



Policy – Selling of goods

Introduction

As Whittlesea U3A is a not for profit organisation, funded by membership fees and various Government grants, we must ensure we meet the rules and regulations regarding the selling of goods, particularly when using council owned venues. As a community organisation, Whittlesea Council provides Whittlesea U3A with venues at a subsidised rate in order for seniors to participate in learning and social activities, however one of the rules is that we do not use those venues to allow vendors to sell goods and make commercial gains.

Purpose

The purpose of this policy is to outline the process of selling goods at functions such as morning teas, lunches, open days and fund raising events.

Policy

Selling of branded merchandise such as t-shirts and cups etc. by Whittlesea U3A volunteers to cover the cost of the purchase of the goods is permitted, providing prior approval has been provided by the Secretary. Branded merchandise is approved to be sold from Whittlesea U3A offices and at meeting venues by authorised volunteers.

Members selling their own merchandise would be considered 'vendors' therefore would not meet the condition set by the venue leasing arrangement Whittlesea U3A has with the Whittlesea Council.

Based on this condition, the selling of goods by members of Whittlesea U3A to profit from the sales is not permitted under any circumstances.

Procedures

If any Whittlesea U3A member wishes to sell Whittlesea U3A branded merchandise at any event or function, approval must be sought from the Secretary prior to the event.

The Secretary will review the details of the event or function to confirm that it is suitable for Whittlesea U3A merchandise to be sold at that event or function.

Responsibilities

It is the responsibility of all members wishing to sell goods or merchandise, to discuss the details with the Secretary prior to proceeding with any sales or setting up of stalls.

It is the responsibility of the Secretary to review the information the member has provided and based on this policy, advise the member if they are able to sell goods or not.

Authorisation

This Policy was adopted by the Committee of Management of Whittlesea U3A Inc. and minuted as such on October 14th 2019.

Policy Review

This Policy will be reviewed at least annually or when circumstances change.