

## **U3A Melbourne City Incorporated**

### **Terms & Conditions of Membership**

These Terms and Conditions outline the obligations of the members of U3A Melbourne City Incorporated.

Membership of U3A Melbourne City Inc. is provided under the following terms and conditions.

Members will:

1. Always act in the best interests of the U3A and never do anything to bring the U3A into disrepute
2. Abide by the Rules, Policies and Procedures of U3A Melbourne City Inc.
3. Always treat fellow members with respect and courtesy
4. Comply with and support the decisions of the elected Committee of Management
5. Advise any changes in your personal details using the member Management System (MyU3A) in the first instance
6. Wear and display your current membership name badge whenever attending a course or activity.
7. Not attend any U3A Melbourne City face-to-face activity unless they are fully vaccinated against Covid19 as defined by the Government of Victoria.

Members acknowledge that:

8. Membership is not transferable
9. U3A Melbourne City Inc. may call a medical attendant or ambulance in the case of an emergency affecting a member. Any expense incurred will be the responsibility of the member affected
10. Every care is taken by U3A Melbourne City Inc. to ensure the safety of participants. Some activities may expose you to risks that could lead to injury, loss or medical consequences in which case members accept personal responsibility and liability
11. U3A Melbourne City Inc. reserves all rights to film, photo and video classes and activities, and will endeavour to respect members' privacy if known. U3A Melbourne City 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 Melbourne City Inc. they must make requests 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
13. If a member is going to be absent for more than three (3) consecutive classes, they must notify the tutor/course leader or the office to maintain their place in the class

14. If a member fails to attend six (6) consecutive weekly classes or three (3) consecutive fortnightly classes other than for reasons of illness their place may be offered to someone on the waiting list
15. The annual membership fee is non-refundable
16. Any data collected by U3A Melbourne City Inc. will be in accordance with the Privacy Policy
17. U3A Melbourne City Inc. will communicate by email to keep members informed about classes and activities, and appropriate community news
18. U3A Melbourne City Inc. may provide members with links to other websites and this in no way constitutes an endorsement of those sites or their content and U3A Melbourne City Inc. has no control over the conduct of the companies or organisations operating those websites
19. The Committee of Management may, from time to time, make changes to policy which are binding on members.

Approved 23<sup>rd</sup> September 2021