

# Policy – Membership Terms and Conditions

## Introduction

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

## Policy

When a member pays the required membership fee and ticks the 'I agree to the Membership Terms and Conditions' box on U-MAS they enter into an agreement with U3A Stonnington 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 U3A into disrepute
2. Abide by the terms and conditions of the Constitution of U3A Stonnington
3. Treat fellow members with respect and courtesy at all times
4. Ensure that discussion is respectful, and addresses issues and facts, not individuals and supposition.
5. Seek professional advice regarding financial, legal, medical, etc matters rather than rely entirely on information presented in U3A Courses
6. Comply with and support the decisions of the elected Committee
7. Comply with COVID Safe requirements when in any face-to-face U3A Stonnington Inc. venue or activity as required by the Department of Health and Human Services and the City of Stonnington and as explained in our COVID-19 Policy
8. Advise the U3A Stonnington Inc. of any changes in your personal details
9. Wear your current non-transferrable membership Name Badge including emergency contact details when you attend Courses
10. Give U3A Stonnington Inc. permission to call a medical attendant or ambulance in case of an emergency
11. U3A Stonnington Inc. reserves all rights to film, photograph and record lectures and activities, but will endeavour to respect members' privacy. U3A Stonnington 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 Stonnington Inc. please ensure that these requests are known at the time the photo or video is taken
12. Some classes and activities may attract an additional charge to cover extra costs or outlays. This will usually be stated in the course description in U-MAS.

13. If a member knows they will be absent from a class, it is courteous to indicate this via U-MAS, and so allow a member on a wait list to take their place
14. Refunds of the membership fee are not usually available. Please contact U3A Stonnington Inc. if you have unusual circumstances
15. Any data collected for U3A Stonnington Inc. management requirements will be strictly in accordance with U3A Stonnington Inc. Privacy Policy
16. U3A Stonnington Inc. will use member email addresses to keep members informed about U3A Stonnington Inc. classes and activities, and community news thought to be relevant
17. U3A Stonnington Inc. usual method of communication with members is by email
18. U3A Stonnington Inc. may provide members with links to other websites - this in no way constitutes an endorsement of those sites or their content and U3A Stonnington Inc. has no control over the conduct of the companies or organizations operating those sites

### **Authorisation** Committee of Management

This Policy was adopted by the Committee of Management of Stonnington U3A Inc., and minuted as such, on 15 November 2021.

This policy will be published by the Committee of Management of U3A Stonnington Inc. on its website within 4 weeks of the date of this authorisation. V.2.0

### **Policy Review**

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