

# Membership Terms and Conditions

## Introduction

U3A Albury Wodonga Inc. is a voluntary not for profit organisation. Members are retired or semi-retired. U3A Albury Wodonga Inc. only functions because of its volunteer tutors and organisers.

## Purpose

### **Policy statement:**

These Terms and Conditions outline the obligations of U3A Albury Wodonga Inc. members.

## Policy

Membership with U3A Albury Wodonga Inc. is provided under the following terms and conditions:

1. In order to access U3A courses it is necessary to be a current member (subject to available places).
2. Always act in the best interests of the U3A and never do anything to bring the U3A into disrepute.
3. Abide by the U3A Albury Wodonga STATEMENT OF CONDITIONS AND RULES, and U3A Albury Wodonga Code of Conduct and Policies.
4. Treat fellow members with respect and courtesy at all times.
5. Comply with and support the decisions of the elected Committee.
6. Update any changes to the details in your UMAS For Members profile or advise the Committee.
7. Your current membership Name Badge should be presented at the time of course or activity attendance. It is not transferable.
8. Members give U3A Albury Wodonga Inc. permission to call a medical attendant or ambulance in case of an emergency.
9. Members agree that U3A Albury Wodonga Inc. reserves all rights to film, photo and video classes and activities, on condition that members' privacy is respected. U3A Albury Wodonga Inc. may use photographs and/or videos of members for advertising and/or publicity purposes eg. the U3A newsletter. Approval of members will be sought before photos or videos are taken and used with identifiers such their full names.
10. Some classes and activities may attract an additional charge to cover extra costs or outlays. This will usually be stated in the course outline on the website.
11. Due to the popularity of some classes if a member fails to attend three (3) consecutive classes without a stated reason to U3A their place may be offered to someone on the waiting list.
12. If a member is going to be absent for more than three (3) consecutive course times they must notify the course leader or the office to maintain their place in the class.
13. Refunds are not usually available. Please contact U3A Albury Wodonga Inc. if you have unusual circumstances.
14. Any data collected for U3A Albury Wodonga Inc. management activities will be strictly in accordance with U3A Albury Wodonga Inc. Privacy Policy.
15. U3A Albury Wodonga Inc. will use member email address to keep members informed about U3A Albury Wodonga Inc. classes and activities, and community news thought to be appropriate. Information will also be available at the GAAC office and website.

- 16. U3A Albury Wodonga Inc. will use email as the usual method of communication with members. Information will also be available at the GAAC office and website.
- 17. U3A Albury Wodonga Inc. may provide members with links to other websites and this in no way constitutes an endorsement of those sites or their content.
- 18. Members will be notified of any changes to these conditions and other relevant policies.

|   |
|---|
| <b>Related procedures and applicable regulations/ legislation</b> |
| <b>Code of Conduct</b>  |

|                                     |                               |
|-------------------------------------|-------------------------------|
| <b>Policy #:</b>                    | <b>Approved By: committee</b> |
| <b>Date of original policy: new</b> | <b>Date:</b>                  |
| <b>Review frequency: annually</b>   |                               |

**CHANGE LOG**

| <b>Reviewed by</b>   | <b>Date</b> | <b>Changes made</b>              |
|----------------------|-------------|----------------------------------|
| Management Committee | 9/8/2024    | Point 3 includes Code of Conduct |
|                      |             |                                  |