



☎ 0438 107 300 — ✉ secretary@u3awallan.org.au
Wallan Neighbourhood House 42 Bentinck Street Wallan Victoria 3756
Incorporated Association Registration Number: A0107055T

Policy - Membership Terms and Conditions

Introduction

U3A Wallan Inc. is a voluntary not for profit organisation. Its members are retired or semi-retired and aged 45 plus. U3A Wallan Inc. is able to function because of the volunteer tutors and organisers.

Purpose

The purpose of this policy is to set out the obligations and Terms and Conditions of being a member of U3A Wallan Inc.

Policy

When a member pays the required membership subscription, they become a member of U3A Wallan Inc. and enter into an agreement with U3A Wallan Inc. and must follow the Terms and Conditions as listed below.

1. Always act in the best interests of the U3A Wallan Inc. and never do anything to bring the U3A Wallan Inc. or U3A Network Victoria into disrepute.
2. Abide by the terms and conditions of the constitution.
3. Treat fellow members with respect and courtesy at all times
4. Comply with and support the decisions of the elected Committee.
5. Advise the Committee of any changes in your personal details.
6. Your current membership Name Badge must be presented at the time of course or activity attendance. It is not transferable.
7. 'I agree to the Membership Conditions' on the membership form gives U3A Wallan Inc. permission to call a medical attendant or ambulance in case of an emergency.
8. U3A Wallan Inc. reserves all rights to film, photo and video classes and activities, but will endeavour to respect members' privacy if known. U3A Wallan Inc. may use photographs and/or videos of members for advertising and/or publicity purposes. If members do not wish for any photographs and/or videos to be used by U3A Wallan Inc., please ensure that these requests are known at the time the photo or video is taken.
9. 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.
10. Due to the popularity of some classes if a member fails to attend three (3) consecutive classes without a valid reason their place may be offered to someone on the waiting list subject to contact made between the member and the course coordinator.
11. 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. This may be done online after logging into the Membership System
12. Refunds of membership subscriptions and/or payment of trips and events are only available in accordance with the U3A Wallan Inc. Refund Policy.



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13. Any data collected for U3A Wallan Inc. management activities will be strictly in accordance with U3A Wallan Inc. Privacy Policy
14. U3A Wallan Inc. will use member email address to keep members informed about U3A Wallan Inc. classes and activities, and community news thought to be appropriate.
15. U3A Wallan Inc. usual method of communication with members is email.
16. U3A Wallan Inc. may provide members with links to other websites and this in no way constitutes an endorsement of those sites or their content and U3A Wallan Inc. has no control over the conduct of the companies or organizations operating those sites.
17. Members who are unwell have the responsibility not to attend face to face classes.
18. Members also agree to any future policies approved by the U3A Wallan Inc. Committee of Management.

Authorisation

This Policy was updated and approved by the Committee of Management of U3A Wallan Inc. on Monday, March 6th, 2023.

This policy will be published by the Committee of Management of U3A Wallan Inc. on its website within 4 weeks of the date of this authorisation.

Policy Review

This Policy will be reviewed at least annually or as circumstances change.

Related Policies

- *U3A Wallan Inc. Code of Conduct Policy*
- *U3A Wallan Inc. Grievance Policy*
- *U3A Wallan Inc. Privacy Policy*

Endorsement

Version Number	U3A Wallan Inc. – Policy - Membership Terms and Conditions V1.0
Endorsed by Committee of Management of U3A Wallan Incorporated	Date: Monday 6 th March 2023
Reference	U3A Network Victoria Constitution https://www.u3avictoria.com.au/s/U3A-Network-Victoria-Constitution-2019.pdf Whittlesea U3A Inc. https://whittleseau3a.org.au/about-us/policies/