

Membership Terms and Conditions

Introduction

U3A Cranbourne Incorporated is a not for profit organisation run by member volunteers.

Its membership is open to people who are semi-retired or retired, who wish to engage in social, educational and fun activities.

Purpose

This document outlines the obligations and conditions of U3A Cranbourne members and office bearers.

Policy

Membership of U3A Cranbourne Inc is provided under the following terms and conditions:

1. Members*(see footnote) will act in the best interests of the U3A
2. Members will abide by the Rules, Policies and Procedures of U3A Cranbourne.
3. Members will treat other members, committee members and visitors to the organisation with respect at all times
4. Members will act in accordance with decisions made by the Committee in regard to the operation of the organisation and have the right to offer concerns or suggestions to the Committee verbally, or in writing.
5. Members have a **responsibility** to update their personal details, as necessary, to The President, Secretary, or Class Coordinator to ensure that contact can be made in the case of accident, change of address, telephone or email contact.
6. Membership badges must be worn at all times when participating in U3ACranbourne activities or events.
7. By agreeing to these Terms & Conditions you have agreed to medical assistance (ambulance/doctor) being sought in the case where you are unable to communicate your wishes.
8. U3A Cranbourne Inc. respects the right to Privacy for all members. There will be occasions when classes, rooms, events will be filmed or photographed. It is the responsibility of the member to advise the photographer that they do not wish their image to be used/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. If a member fails to attend a class they are enrolled in on three consecutive occasions without giving notice, they may be unenrolled. To retain their place in a class, the member should contact either their tutor or the Classes Coordinator.
11. Refunds are not usually available.
12. Members' personal information is stored securely in accordance with the Privacy & Data Act 2014 and is only accessed by authorised U3A Cranbourne office bearers.
13. U3A Cranbourne's usual method of communication with members is via email to save cost and reduce the work of volunteers. Your email details will NOT be passed on to outside organisations.
14. Minor changes to Rules and Policies may be agreed upon by the Committee at monthly meetings. A copy of the monthly Committee meeting minutes is available in reception at all times. Major changes will be agreed upon at Special Meetings where all members are invited to attend
15. Membership is not transferable to another person.

* Members includes Full Members, Affiliate Members and Committee Members