



## 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 subsidized rate in order for seniors to participate in learning and social activities. The selling of merchandise at any of these venues and events must meet the conditions as described under this policy.

### 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 recover the cost of the purchase of the goods is permitted, provided prior approval has been given by the Secretary or President. Branded merchandise is approved to be sold from Whittlesea U3A offices and at meeting venues by authorised volunteers.

Members selling their own merchandise would need to get permission from the Committee of Management before they can sell their item at any of the venues used by Whittlesea U3A. They would need to apply in writing at least 1 month prior to the event. The Committee of Management would reply in writing to the member after discussion at a committee meeting.

### Procedures

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

The Committee of Management will review the details of the event or function to confirm that it is suitable for merchandise to be sold.

### Responsibilities

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

It is the responsibility of the Secretary or the President and the coordinator of the activity to review the information the member has provided, discuss this with the Committee and provide written confirmation of their decision to the member.

## **Authorisation**

This Policy was reviewed by the Committee of Management of Whittlesea U3A Inc. and minuted as such on February 12<sup>th</sup> 2023

This policy will be published by the Committee of Management of Whittlesea U3A Inc. on its website within 4 weeks of the date of this authorisation.

## **Policy Review**

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