

Lake Macquarie U3A Terms and Conditions of Membership

It is a requirement of your membership of Lake Macquarie U3A that you agree to the following Terms and Conditions prior to registering as a new member, renewing your membership, and enrolling in any classes.

Mission Statement

Lake Macquarie U3A aims to provide retired or semi-retired people with low-cost social, physical and educational programs and opportunities, with fun and friendship as the key drivers, in a supportive, social environment. The program is conducted on a purely voluntary basis. Our aim is to enhance the quality of life for seniors through lifelong learning and active engagement.

Membership

Membership of Lake Macquarie U3A (LMU3A) is open to retired or semi-retired people over the age of 50, with volunteers as the sole support of the organisation's activities.

Membership must be ratified each year by completing the registration and payment of the annual fee requirements on the online portal.

An Annual Membership fee entitles a person to apply to enrol in as many courses as they wish during the membership period. Class places are allocated on a random basis in January and notified one to two weeks prior to Term 1 commencement.

A member is expected to honour their commitment to attend their classes as often as possible and to give timely notice of their intention to withdraw. This allows their place in the class to be given to another member.

Members may also adjust their own enrolments on the online Member Portal at any time by nominating for new classes or selecting the withdraw option from ones they no longer wish to do.

Cancellations and Refunds Policy

Courses and activities scheduled by LMU3A may be cancelled at the discretion of the Management Committee when the minimum number of enrolments required to make them viable has not been achieved – or other mitigating circumstances compel the decision.

Where a member can find no other suitable courses and no longer wishes to be a member of LMU3A, an application for a refund of their membership fees must be submitted in writing to the Management Committee for approval.

Refunds of advanced payments are subject to the following conditions:

- 1. Membership Fees:** Membership fees are payable annually to become a member of Lake Macquarie U3A. Members may apply to enrol in as many courses as they wish during the membership period. Refunds will only be available within one month of classes commencing and ONLY if the member has been unsuccessful in gaining a place in ANY classes. Refunds will NOT be available to people who change their minds after gaining a place in a class – unless there are mitigating circumstances to be considered by the Management Committee.
- 2. Course Contribution Fees:** Course contribution fees are applicable to some courses. For example, courses that at venues with high venue hire rates that are subsidised by LMU3A. The fee is non-refundable and is not transferable to a future term or year. If the Course contribution fee has been paid and the member is unable to attend any classes prior to starting, due to unforeseen circumstances, the member may apply in writing for a refund of the fee.
- 3. Activity Fees:** An Activity Fee may be refunded only in the circumstance that the member has provided sufficient notice of withdrawal prior to the activity or event, and the withdrawal does not incur any additional costs for LMU3A – for example, a theatre booking that requires a non-refundable payment at the time of booking – or a fixed-cost bus hire that requires a set number of bookings to cover the cost of the bus. All fees paid for activities that are cancelled by LMU3A for any reason, will be refunded.

Code of Conduct

Members of Lake Macquarie U3A are expected to always engage with others in a respectful manner.

This includes:

1. Clear, honest and non-aggressive communication that is respectful of the views and feelings of others.
2. Courteous and timely communication with Leaders to notify of inability to attend classes and behaviour that allows the Leader to feel respected during classes.
3. Observance of all rules of the Lake Macquarie U3A organisation as set by the Management Committee.
4. Tolerance and acceptance of other's rights to a diversity of personal views, life choices, religion, race, ability and sexual orientation.

Privacy and Use of Membership Data

1. Lake Macquarie U3A collects personal information to enable efficient delivery of its services. The information collected is used for organisational, communication, emergency, and insurance purposes only.

2. Membership data is stored securely in an encrypted online database, accessible only by a limited number of authorised personnel.
3. No data is provided to third party individuals or organisations.
4. No Course Leader or class member will be permitted to present any petition, advertising, or promotion for fund-raising to members of any class without express prior permission from the Committee.
5. Any request for non-U3A material to be disseminated to our membership must be subjected to the Approval process and given final approval at a monthly Committee meeting.
6. All non-LMU3A information sent to the membership of LMU3A will be deemed to be of identifiable benefit to the membership and / or our community.
7. Members of LMU3A will be provided with the option to opt-out of any non-U3A emails.

Insurance and Indemnity

Lake Macquarie U3A holds insurance policies to protect its members, its volunteers, and the public:

Public Liability: This covers all LMU3A members and members of the public against harm incurred as the result of an act of negligence on the part of any person performing duties on behalf of Lake Macquarie U3A. It does not cover members for accidents, injury or illness that are not the result of a negligent act or omission.

Volunteer Insurance: provides accident cover for all volunteers performing official duties on behalf of Lake Macquarie U3A. This includes cover for Course Leaders and any member acting on behalf of the Leader, and Management Committee members undertaking work on behalf of LMU3A.

Members who enrol in LMU3A courses or activities do so by agreeing to the following:

Indemnity Agreement

Lake Macquarie U3A classes are conducted by Leaders using the greatest possible consideration for the safety of members. Members enrolling in any Lake Macquarie U3A course or activity acknowledge and accept that participation in courses or activities involves risks including the possibility of harm or damage to Members and their property. Members agree to exercise prior judgement to manage their own personal limitations, accepting the risk of accidental injury or medical consequences that may occur, and thereby indemnifying the Leader and Lake Macquarie U3A to the extent permitted by law.