

U3A Geelong Incorporated

Reg. No. A12137

Membership Terms and Conditions Policy

Introduction

U3A Geelong Inc. is a voluntary, not-for-profit organisation. Tutors, volunteers and Committee members receive no payment for their services. Whilst U3A Geelong Inc. attracts many older people who are retired or semi-retired, membership of U3A Geelong Inc. is open to any age group.

Purpose

The purpose of this document is to describe the Terms and Conditions under which membership of U3A Geelong Inc. is provided.

Policy

As a member of U3A Geelong Inc. you are required to:

1. Upon application for membership pay the annual membership fee determined at the Annual General Meeting.
2. Abide by the terms, conditions, policies and guidelines described in U3A Geelong Inc.'s Constitution and in the Policy Handbook and Tutors' Manual.
3. Always act in the best interests of U3A Geelong Inc. and abide by its Code of Conduct.
4. Comply with and support the decisions of the elected Management Committee.
5. Advise the Office of any changes in your personal details.
6. Present your membership badge when attending courses or activities. It is not transferable.

7. Agree that U3A Geelong Inc. reserves all rights to film, photo or video classes and activities, and that U3A Geelong Inc. may use photographs and videos of members for advertising or publicity purposes. If members do not wish for any photographs or videos to be used by U3A Geelong Inc. they should ensure that this request is made before shooting takes place.
8. Agree to the requirement on the Membership Form that gives U3A Geelong Inc. permission under its duty of care to call a medical attendant or ambulance in cases of emergency.
9. Agree to pay an additional charge to cover costs or outlays in some classes where it is clearly stated in the Course Description.
10. Relinquish your place in any class to a member on the Wait List if you are absent with unexplained frequency or on more than three consecutive occasions without notifying the Office, or tutor or class leader beforehand and submitting an apology.
11. Note that refunds of fees are unavailable, except in unusual circumstances.
12. Note that any data collected for U3A Geelong Inc. management activities will be strictly in accordance with U3A Geelong Inc.'s Privacy Policy.
13. Note that U3A Geelong Inc. will use member email addresses and/or the postal service to keep members informed about classes and activities, and appropriate community news.
14. Note that where U3A Geelong Inc. provides members with links to websites other than its own this in no way constitutes an endorsement of those sites or their content.
15. Note that members are to be made aware of current and future policies approved by the Management Committee of U3A Geelong Inc.
16. Note that the Management Committee of U3A Geelong Inc. is solely responsible for appointing tutors to teach its courses and classes.
17. Note that Tutors need not have formal qualifications, but must be able to demonstrate some expertise, knowledge or long-standing interest in the field they are offering.
18. Note that tutors are responsible for administering their courses (keeping attendance records, checking fee payment etc.) and following the procedures set down in the Tutor's Manual.

Implementation

9. This policy was adopted by the Management Committee of U3A Geelong Inc. and minuted as such on 22nd July, 2020.

10. This policy will be published on the website of U3A Geelong Inc. within 4 weeks of the date of this authorisation, and copies made available to all tutors and volunteers.

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