

## Membership Terms & Conditions Policy

### Introduction

U3A Wonthaggi Inc is a voluntary, not-for-profit organisation incorporated in Victoria and registered at Consumer Affairs Victoria. U3A Wonthaggi is a member of U3A Network Victoria Inc.

Our members are retired or semi-retired and aged 50 and over. U3A Wonthaggi can operate thanks to the volunteer work of our course and activity leaders, committee members and organisers.

### Purpose

The purpose of this policy is to set out the terms, conditions and obligations of being a member of U3A Wonthaggi Inc.

### Policy

1. When a member pays the required membership subscription, she/he becomes a member of U3A Wonthaggi and enters into an agreement with U3A Wonthaggi. All members must comply with all terms and conditions listed in this Membership Terms and Conditions Policy.
2. Members must act in the best interests of U3A Wonthaggi and never do anything to bring U3A Wonthaggi into disrepute
3. Members must abide by our Constitution's terms and conditions. The Constitution, also known as the Rules of Association, is published on U3A Wonthaggi's website.
4. Members must behave towards fellow members with respect and courtesy at all times.
5. Members must comply with and support the decisions of the elected committee.
6. Members must promptly advise the committee of any changes to their contact details; or, promptly update those details in U3A Wonthaggi's online U-MAS for Members database.
7. Members must wear their current membership badge whenever they attend a course or activity. Badges are not transferable.
8. Ticking "I agree to the Membership Terms and Conditions" on the membership form or in the online U-MAS for Members database permits U3A Wonthaggi to call a medical attendant or ambulance in case of a medical emergency.
9. U3A Wonthaggi reserves all rights to film, photograph and record classes and activities; however, a member's wish for privacy will be respected, where known. U3A Wonthaggi may use pictures and/or videos of members for advertising and other promotional or information sharing activities.
10. If a member does not wish to be filmed, photographed or recorded; or for any photo or recordings that feature him/her to be used by U3A Wonthaggi, the member must make this known when the image or recording is made. Also, the member must move out of the range of cameras and recording devices.
11. Where a member expects to be absent for more than three consecutive classes, they must notify the course leader or the Program Manager to retain their place in the class. Due to some courses' popularity, if a member fails to attend three consecutive classes without advising the course leader or Program Manager and without providing a valid reason, their place may be offered to a member on the waiting list for that class.

12. Some classes and activities may attract an additional charge to cover extra costs; where applicable, this is stated in the course outline on the website.
13. Refunds of membership subscriptions and other payments (e.g. for trips and events) are available under U3A Wonthaggi's Refund Policy.
14. Any data collected for U3A Wonthaggi's management purposes is stored and used in accordance with U3A Wonthaggi's Privacy Policy.
15. U3A Wonthaggi's usual method of communication with members is email. U3A Wonthaggi uses members' email addresses to keep members informed about classes, activities and community news considered relevant and appropriate.
16. Where a member has no email address, every effort is made to deliver information promptly to that member; however, this may not always be possible.
17. U3A Wonthaggi may provide members with links to other websites; this in no way constitutes an endorsement of those sites or their content as U3A Wonthaggi has no control over the conduct of the companies or organisations operating those sites.
18. Members agree to abide by any policies approved by U3A Wonthaggi's Committee and published on U3A Wonthaggi's website.

## Authorisation

Responsibility:	U3A Wonthaggi's Committee is responsible for developing, approving, publishing, reviewing and implementing this policy.
Authorisation:	U3A Wonthaggi's Committee approved the Membership Terms and Conditions Policy V1.0 on 23 December 2020.
Publication:	U3A Wonthaggi's Committee published this version of the policy on U3A Wonthaggi's website on 5 January 2021.
Version No:	V1.0, 23 December 2020
Review:	This policy is reviewed at least annually or as circumstances change.
Review Deadline:	30 November 2021