Policy - Membership Terms and Conditions

Introduction

Whittlesea U3A Inc. is a voluntary not for profit organisation. Its members are retired or semi-retired and aged 50 plus. Whittlesea U3A Inc. is able to function because of the volunteer tutors and organizers.

Purpose

The purpose of this policy is to set out the obligations and Terms and Conditions of being a member of Whittlesea U3A Inc.

Policy

When a member pays the required membership subscription, they become a member of Whittlesea U3A and enter in to an agreement with Whittlesea U3A 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. Your current membership Name Badge must be presented at the time of course or activity attendance. It is not transferable
7. According to the conditions of Membership in case of a medical emergency a members agrees that a medical attendant or ambulance will be called.
8. Whittlesea U3A Inc. reserves all rights to film, photo and video classes and activities, but will endeavour to respect members' privacy if known. Whittlesea U3A 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 Whittlesea U3A Inc. please ensure that these requests are known at the time the photo or video is taken
9. 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.
10. 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 subject to contact made between the member and the course coordinator.
11. 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. This may be done online after logging into the Membership System
12. Refunds of membership subscriptions and/or payment of trips and events are only available in accordance with the Whittlesea U3A Inc. Refund Policy.
13. Any data collected for Whittlesea U3A Inc. management activities will be strictly in accordance with Whittlesea U3A Inc. Privacy Policy
14. Whittlesea U3A Inc. will use member email address to keep members informed about Whittlesea U3A Inc. classes and activities, and community news thought to be appropriate
15. Whittlesea U3A Inc. usual method of communication with members is email
16. Whittlesea U3A Inc. may provide members with links to other websites and this in no way constitutes an endorsement of those sites or their content and Whittlesea U3A Inc. has no control over the conduct of the companies or organizations operating those sites
17. Members who are unwell have the responsibility not to attend face to face classes.
18. Members also agree to any future policies approved by the Whittlesea U3A Inc. Committee of Management.

Authorisation

This Policy was updated and approved by the Committee of Management of Whittlesea U3A Inc. on the 11th of May 2026

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 as circumstances change.