

Member Fees and Charges Policy, Guidelines and Procedures

PURPOSE: To advise members of the fees, charges and refunds associated with membership.

POLICY:

1. Some aspects of this Policy are set out in the U3A Nunawading Inc. Constitution and Rules. Where this is the case, a Rule reference is quoted. All other aspects have been approved by the Committee of Management (Rule 43).

Membership Fees

2. Annual membership fees are determined by the Committee of Management (CoM) and advised to members at the AGM [Rule 11]. Prior to the AGM, membership fees are developed and approved by the CoM as part of the annual Budget process.
3. Fees are based on the calendar year, effective from 1st January to 31st December.
4. The CoM may determine whether new members who join after the start of the calendar year:
 - (a) pay a full membership fee; or
 - (b) an amount determined by the CoM [Rule 11(4)(a) and (b)].
5. Discount membership fees are not offered for the spouse or partner of a member.
6. Annual membership entitles a financial member to attend courses run by U3A Nunawading Inc. Additional charges may apply to some courses.

Joining Fees

7. No joining fees are charged, although the Constitution & Rules does allow for these. [Rule 11(1)(a)]

Honorary Membership

8. The CoM determines whether Honorary Membership will be offered. [Rule 13(1) and (3)]
9. In recognition of their contribution to the organisation, the annual membership fee is waived. Honorary status is only for the calendar year(s) decided by the CoM. Honorary Members have the same rights and responsibilities as Members. [Rule 13(2) and (4)]

Life Membership

10. The CoM determines whether Life Membership is offered. [(Rule 14(1)]
11. In recognition of their contribution these members have made to the organisation, their annual membership fees are waived. Life Members have the same rights and responsibilities as Members. [Rule 14 (2) and (3)]

Associate Membership

12. If this class of membership is offered (Rule 15), the CoM determines the Associate Membership fee. They are ineligible to vote or stand for office. [Rule 15(1) and (2)]

Membership Refunds

13. No refunds will be payable once a member has commenced attending classes or participating in a function/event.
14. All requests for membership refunds must be in writing and sent to the Course Administrator.
15. The Course Administrator is delegated to approve full refunds, and notify the Treasurer for payment, where the member:
 - (a) has a place in only one class which U3A Nunawading Inc. cancels before commencement;
 - (b) encounters personal or family circumstances whereby they are unable to commence classes;
 - (c) is unable or unlikely to secure a place in any class or activity; and/or
 - (d) prior to class commencement, is refused class participation or suspended by CoM.
16. The Treasurer is delegated to make full refunds where members inadvertently overpay.

Social Functions and Events

17. The prior approval of the CoM is required where an entrance or participation fee is to be charged.
18. At the discretion of the function/event co-ordinator, volunteers who assist in organising and running functions/events may be granted a reduced entrance fee.
19. Other than non-refundable charges made by outside organisations, members who are unable to participate may be given a refund authorised by any office-bearer other than the Treasurer.

AUTHORISATION:

20. This Member Fees and Charges Policy and Procedures was adopted by the U3A Nunawading Inc. Committee of Management meeting and minuted as such, on 20th November 2017.

21. RELATED DOCUMENTS/POLICIES/GUIDELINES/PRODECURES:

U3A Nunawading Inc. 2017 Constitution & Rules
Annual Budget Policy