



## **Membership Terms and Conditions**

### **Introduction**

The purposes of this wholly volunteer-based association are to provide programs that are culturally, intellectually, physically and socially inclusive aimed at enjoyment and enhancing the quality of life, knowledge, interests and skills of its members.

No formal qualification is required to join an activity and no formal qualification will be received at the end of an activity. Activity leaders are mainly volunteers and are not necessarily formally trained but have a knowledge of and an interest in the subject they teach or instruct.

Membership is open to any person who supports the purposes of U3A Maribyrnong Inc., wishes to engage in its activities and agrees to these Terms and Conditions.

### **A member of U3A Maribyrnong Inc. agrees to:**

1. Abide by all U3A Maribyrnong Inc.'s Rules and Policies including the Code of Conduct.
2. Always act in the best interest of U3A Maribyrnong Inc. and the U3A and never do anything to bring either into disrepute.
3. Treat fellow members with respect and courtesy at all times.
4. Comply with decisions of the elected Committee of Management.
5. Act with integrity and observe strict confidentiality regarding access to any member's personal information, never disclosing contact or any other details without the member's prior permission.
6. Arrive punctually for any class.
7. Not attend a face to face class if unwell.
8. Wear and display a current membership name badge, including emergency contact details whenever attending a class or event. A membership or name badge is not transferable.
9. Comply with any regulations applying to any host facilities or venues.
10. Comply with any safety instructions issued by Activity Leaders or the Committee of Management.
11. Notify the activity leader in advance if a member is going to be absent for a scheduled activity in which they are enrolled.
12. the procedure that due to the popularity of some activities if a member fails to attend three (3) consecutive activities without a valid reason or is going to be absent for longer than 3 weeks their place may be offered to someone on the waiting list for that activity.

### **A member of U3A Maribyrnong Inc. acknowledges that:**

1. An annual membership fee is payable and non-refundable.
2. Members may only enrol in activities or events once the annual membership fee set by the Committee of Management has been paid.
3. There may be some activities or events that attract an additional charge to cover extra costs or outlays. This will usually be stated in the information provided for the activity or event.

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4. It is a member's responsibility to advise the Class leader if they need to withdraw from a class.
5. U3A Maribyrnong Inc. may call a medical attendant or ambulance in case of emergency. Any expense incurred will be the member's responsibility.
6. Every care is taken by U3A Maribyrnong Inc. to ensure the safety of members participating in classes or activities. It is a member's responsibility to be aware of any medical conditions they have and to consult with their medical practitioner if in doubt about their level of participation in any class or activity for which they enrol.
7. Some physical activities may require a medical assessment form.
8. Acceptance into any activity or event will be at the discretion of the Activity Leader.
9. Any data collected for U3A Maribyrnong Inc. will be in accordance with the Privacy Policy.
10. U3A Maribyrnong Inc. may photograph or video classes and activities from time to time for promotional purposes. Members will be advised in advance when this occurs and have the option to notify the photographer or event organiser if they do not wish to be photographed or videoed.
11. U3A Maribyrnong Inc. will usually communicate with members by email.
12. It is a member's responsibility to advise the Secretary of any changes to contact details.
13. The Committee of Management may, from time to time, amend policies or add policies which will be binding on members. Any amended or new policies will be published on the U3A Maribyrnong Inc. website.

### **Authorisation**

These Terms and Conditions were approved by the U3A Maribyrnong Inc. Committee of Management on ...

### **Related Documentation**

U3A Maribyrnong Inc. Code of Conduct Policy  
U3A Maribyrnong Inc. Privacy Policy