

# U3A Hawthorn

## Expectations and Etiquette for Members Enrolled in Classes

The success of a voluntary organisation is dependent on the cooperation and goodwill of all members. It is **expected** that members should be able to feel comfortable in their class environment and to participate and enjoy the course offerings and facilities that Hawthorn U3A has to offer. The following are the Committee's **expectations** of members regarding enrolment and class attendance.

### Part A Regarding Your Enrolment

1. When you are notified of your enrolment in a class there is a clear **expectation** that you will attend the class.
2. Should you subsequently not wish to, or be unable to take up an offered enrolment, you should notify the U3A Hawthorn office in writing as soon as possible so that the position might be offered to another member.
3. If after the class commences you are unable to attend one or more sessions because of illness, holiday or for any other reason, it is **expected** that you will inform the tutor of your absence. Failure to do this may lead to the cancellation of your class enrolment.

### Part B Attending Classes

When attending classes, please be mindful of the following:

1. Class members are **expected** to be at the class venue by the scheduled starting time and to assist when necessary with setting up the classroom and, at the conclusion of the class, put away materials etc. and leave the room tidy and ready for the next class.
2. Mobile phones must be on silent or turned off during classes.
3. Some class discussions may focus on topics which some members may find sensitive, so be mindful of the opinions, values and attitudes of others, and respect their points of view, which may be contrary to your own. This is especially important when matters of race, religion, sexual orientation and political persuasion are concerned.
4. If the manner of a member of your class is offensive (language, aggression, racist etc.) the tutor should be advised and the matter discussed in class.
5. A tutor has the right to ask a class member to withdraw an inappropriate comment. Class members are **expected** to co-operate with the tutor as requested for the good management and enjoyment of the class.
6. When questions or comments are invited, please respond without extensive stories, opinions or life experiences. All questions and comments should go through the tutor or meeting chair and the microphone used where available
7. With the exception of guide dogs, pets are not permitted within the buildings of U3A and of other venues.