



WERRIBEE REGION INC.

UNIVERSITY OF THE THIRD AGE

ABN 38 550 617 454

DRAFT V1.2

U3A WERRIBEE MEMBERSHIP - TERMS AND CONDITIONS

References

- A. *U3A Werribee Rules of Incorporation*
- B. Terms and Conditions U3A Network Membership 2021 – 2022
- C. *Privacy and Data Protection Act 2014 (Vic) (PDP Act)*
- D. *Victorian Managed Insurance Authority (VMIA)*

U3A Werribee Region Incorporated (Inc) is a self-funded not for profit member-based organisation that expects all members, including course leaders, and volunteers to always behave and act in the best interest of our organisation and will never do anything knowingly to bring our U3A into disrepute.

To ensure this occurs the following U3A Werribee Region Inc Membership Terms and conditions are as follows:

- When attending courses, activities and events participate in an open non-judgmental, positive and friendly manner
- Be respectful, courteous, and considerate of other members and allow them to express their views during course sessions
- Wear your U3A name tag when participating in courses, classes, events and activities and when representing U3A Werribee at public events
- Abide by U3A Werribee Region Rules of Incorporation (Ref A), Policies and Procedures Documentation to achieve standards of good governance (Ref B). These documents can be viewed on the U3A Werribee Region Website <https://www.u3awbee.net.au>
- Always treat fellow members with courtesy and respect and avoid any discriminatory behaviour regarding their nationality, ethnicity, gender, sexuality, culture, religion, age and / or mental and physical capacities
- Advise of any changes in your personal details by contacting the Membership Coordinator at email membership.u3awbee@hotmail.com
- Within your control be punctual and timely when attending U3A Werribee Region Inc courses, events and / or activities. Inform the Course Leader if you will be delayed or unable to attend

- Observe confidentiality and privacy rules (Ref C) when dealing with members personal information that you may have access to and never disclose their contact details without their permission. This includes photos and / or videos
- Preserve the health, wellbeing and safety of all members including the reputation of the organisation by adhering and complying with the rules and directives of State Government Authorities, Local Council Authority run Community Venues, Non-Council run private venues and private homes which members attend
- U3A Werribee Region Inc scheduled courses are covered under the Victorian Managed Insurance Authority – Public and Product Insurance (ref D). This also covers those authorised courses conducted at members private homes within the scheduled dates, times, and locations
- Report any damaged or defective materials, facilities and / or equipment to the Course Leader so it can be repaired or replaced in a timely manner. This will ensure a fit for purpose and safe environment for members
- Promote our organisation in a positive manner by refraining from harming the organisations' reputation or relationships with other U3As or parties by inappropriate comments or actions
- Abide by all other published U3A policies and procedures. Please note that prior to publication, draft policies and procedures are placed on our website for a period of one calendar month to allow members' comments to be considered. At the end of this period, they will become policy
- Membership may be revoked at the discretion of the Committee of Management
- Membership Fees once paid are non-refundable. However, where exceptional circumstances exist such as a course is cancelled before it starts, or a member's health or personal circumstances change which affects their ability to attend the course for the remainder of the year then the Committee of Management may refund these fees at their discretion
- Membership categories of U3A Werribee include Financial, Tutors, Life and Ex-Officio Members
- New members are to identify the course or courses they wish to attend when completing their application form. Prior to finalising their application, the new member will be contacted by the course coordinator who will inform them of the course status (vacancies, venue, and timetable). Once application form is completed and the membership fee is received the application will be processed
- Associate members must provide proof of financial membership at another U3A. At U3A Werribee Region associate members do not have voting rights.

Contact details

If you have any questions about this Terms of Condition document, please contact the Secretary at:

Secretary

U3A Werribee Region Inc.

Post: PO Box 1264, Pacific Werribee Plaza, Wyndham VIC 3030

Email: sec@u3awbee@hotmail.com

Authorisation

This Terms of Conditions was authorised by the U3A Region Inc Committee of Management in accordance the minutes of meeting held on xxxxxxx

Related Documents

- U3A Werribee Region Rules of Constitution
- Privacy Policy
- Code of Contact

Review. This document is to be reviewed every twelve months from date of release.