare a briefing with a recommendation to the committee for consideration.

Recognition of Volunteers

Subject to satisfying criteria established from time to time, members who have volunteered during the year will be eligible for priority enrolments in classes for the following year based on the number of hours the member has contributed. Priority will be determined by the higher number of hours worked.

To be considered for priority enrolment, volunteers are required on a weekly basis, to record on the "*Volunteer Hours Worked*" form the role in which they have contributed each term together with the time worked in each role.

The data compiled from the "*Volunteer Hours Worked*" form and the priority given is to be made available to members if requested.

10 Years of Service Award

1. A member who has served as member of the committee, tutor, leader or other position appointed by the committee for a period of ten (10) years, either continuously or in aggregate of periods of not less than twelve months each in any appointed position, is eligible to be considered by the Committee for the "10 Years of Service Award".
2. Except in exceptional circumstances, the member is required to have maintained continuous membership of U3A Knox for the related period.
3. The symbol of this award shall be a badge or such object as may be determined from time to time and a framed certificate.
4. Observing the wishes of a recipient, the Secretary will cause the details of the award to be published in the Newsletter.

15 Years of Service Award

1. A member who has served as member of the committee, tutor, leader or other position appointed by the committee for a period of fifteen (15) years, either continuously or in aggregate of periods of not less than twelve months each in any appointed position, is eligible to be considered by the Committee for the "15 Years of Service Award".
2. Except in exceptional circumstances, the nominee is required to have maintained continuous membership of U3A Knox for the related period.
3. The symbol of this award shall be a badge or such object as may be determined from time to time and a framed certificate.
4. Observing the wishes of a recipient, the Secretary will cause the details of the award of to be published in the Newsletter.

Life Membership.

1. A member previously awarded Life Membership shall not be required to pay membership fees to U3A Knox for the period he or she wishes to remain a member of U3A Knox, and
2. The member is entitled to wear or display any badge or certificate presented when Life Membership was awarded

Return, suspension or withdrawal of an award of Life Membership

The award of Life Membership is retained for life unless;

1. The recipient does not wish to retain the award and has advised the Secretary in writing, or has subsequently agreed for the award to be withdrawn.
2. Subject to adherence of the provisions of Part 3 of the *Constitution*, the Committee may make a decision to suspend or withdraw an award of Life Membership when an investigation has substantiated allegations of unacceptable or unbecoming conduct or conduct prejudicial to the Association or the interests of the Association by the holder.
3. The rules of natural justice and procedural fairness must be applied in any process undertaken by or on behalf of U3A Knox Inc that has a possible outcome of recommending or deciding the withdrawal of an award of Life Membership.
4. In accordance with the provisions of s55(2) of the *Associations Incorporation Reform Act 2012*, a member may appoint any person to act on his or her behalf in the grievance procedure.
5. When an award of Life Membership has been withdrawn the Secretary will,
 1. Write to the member to inform the member of the decision of the Committee and the reasons for the decision,
 2. Record the decision against the award in the member's membership records.