



MEMBERSHIP and ENROLMENT TERMS & CONDITIONS

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

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

MEMBERSHIP

1. Always act in the best interests of U3A HBW and abide by the policies and rules.
2. Treat fellow members with respect and courtesy at all times.
3. Every care is taken by U3A Hobsons Bay/Williamstown Inc. to ensure the safety of members. Some activities may expose you to risks that could lead to injury, loss or medical consequences in which case members accept personal responsibility and liability.
4. Ticking 'I agree to the Membership Terms & Conditions' when enrolling 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 activities, but will endeavour to respect members' privacy. If members do not wish for any photographs and/or videos to be used, they should ensure that these requests are made known at the time the photo or video is taken.
6. Arrangements to carpool to take part in any U3A HBW activity will need to be organised independently by the participants. U3A insurance will not cover the liability associated with driving or carpooling by activity participants. Members who choose to participate in carpooling arrangements do so at their own risk.
7. Some activities may attract an additional charge to cover extra costs or outlays. This will usually be stated in the description on the website.
8. Refunds are not available.
9. Any data collected for U3A HBW management activities will be strictly in accordance with U3A HBW Privacy Policy.
10. U3A HBW's usual method of communication with members is via email. Members should keep their contact and other details updated in the Member Administration System (UMAS).

ENROLMENT

1. Enrolments for the following year open on a notified date in late November /early December. Enrolments are through an online system [U-MAS for Members \(u3ahbwilli.org.au\)](https://u3ahbwilli.org.au). Help is available for people needing support to enrol by emailing info@u3ahbwilli.org.au or attending an in-person enrolment session.
2. The number of positions in a given activity is determined by convenor(s) and the Activity Coordinator and takes account of the nature of the activity, size of the venue and current health & safety requirements.
3. Existing members are asked to re-enrol by the end of December. Subject to timely enrolment, existing members will be given priority for activities that they have been attending in the prior year.



HOBSONS BAY/WILLIAMSTOWN INC

4. Where there is large demand for an activity, U3A HBW will endeavour to organise an additional activity. Best endeavours will be made to recruit a second convenor and attract sufficient enrolments, but this might take some time and not be possible in the current year.
5. A wait list is generated in the Member Administration System (UMAS) and will be managed by Member Support in conjunction with the respective convenors. Criteria to be used include whether the applicant was previously enrolled in that activity, time of application and whether any prerequisites have been met.
6. If a member is going to be absent for more than three (3) consecutive activity times, they must notify the convenor to maintain their enrolment in the activity.
7. Depending on the level of demand it may not always be possible for new members to join U3A HBW during the year. A statement will be placed on the website when there is a temporary closure of membership and advice about applying in the future.
8. Convenors will obtain a list of member details from UMAS for the purpose of running their activity. Member details will be used strictly in accordance with our Privacy policy. 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.
9. Year-long activities normally start in early February.

Authorisation

This Membership and Enrolment Policy was adopted by the Committee of Management of **U3A Hobsons Bay Williamstown**, and minuted as such, on 14 November 2023.

This policy will be published by the Committee of Management of **U3A Hobsons Bay Williamstown** on its website within 4 weeks of the date of this authorisation.