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## POLICY DOCUMENT - MEMBERSHIP TERMS & CONDITIONS

### REV 5-AUG-2022

### Introduction

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

### Purpose

The purpose of this Policy Document is to set out the obligations and Terms & Conditions of being a member of U3A Bentleigh Inc.

### Policy

When a member pays the required membership subscription, they become a member of U3A Bentleigh Inc and enter into an agreement with U3A Bentleigh Inc and must follow the Terms & Conditions set out 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 of Management
5. Adhere to all directions and instructions regarding Health & Safety and COVID advice
6. Advise the Committee of any changes in your personal details
7. Your current membership Name Badge must be presented at the time of your course or activity attendance. It is not transferable
8. Ticking ***I agree to the U3A Bentleigh Membership Conditions*** when joining, gives U3A Bentleigh Inc permission to call a medical attendant or ambulance in case of an emergency
9. We reserve all rights to film, photograph and video classes and activities, but will endeavour to respect your privacy where you let us know your preference. We may use photographs and/or videos of you for advertising and/or publicity purposes. If you do not wish for any photographs and/or videos to be used by U3A Bentleigh Inc, please make your wishes 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. Refunds are not normally available, but please contact us if you have unusual circumstances
12. Any data collected for our management activities will be strictly in accordance with our Privacy Policy
13. We will use your email address to keep you informed about U3A Bentleigh Inc classes and activities, and any community news we think appropriate
14. Our usual method of communication with members will be by email or other appropriate alternative
15. U3A Bentleigh Inc may provide you with links to other websites from time-to-time, and this in no way constitutes an endorsement of those websites or their content. U3A Bentleigh Inc has no control over the conduct of the companies or organizations operating those websites

16. All COVID-19 rules and regulations need to be followed in accordance with the U3A Benteigh Inc COVID-19 Policy.
17. Members are responsible to ensure they are physically and mentally able to participate in activities requiring physical exertion, agility and reflex reaction (eg, table tennis, line dancing, etc), and may be asked to provide a doctor's certificate to that effect.
18. Members may be excluded from participating in a particular activity if they are deemed to present a danger to themselves or other members participating in that activity. Such a decision will be made by the Committee of Management.
19. Those activities requiring levels of physical exertion, agility and reflex reaction will show a scale of difficulty to help members determine their ability or otherwise to participate in those activities.
20. Members also agree to any future policies which may be approved by the U3A Benteigh Inc Committee of Management.

## **Review**

These Terms & Conditions will be reviewed annually or when circumstances change.

## **Approved**

This Policy Document has been endorsed by the U3A Benteigh Inc Committee of Management and authorised to be posted on the website. Effective date: 5-Aug-2022.