

# Guideline – Membership Terms and Conditions

## Introduction

Stonnington U3A Inc. is a voluntary not for profit organisation. Its members are retired or semi-retired and aged 50 plus. Stonnington U3A Inc. is able to function because of the volunteer tutors and organizers.

## Purpose

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

## Guideline

When a member pays the required membership subscription fee and ticks the 'I agree to the Membership Conditions' box either on the application form or online, they enter into an agreement with Stonnington U3A Inc. and must follow the terms and conditions as listed below:

1. Always act in the best interests of the U3A and never do anything to bring the U3A 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. Comply with COVID safe requirements when in any face to face U3A Stonnington venue or activity as required.
6. Advise the Committee of any changes in your personal details
7. Your current membership Name Badge must be presented at the time of course or activity attendance. It is not transferable
8. Ticking 'I agree to the Membership Conditions' on the membership form gives Stonnington U3A Inc. permission to call a medical attendant or ambulance in case of an emergency
9. Stonnington U3A Inc. reserves all rights to film, photo and video classes and activities, but will endeavour to respect members' privacy if known. Stonnington U3A 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 Stonnington U3A Inc. please ensure that these requests are known at the time the photo or video is taken

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 valid reason 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 Stonnington U3A Inc. if you have unusual circumstances
14. Any data collected for Stonnington U3A Inc. management activities will be strictly in accordance with Stonnington U3A Inc. Privacy Guideline
15. Stonnington U3A Inc. will use member email addresses to keep members informed about Stonnington U3A Inc. classes and activities, and community news thought to be appropriate
16. Stonnington U3A Inc. usual method of communication with members is email
17. Stonnington U3A Inc. may provide members with links to other websites but this in no way constitutes an endorsement of those sites or their content and Stonnington U3A Inc. has no control over the conduct of the companies or organizations operating those sites

## **Authorisation**

This Guideline was adopted by the Committee of Management of Stonnington U3A Inc., and minuted as such, on **30 November 2020**

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

## **Guideline Review**

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

## **Related Guidelines**

## **Version**

Version 1.0

Endorsed by U3A Stonnington Committee

Guideline 02 – Terms and Conditions V.1.0

Date: 30/11/2020