



Membership Terms and Conditions

U3A Hobsons Bay/Williamstown (HBW) Inc. is a voluntary not for profit organisation and is able to function because of the volunteer convenors and organizers. Its members are semi-retired.

Purpose: These Terms and Conditions outline the obligations of U3A HBW members.

1. Always act in the best interests of the U3A and abide by the policies and rules
2. Treat fellow members with respect and courtesy at all times
3. Advise the Committee of any changes in your personal details
4. Ticking 'I agree to the Membership Terms & Conditions' on the membership form gives U3A HBW permission to call a medical attendant or ambulance in case of an emergency
5. U3A HBW reserves all rights to film, photo and video classes and activities, but will endeavour to respect members' privacy. If members do not wish for any photographs and/or videos to be used please ensure that these requests are made known at the time the photo or video is taken
6. 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
7. If a member is going to be absent for more than three (3) consecutive course times they must notify the convenor to maintain their place in the class
8. Refunds are not usually available
9. Any data collected for U3A HBW management activities will be strictly in accordance with U3A HBW Privacy Policy
10. U3A HBW will use member's email address to keep members informed about classes and activities, and community news. The usual method of communication with members is email.

Enrolment Policy

- a) Enrolments for the following year open on a set date in December
- b) The number of positions in a given activity is determined by convenor(s) and the Class Coordinator. The Class Coordinator adds this information into the U3A Membership Administration System (UMAS)
- c) Existing members will be given priority for activities/classes that they have been attending in the prior year
- d) Where a class or activity has large demand, the U3A will endeavour to organise a second class. However, this may take some time to recruit a second convenor and attract sufficient enrolments
- e) A wait list is generated in UMAS will be managed by the Class Coordinator, in conjunction with the respective convenors. Criteria to be used include whether the applicant was previously enrolled in that class, time of class application and whether any prerequisites have been met
- f) Existing members will be asked to re-enrol by the end of December.
- g) The option of a paper-based enrolment will be offered for new and continuing members with the form made available on the website along with instructions on how to enrol via UMAS



HOBSONS BAY WILLIAMSTOWN INC

- h) New members can enrol online at any time. An Open Day will be held for new members, at the Cottage at the end of January, with Committee members and volunteers on hand to assist new members to enrol via UMAS
- i) Class lists will be accessible to convenors through UMAS. Where a convenor is not able to use UMAS, they will be asked to nominate a co-convenor (member of the activity) who is able to use UMAS. UMAS training is available
- j) Activities normally start in early February but may vary in 2021 due to COVID health restrictions.