

POLICY FOR USE OF THE NAME “U3A IN TOOWOOMBA INC”

Preamble

It is important that we develop guidelines and monitor what our tutors and members are posting when they use our name (U3A in Toowoomba Inc) to identify their class groups, especially in the digital world.

1. Purpose

The Procedure outlined in this document seeks to provide a way to deal with the use of any form of our Organisation's name that identifies us to others and to limit any misuse of our name.

2. Scope

Permission for the use of any form of our name that will identify our organisation (Toowoomba U3A, U3A Toowoomba or any variation thereof) must be obtained in the first instance from the *U3A in Toowoomba Inc* Management Committee.

3. Policy

U3A in Toowoomba Inc. is committed to providing protection for our Organisation's identity and to ensuring that, to the best of our ability, our image in the community remains inviolate.

4. Procedure

After obtaining permission from the Management Committee to use a form of the Organisation's name in any way, the following will be agreed between the Management Committee of U3A in Toowoomba Inc, the tutor of the group, and the members of the group:

- Any use of any form of our name that identifies our Organisation must be used only in the context of the group, hereinafter called *The Page*. No *Page* can be made available to the public. For instance, if for a Facebook Page, the group must be a **closed group** page. If a webpage or blog site, a password must be issued to the members, tutors and/or **tutors only** allowed to post to *The Page*. Any such password must be changed when a member leaves the group. This applies to any online form of interaction or communication.
- A member of the *U3A in Toowoomba Inc* Management Committee must be a member of *The Page*.

- Members of *The Page* must be **financial members** of *U3A in Toowoomba Inc.* or a **tutor only member** of the group, and a member of that *U3A in Toowoomba Inc Class* for a particular term. Their **membership of the group must cease** when that class ends. They may be reinstated if they re-join the class for further term/s. *The Page* must be deleted when the tutor ceases to volunteer as a tutor for *U3A in Toowoomba Inc* in that particular subject, unless another tutor takes over the course and agrees to the conditions in this policy.
- Members who are **un-financial** must be removed from *The Page*.
- *U3A in Toowoomba Inc* should not be held liable for any repercussions *The Page's* content may generate.
- Proper **copyright and reference laws** should be observed by members when posting online, even if it is a closed group.
- Principles of integrity, professionalism, privacy and impartiality should be observed when posting or commenting online.
- *U3A in Toowoomba Inc* reserves the right to demand that any misleading or inaccurate content depicted in posts be edited, amended, or deleted. This especially applies to posts violating our **Code of Conduct** (as on our webpage at www.u3atoowoomba.com).
- *U3A in Toowoomba Inc* upholds the **intellectual property rights** of members of its groups, including online posts.