

7.4 Terms and Conditions

When a member pays the required membership subscription fee and ticks the 'I agree to the Membership Conditions' box either on the application form or online, they enter in to an agreement with U3A Dandenong Inc. and must follow the terms and conditions as listed below:

All members must:

1. Always act in the best interests of U3A Dandenong Inc. and never do anything to bring the U3A Dandenong Inc. into disrepute.
2. Members must wear or carry their U3A Dandenong Inc. identity name tag at the time of course or activity attendance. It is not transferable. It is to include details of an emergency contact as detailed in the [Medical](#) section in this Members Handbook.
3. Ticking 'I agree to the Membership Conditions' on the membership form gives U3A Dandenong Inc. permission to call a medical attendant or ambulance in case of an emergency. The ambulance, if called for a member, would be at that member's expense if not covered by pension status or their own insurance.
4. Agree to support the purpose and objectives of U3A Dandenong Inc. and abide by the [Constitution and By-Laws](#).
5. Comply and support the decisions of the elected committee.
6. Abide by the U3A Dandenong Inc. Code of Conduct section 8 in the U3A Dandenong Inc. Members Handbook.
7. Abide by U3A Dandenong Inc. [Health & Safety Policy](#) and Health & Safety section 10 in the U3A Dandenong Inc. Members Handbook.
8. Members also agree to abide by any future policies, such as [Covid19 Management Plans](#), approved by the U3A Dandenong Inc.
9. Recognize by active support that U3A Dandenong Inc. needs all members to share the workload that enables us to run U3A Dandenong Inc.
10. Communication to be respectful as per [Communication](#) section in this U3A Dandenong Inc. Members Handbook.
11. Advise of any changes in your personal details by updating details in the U3A Dandenong Inc. web site [member login](#) or by email to umas@dandenongu3a.org.au or through the office volunteers.
12. U3A Dandenong Inc. reserves all rights to film, photo and video classes and activities, but will endeavour to respect members' privacy if known. U3A Dandenong Inc. 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 Dandenong Inc. please ensure that these requests are known at the time the photo or video is taken.
13. Some classes and activities may attract an additional charge to cover extra costs or outlays. This will usually be stated in the course outline on the website.
14. Due to the popularity of some classes if a member fails to attend three (3) consecutive classes without a valid reason their place may be offered to someone on the waiting list.

15. If a member is going to be absent for more than three (3) consecutive course times they must notify the course leader or the office to maintain their place in the class.
16. Refunds are not usually available. Refer Refund policy in this U3A Dandenong Inc. Members Handbook.
17. Any data collected for U3A Dandenong Inc. management activities will be strictly in accordance with [U3A Dandenong Inc. Privacy Policy](#).
18. U3A Dandenong Inc. will use member email address to keep members informed about U3A Dandenong Inc. classes and activities, and community news thought to be appropriate.
19. U3A Dandenong Inc. usual method of communication with members is email.
20. U3A Dandenong Inc. may provide members with links to other websites and this in no way constitutes an endorsement of those sites or their content and U3A Dandenong Inc. has no control over the conduct of the companies or organizations operating those sites.

8 Code of Conduct

Every member has the right:

1. To feel safe and respected. This includes safety from sexual harassment in all its forms. Respect includes any verbal interaction between members, volunteers and venue staff. Courtesy at all times is the rule.
2. To a supportive and positive learning environment.
3. To participate in learning, social and recreational opportunities.
4. To receive services fully compliant with U3A norms.
5. To make a complaint and receive prompt and fair resolution thereof.
6. To have access to relevant U3A guidelines, policies and procedures.

Every member has the responsibility:

1. To respect the beliefs, needs and backgrounds of others.
2. To treat fellow members with courtesy and act and speak respectfully at all times.
3. To understand the obligations of membership and follow U3A guidelines, policies and procedures.
4. To carry out all activities in an appropriate manner.
5. To work cooperatively for the benefit of U3A members.
6. To maintain positive relationships.
7. To care for the property and possessions of others.
8. To help create an inclusive environment.
9. To report actual or potential unsafe situations or conduct.