

## **POLICY 1 - TERMS & CONDITIONS OF MEMBERSHIP**

### **PURPOSE:**

- To provide guidelines and promote a shared understanding of appropriate conduct for members in their interactions with each other, including with volunteers fulfilling nominated roles, during all U3A Croydon activities.

### **POLICY:**

Membership of U3A Croydon Inc. is provided under the following Terms & Conditions.

#### **A. 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 Constitution, Policies and Procedures of U3A Croydon 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 the Committee of Management of any changes in your personal details
6. Wear and display your current membership name badge whenever attending a course or activity

#### **B. Members acknowledge that:**

1. Membership is not transferable
2. U3A Croydon 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
3. Every care is taken by U3A Croydon 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
4. U3A Croydon Inc. reserves all rights to film, photo and video classes and activities, and will endeavour to respect members' privacy if known. U3A Croydon 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 Croydon Inc. they must make requests known at the time the photo or video is taken
5. Some classes and activities may attract an additional charge to cover extra costs or outlays
6. Carers accompanying members are permitted to attend classes with members so long as they do not participate in the class activities. If carers do participate, they must register and pay the annual fee as members of U3A Croydon.
7. 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
8. Tutors must be notified if a member is away due to illness, holidays or other commitments and is unable to attend six (6) consecutive weekly classes or three (3) consecutive fortnightly classes. Failure to notify tutors will result in their place being offered to someone on the waiting list
9. The annual membership fee is non-refundable

10. Any data collected by U3A Croydon Inc. for management activities will be in accordance with the U3A Croydon Inc. Privacy Policy

11. The usual method of communication with members is by email. U3A Croydon Inc. will communicate by email to keep members informed about classes and activities, and appropriate community news.

12. U3A Croydon 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 Croydon Inc. has no control over the conduct of the companies or organisations operating those websites

13. The Committee of Management may, from time to time, make changes to policies which are binding on members

14. All COVID-19 rules and regulations must be followed in accordance with U3A Croydon Inc. COVID-19 Policy. This COVID-19 Policy may be adapted for future pandemics or major medical situations and emergencies as outlined by either State or Federal governments.

**AUTHORISATION:**

This Policy was adopted by the Committee of Management of U3A Croydon Inc. on 25<sup>th</sup> Jan 2023 It will be posted on U3A Croydon’s website within four weeks of this authorisation.

Version Number	POLICY 1 – TERMS & CONDITIONS OF MEMBERSHIP V1.
28th May 2018	Date endorsed by Committee of Management of U3A Croydon Inc.
Amended version number	POLICY 1 – TERMS & CONDITIONS OF MEMBERSHIP V2.
28th Oct 2021	Date endorsed by Committee of Management of U3A Croydon Inc.
Amended version number	POLICY 1 – TERMS & CONDITIONS OF MEMBERSHIP V3.
25 <sup>th</sup> Jan 2023	Date endorsed by Committee of Management of U3A Croydon Inc.