

# Gifts and Awards Policy

## INTRODUCTION

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.

## POLICY

### 1. Gifts and recognition of exceptional or noteworthy contributions

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

### 2. Recognition of Volunteers

- a. 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.
- b. 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.
- c. Members can request their own data from the compiled data set of *Volunteer Hours Worked* and the priority given to them.

### 3. 5, 10 and 15 Years of Service Awards

- a. A member who has served as member of the Committee, tutor, leader or other position appointed by the Committee for a period of five, ten or fifteen (5, 10 or 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 *5, 10, or 15 Years of Service Award*.
- b. Except in exceptional circumstances, the member is required to have maintained continuous membership of U3A Knox for the related period.
- c. The symbol of this award shall be a badge or such object as may be determined from time to time and a certificate of recognition.

### 4. Life Membership Award

- a. A member who has served as a member of the Committee, tutor, leader, or other position appointed by the Committee for a period of twenty (20) 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 *Life Membership Award*.

- b. A member 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.
- c. The member is entitled to wear or display any badge or certificate presented when Life Membership was awarded.
- d. Subject to adherence of the provisions of Part 3 of the Constitution, the Committee may make a decision to suspend or withdraw a Life Membership Award 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.

## **NOMINATION PROCEDURES**

- a. Nominations for an award, gift or gratuity may only be made by a full member.
- b. All nominations are to be forwarded to the Secretary.
- c. The Secretary shall provide a recommendation to the Committee providing the circumstances and confirming the eligibility or otherwise of a member being nominated for a gift, gratuity, or an Award of Appreciation.
- d. The Course Coordinator and/or Volunteers Coordinator will advise the Committee when a member is eligible to be considered for a Service Award or a Life Membership Award.
- e. When a Committee member nominates a member or person for a gift, gratuity or an Award of Appreciation, the Committee member may speak to the nomination but shall not be eligible to vote for its acceptance.
- f. The Treasurer shall record in the accounts any financial outlays associated with any awards, gifts, gratuities approved by the Committee.
- g. The Secretary shall ensure that the membership records of a member who has received an award, gift, or gratuity are suitably updated.
- h. Observing the wishes of a recipient, an award, gift, or gratuity in 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.
- i. Observing the wishes of a recipient, the Secretary will cause the details of an award, gift, gratuity in recognition of an exceptional or noteworthy contribution, to be published in the Newsletter.

## **APPROVAL**

This policy was reviewed and amended by the U3A Knox Inc. Committee of Management on 13 July 2022.