MANNINGHAM U3A INCORPORATED

MEMBERSHIP POLICY

Introduction

1. Manningham U3A Incorporated is a not-for-profit community-based volunteer organisation which provides an opportunity in the City of Manningham for people who are not engaged in full-time daily employment to actively participate in inexpensive lifelong learning.

Purpose

2. In order to enhance each member's experience and comply with legislation and duty of care, the Manningham U3A Incorporated Membership Policy is as follows:

Policy

3. **Membership**

    3.1 Membership is open to all community members who are the age of active retirement or semi-retirement and who are not in full-time employment and are interested in keeping their minds and bodies active.

    3.2 The minimum age for membership is 55 years. The Committee of Management may exercise its discretion on membership.

    3.3 There are no ability limits and no examinations other than those attached to certain individual activities.

    3.4 There are no prerequisites for entry into most classes. However, some classes may require prior experience e.g. Computer, Language and Strength Training courses.

    Members are solely responsible for their own level of participation in any exercise or class activity.

    3.5 Application for membership is to be made in writing on the prescribed form or via online templates.

    3.6 Membership fees are determined by the Committee of Management and are detailed on the Membership Application Form, the Courses Brochure, and on the website.

3.7   Membership fees are paid at the time of the application and are fully refundable if the member is unable to enroll in any class throughout the year. An application for a refund can be made at the office.

3.8.   Membership is for a period of 12 months commencing 1 January (unless a notice of resignation is received from the member or the member otherwise leaves the organisation).

3.9   Any rights, privileges or obligations of members of the organisation cannot be transferred to another person, and terminate when membership ceases.

3.10   Tutors who do not enroll in classes are granted complimentary membership irrespective of their age.

3.11   Enrolment in classes is strictly on a first come, first served basis within the enrolment levels as set out in the Enrolment Priority Policy. Regular attendance in class is required to maintain stable class sizes.

3.12   The Constitution of Manningham U3A Incorporated requires members to advise the Secretary in writing of any change of address or contact details.

3.13   Name badges are to be worn or carried by members at all times when attending U3A classes or functions. For safety and security reasons, members are urged to complete their personal details on the reverse of the name badge.

3.14   To develop future directions that are in the interest of all members, regular surveys are carried out. These seek information and comments from members and allow collected information to be utilised for on-going projects for Manningham U3A Incorporated.

3.15   Members are advised to record if any assistance may be needed with hearing, vision or other special needs.

4.   Volunteers

4.1   The U3A movement is founded on the policy that people volunteer their services. All members are invited and encouraged to nominate the type of contribution they are prepared to provide to the organisation.

4.2   All volunteer contributions during the year establish the determination of priority levels for re-enrolment in the following year (refer Enrolment Priority Policy).

4.3   Volunteers are engaged throughout the organisation in accordance with anti-discrimination and equal opportunity legislation

4.4   The level of volunteering for enrolment priority levels for the following year will be determined by the respective co-ordinator/manager in accordance with the nature of the volunteer duty undertaken during the current calendar year.

Examples of the criteria by which that judgment will be arrived at are the degree of responsibility and initiative involved, the complexity of the task, the extent of commitment and the time devoted to the execution and realization of the task.

4.5 Tutors, Office Bearers and all members provide their services free of charge to the organisation. Authorised out-of-pocket expenses incurred on behalf of the organisation are reimbursed.

4.6 Volunteers will be provided with appropriate levels of support, training and management where applicable.

4.7 Copies of policies and procedures are available from the Management Resource File located in the general office and on the website.

5. **Procedures**

5.1 Where a member believes they have been subject to treatment or conduct that is a breach of this policy they should contact the Manningham U3A Incorporated's Secretary**.** The Secretary will inform the President immediately.

5.2 Any complaint of a breach of this policy will be handled in accordance with Manningham U3A Incorporated's Grievance policy.

5.3 Any enquiries about this policy should be referred to the Manningham U3A Incorporated's Secretary.

6. **Responsibilities**

6.1 Manningham U3A Incorporated's Committee of Management is responsible for:

6.1.1 developing, adopting, implementing, publishing and reviewing this Membership Policy.

6.1.2 investigating and resolving any complaint made about this policy.

6.2 Manningham U3A Incorporated's Secretary is responsible for:

6.2.1 receiving and responding to enquiries about this policy.

6.2.2 receiving complaints about any alleged breach of this policy and forwarding the information immediately to the President for resolution.

Authorisation

7. This policy was adopted by the Committee of Management of Manningham U3A Incorporated, and minuted as such, on 16 November 2015.

Related Manningham U3A Incorporated Policies:

* Member Awards Policy
* Enrolment Priority Policy
* Privacy Policy
* Code of Conduct Policy
* Accommodation Policy
* Anti-Discrimination Policy
* Grievance Policy
* Bullying Policy
* Sexual Harassment Policy
* Health & Safety Policy
* Risk Management Policy
* Conflict of Interest Policy