

TERMS & CONDITIONS

Introduction

U3A Bendigo Incorporated is a voluntary not-for-profit organisation. Its members are typically retired or semi-retired and there is no age limit. U3A Bendigo operates as it does through the hard work of our volunteer Convenors, Tutors and Organisers.

Purpose

The purpose of these Terms and Conditions is to outline the obligations of U3A Bendigo members. They should be read in conjunction with the [Members' Handbook](#) and any other relevant document found on our website <https://u3abendigo.com/u3adocs/index.html>. The [Members' Handbook](#) clearly states our responsibilities as a U3A Bendigo Member.

Terms & Conditions

Membership of U3A Bendigo Incorporated is provided under the following terms and conditions. Members should:

1. always act in the best interests of U3A Bendigo and never do anything to bring 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 Office of any changes in personal details, if you cannot do this yourself online.
6. always present/wear your current membership Name Badge at the time of your activity. It is not transferable.
7. read and tick the box: 'I agree to the Terms & Conditions' on the Membership Form and in the U3A Membership and Administration System (UMAS). Ticking the box implies that you have read and understood this document and other related ones. Your agreement also gives U3A Bendigo permission to call a medical attendant or ambulance in case of an emergency
8. advise U3A Bendigo if they don't wish to be recorded on camera or audio. The Photographer, Video Maker or Audio Recorder reserves all rights to their film, photo, videos and audio recordings, however they will endeavour to respect members' privacy if members or guests of U3A Bendigo say they do not want to be recorded. The Photographer, Video Maker or Audio Recorder may use photographs, videos or sound recordings of members for U3A Bendigo advertising or publicity purposes.

9. if members do not wish for any recordings of them to be made/used by U3A Bendigo, they need to make a request to the Photographer, Video Maker or Audio Recorder, at the time the recording is made, to not be included. They also have the option of removing themselves from where the recordings are to be made
10. book themselves into activities online, or offline through the office. If you require help with this, please advise the Office by email admin@u3abendigo.com or by phone (03) 5447 1812, or mobile 0427 493 294, or contact the Activities Coordinator on 0418 587 102 or email activities@u3abendigo.com
11. understand that those members who have enrolled in an activity, including "Tuesday Talks", "Short Courses", "Movie Mornings", "Monthly Gatherings", etc will take precedence over those who have not. Only those who have booked the activity will be catered for, if refreshments are offered, as only those who have booked are entitled to them
12. understand that some classes or activities may attract an additional charge to cover extra costs or outlays. This will usually be stated in the course outline / Prospectus on the website
13. advise the Convenor if, as a member you know in advance that you will not be attending four (4) consecutive sessions. The popularity of some activities means that your place may be offered to someone on the wait list.
14. advise the Convenor if they are going to be absent for more than four (4) consecutive sessions or will not be returning to the activity. If they don't advise the Convenor the member will not maintain their place in the activity
15. if you are unwell, please notify the Convenor of your group, if you are unable to attend
16. contact U3A Bendigo, if you have unusual circumstances that may affect your ability to attend activities
17. read U3A Bendigos' Policies, Guidelines, Handbooks, Processes etc either on the website or in the Office. In particular our U3A Bendigo Privacy Policy explains that any data collected by U3A Bendigo administration management will be strictly in accordance with the Policy
18. notify U3A Bendigo of their email address and changes to it. U3A Bendigo usually communicates with members by email. U3A Bendigo may use members' email addresses to keep members informed about U3A Bendigo activities and community news as appropriate
19. if you are a Convenor and don't wish for your personal email to be used, please create a gmail or other suitable email address, to be used for U3A Bendigo purposes. You could also apply for an@u3abendigo.com email for your group eg cribbage@u3abendigo.com . Please apply by sending an

email to activities@u3abendigo.com requesting your new group email address

20. be aware that although U3A Bendigo provides members with links to other websites, this in no way constitutes an endorsement of those sites or their content, as U3A Bendigo has no control over the conduct of the companies or organisations operating those sites
21. agree to comply with any future policies or versions of existing policies, as approved by the U3A Bendigo Committee of Management
22. be aware that these Terms & Conditions will be published by the Committee of Management on its website and will also be available from the office

Authorisation :

These Terms & Conditions were adopted by the Committee Of Management of U3A Bendigo Incorporated, and minuted as such, on 7th October 2019.