

# 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, 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 documents found on our Website.

## Terms & Conditions

Membership of U3A Bendigo Incorporated is provided under the following Terms and Conditions:

### ***U3A Policy Framework***

Members should:

1. abide by the rules of the Constitution, By Laws, and complying with and supporting decisions made and policies developed by the elected Committee.
2. become familiar with U3A Bendigo's Policies, Guidelines, Handbooks, Processes, in particular our Privacy Policy & Code of Conduct. Copies can be downloaded from the website or obtained from the office.
3. familiarise themselves regarding Emergency Management procedures, Risk and Safety protocols
4. follow the U3A Bendigo COVID and Vaccination Policy
5. ensure that their personal details are current by updating U-MAS. If they cannot do this themselves, they need to contact the office.
6. read and tick the box: 'I agree to the Terms & Conditions' on the Membership Forms and in the U3A Membership and Administration System (U-MAS). Ticking the box implies that you have read and understood the Terms and Conditions.
7. wear, or carry, your current Membership/Name Badge to all activities. Note: It is not transferable and it holds important emergency contact details on the back.
8. be mindful that U3A Bendigo will regularly seek to use recordings on camera or audio of members participating in U3A activities. Generally these are used in publications, such as the Buzz or for advertising or publicity purposes. Whilst any film, photo, video or audio belongs to the Photographer, Video Maker or Audio Recorder they are required to respect member's privacy. Members have the right to decline having their picture or sound recorded and should remove themselves from the site of the recording activity.
9. agree to comply with any future policies or versions of existing policies, as approved by the U3A Bendigo Committee of Management

### ***Enrolment in Activities***

Members should:

1. book themselves into activities online using U3A Membership Management System (U-MAS), or through the office. If members require help with this, they can contact the [U-MAS HelpDesk](#)
2. 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 enrolled in the activity will be accommodated with regards to catering.
3. 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 in U-MAS and the Prospectus on the website
4. advise the Convenor if they are going to be absent for more than four (4) consecutive sessions. If they don't advise the Convenor the member will not maintain their place in the activity. This is particularly important in the popular activities.
5. advise the Convenor that they no longer want to attend a particular activity. This will allow those on the waitlist to take up the vacancy
6. If unwell, do not attend your activity and inform the Convenor.
7. contact U3A Bendigo, if they have unusual circumstances that may affect their ability to attend activities

Please be aware that these Terms & Conditions are 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 7<sup>th</sup> March 2022