



**HEALESVILLE**  
UNIVERSITY OF THE THIRD AGE

## **TERMS AND CONDITION OF MEMBERSHIP**

### **Introduction**

U3AHealesville Inc. is a voluntary not for profit organisation. Its members are retired or semi-retired and aged 50 plus. U3AHealesville Inc. is able to function because of the volunteer Course Leaders and organizers.

### **Purpose**

The purpose of this policy is to set out the obligations and Terms and Conditions of being a member of U3AHealesville Inc.

### **Membership Policy**

When a member pays the required membership subscription, they become a member of U3AHealesville Inc. and enter in to an agreement with U3AHealesville 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. Advise the Committee of any changes in your personal details
6. Ticking 'I agree to the Membership Conditions' on the membership form gives U3AHealesville Inc. permission to call a medical attendant or ambulance in case of an emergency
7. U3AHealesville Inc. reserves all rights to film, photo and video classes and activities, but will endeavour to respect members' privacy if known. U3AHealesville 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 U3AHealesville Inc. please ensure that these requests are known at the time the photo or video is taken.
8. 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.
9. 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.
10. 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.
11. Refunds of membership subscriptions and/or payment of trips and events are only available in accordance with the U3AHealesville Inc. Refund Policy.
12. Any data collected for U3AHealesville Inc. management activities will be strictly in accordance with U3AHealesville Inc. Privacy Policy

13. U3AHealesville Inc. will use member email address to keep members informed about U3AHealesville Inc. classes and activities, and community news thought to be appropriate
14. U3AHealesville Inc.'s usual method of communication with members is email.
15. U3AHealesville Inc. may provide members with links to other websites and this in no way constitutes an endorsement of those sites or their content. U3AHealesville Inc has no control over the conduct of the companies or organisations operating those sites.
16. All COVID-19 rules and regulations need to be followed in accordance with the U3AHealesville Inc. COVID-19 Policy as published on the website.
17. Members also agree to any future policies approved by the U3AHealesville Inc. Committee of Management.

## **Class Attendance Member Responsibilities Policy**

1. Members are expected to wear their membership badges when they attend a class or activity. This assists with identification and also allows new class members to learn others' names. It also shows the leader that the attendee has current membership. There are also insurance implications.
2. For the safety of all, members are required to conform to all Covid-safe requirements. When attending a face to face class this includes being double vaccinated, using **the QR Code** upon entry to a venue (or completing **a tracing register** if your mobile phone does not support a QR Code), and deep cleaning surfaces at the end of each activity. Government regulations regarding the wearing of face masks must be adhered to. The Course Leader should either appoint a Covid Marshall or themselves ensure that all members have used the QR Code or signed the Covid register at the start of each class. Covid registers must be lodged with the Courthouse Office each month for record keeping purposes.
3. Total Fire Ban Days – in the event of a total fire ban day some Course Leaders may not be able to take their class as they may need to make other plans for that day. In this case it is important for the Course Leader to inform their class members of the cancellation. Some classes may choose to have standing arrangements for such days. If the forecast temperature exceeds 32 degrees classes may be cancelled; leaders will advise.
4. Class member are encouraged to develop a 'phone tree' which shares the load of notifying class members in the case where a class has to be cancelled.
5. If for any reason a member is unable to attend a class, please notify the Course Leader as the Leader may decide to cancel a class on that day if numbers are few.
6. Members should make sure they are listed on the relevant class list(s) as this is important for insurance. Members may not attend a class for which they are not enrolled without first consulting the course leader.
7. Course leaders are required to make sure their attendance rolls are up to date as U3A VMIA Insurance requires accurate details of class attendance. U3A Volunteers are covered by U3A Network/Victorian Government VMIA Insurance cover. This is not a substitute for personal insurance.
8. Members are required to make sure their medical health care insurance and ambulance subscriptions are current when undertaking a class. You are responsible for your own health care and safety.

**Authorisation:** This Policy was updated and approved by the Committee of Management of U3AHealesville Inc. on 17 November 2021. This policy will be published by the Committee of Management of U3AHealesville Inc. on its website within 4 weeks of the date of this authorisation.