

7.5 Terms and Conditions

When a member pays the required membership 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. 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. Be able to physically cope with the activities in which they enrol. As per the Health and Safety Policy - Members are expected to accept that they are responsible for their personal safety. Note - U3A Dandenong Inc. is insured with VMIA established by the Victorian State Government. This does not include cover for Personal injury that members may incur during U3A Dandenong activities.
4. Abide by U3A Dandenong Inc. [Health & Safety Policy](#) and Health & Safety section 10 in the U3A Dandenong Inc. Members Handbook.
5. Understand U3A Dandenong Inc. has your 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.
6. Agree to support the purpose and aims of U3A Dandenong Inc. and abide by the [Constitution and By-Laws](#).
7. Comply with and support the decisions of the elected committee including abiding by any future policies, approved by the U3A Dandenong Inc.
8. Abide by the U3A Dandenong Inc. Code of Conduct section 8 in the U3A Dandenong Inc. Members Handbook.
9. Recognize that U3A Dandenong Inc. needs all members to share the workload involved in the operation of U3A Dandenong Inc.
10. Communicate respectfully as per [Communication](#) section in this U3A Dandenong Inc. Members Handbook.
11. Advise of any changes to 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. Understand that 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 this is made known to the individual taking the photo or video on behalf of U3A Dandenong inc.

13. Understand that 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. Notify the tutor/course coordinator or the office, if they are going to be absent. (this can be done via the web site) Due to the popularity of some classes if a member fails to attend three (3) consecutive classes without a valid reason they may be removed from the course and their place may be offered to someone on the waiting list.
15. Understand that refunds are not usually available. Refer Refund policy in this U3A Dandenong Inc. Members Handbook.
16. Understand that any data collected for U3A Dandenong Inc. management activities will be strictly in accordance with [U3A Dandenong Inc. Privacy Policy](#).
17. The main method of communication with members is email. Email is used to keep members informed about U3A Dandenong Inc. classes and activities, and community news thought to be appropriate (eg Dandenong Council seniors outings).
18. 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 make a complaint and receive prompt and fair resolution thereof.
5. 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.