

TERMS AND CONDITIONS FOR MEMBERSHIP IN 2022

I confirm that I am a person of 55 years of age or above, who is retired or semi-retired and supports the purposes of Glen Eira U3A.

I note that my membership will not be effective until I have paid the annual membership fee in 2022.

I hereby consent to the following terms and conditions:

Expectations of members' conduct

1. Every member of Glen Eira U3A has the responsibility to:
 - respect the beliefs, needs and background of others;
 - act and speak respectfully;
 - understand and follow the organisation's guidelines, policies and procedures;
 - carry out all activities in an appropriate manner;
 - work cooperatively for the benefit of all members;
 - maintain positive relationships;
 - care for the property and possessions of the organisation and members;
 - help create an inclusive environment;
 - report actual or potentially unsafe situations or conduct; and
 - wear a name badge to assist in the governance of the organisation.

Data privacy and security

2. All applicants seeking membership are required to provide their personal details and an email address and a mobile phone number.
3. Members should advise any changes in their enrolment details immediately via the membership management system (UMAS), or by phone or email to the office.
4. Membership data in UMAS will be stored in an Australian data centre and may be accessed by tutors, office volunteers and committee members.
5. Glen Eira U3A will apply best endeavours to protect any personal data supplied from loss, unauthorised access, amendment or corruption.

Communication

6. Glen Eira U3A will communicate by email to keep members informed about classes and activities, and appropriate community news.
7. Glen Eira U3A provides information about its activities via a website (gleneirau3a.org.au).
8. Content provided through links on the website to other companies or organisations are not necessarily endorsed by Glen Eira U3A.

Fees

9. Annual membership fees will be as advertised in the U3A website or through other means.
10. Some activities may attract additional fees which will be clearly identified.
11. Fees must be paid before the commencement of courses and activities for the year. Any enrolment with fees unpaid will be deleted.

12. Refunds are not usually available. Please contact the Secretary if you have unusual circumstances.

Absences

13. If a member is going to be absent for more than three (3) face-to-face consecutive classes, or three Zoom classes that has a class limit, they must notify an absence, or advise the tutor/course leader to maintain their place in the class.

14. 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.

Photos and recording

15. Glen Eira U3A reserves all rights to film, photo and video classes and activities, and will endeavour to respect members' privacy if known. Glen Eira U3A 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, they must make requests known at the time the photo or video is taken.

Health and safety

16. Glen Eira U3A 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.

17. Tutors and authorised volunteers are insured by VMIA for injury to themselves and their property when performing their duties, or if they breach their professional duty.

18. Every care is taken by Glen Eira U3A to ensure the safety of participants.

19. Some activities may expose members to risks that could lead to injury, loss or medical consequences, in which case members accept personal responsibility and liability. Members are only insured by VMIA for injury that occurs as a result of negligence, or breach of professional duty.

Governance

20. Glen Eira U3A is governed by a Committee of Management elected annually by members.

21. The Committee of Management may make or change policies or procedures from time to time and advise members accordingly.

22. Glen Eira U3A is a member of the U3A Network Victoria and participates in the Network Council and other Network activities from time to time.