

# U3A HIGHVALE POLICIES AND PROCEDURES

## Terms and Conditions

### Overview

This Terms and Conditions document governs the contractual relationship between the provider of a service (U3A Highvale) and its members. It serves as a contract in which U3A Highvale clarifies the conditions of use of its service and outlines the obligations of members to U3A Highvale Inc. Reference should be made to related documents such as the Code of Conduct and COVIDSafe Plan.

### Policy

Applicants should be retired or semi-retired and age 55 or more.

By ticking the box on a printed application and the online application form that states "I agree to abide by the Constitution & any Terms and Conditions or Policies of U3A Highvale", the applicant commits to the clauses outlined in this document.

Membership of applicants is subject to the approval of the Committee of Management. The Committee of Management may, from time to time, make changes to policy which are binding on members.

### Responsibilities of Members

#### Members' Agreement

1. Members will abide by the Rules, Policies and Procedures of U3A Highvale Inc. and must support the purposes of the association to:
  - a) Provide an organisation in which a program of learning and experiential courses are conducted for the benefit of members in keeping with the general concepts of the U3A movement and actively promote and enhance the concepts of the U3A movement as widely as possible.
  - b) Provide an environment in which members of the Third Age generation are encouraged to further their self-development through a process of sharing knowledge, ideas and skills in a way that is non-sectarian and non-political.
  - c) Establish links and relationships with other U3A organisations with the view towards mutual benefit and co-operation.
2. Will NOT attend any U3A Highvale in-person class or activity unless they are fully vaccinated against COVID-19 as defined by the Government of Victoria.
3. Wear and display your current membership name badge whenever attending a course or activity.

4. Advise any changes in your personal details using MyU3A (the member Management System) on our website.
5. Comply with and support the decisions of the elected Committee of Management.
6. Always act in the best interests of the U3A and never do anything to bring the U3A into disrepute.
7. Always treat fellow members with respect and courtesy.

### **Members' Acknowledgement**

8. Membership is not transferable and the annual membership fee is non-refundable.
9. Some classes and activities may attract an additional charge to cover extra costs or outlays.
10. Members cannot join a course by simply walking into a class in action. They must be properly enrolled in MyU3A or via a note dropped in the U3A Box.
11. If a member is going to be absent for more than three (3) consecutive weekly classes, they must notify the tutor/course leader or the office, to maintain their place in the class.
12. If a member fails to attend six (6) consecutive weekly classes or three (3) consecutive fortnightly classes other than for reasons of illness their place may be offered to someone on the waiting list.
13. Data collected by U3A Highvale will be in accordance with the Privacy Policy.
14. U3A Highvale reserves all rights to film, photo and video classes and activities, and will endeavour to respect members' privacy if known. U3A Highvale 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 Highvale they must make requests known at the time the photo or video is taken.
15. U3A Highvale will communicate by email to keep members informed about classes and activities, and appropriate community news.
16. U3A Highvale may provide members with links to other websites and this in no way constitutes an endorsement of those sites or their content and U3A Highvale has no control over the conduct of the companies or organisations operating those websites.
17. Every care is taken by U3A Highvale 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.
18. U3A Highvale 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.