

Membership Fees and Refunds Policy

POLICY

1. Annual membership fees

- a. Annual membership fees are determined by the Committee of Management and approved by the members at the Annual General Meeting [*Constitution, Rule 12 (1)*].
- b. Fees are based on the calendar year 1st January until 31st December.
- c. The Committee of Management will determine whether new members who join after the start of the calendar year
 - (a) pay a full membership fee,
 - (b) pay a pro-rata subscription when joining after the second term [*Rule 12 (3)*]
- d. Discounted membership fees are not offered for the spouse or partner of a member.
- e. Annual membership allows a financial member to attend courses and activities, and gives them the right to vote at General Meetings.

2. Joining Fee

- a. Although the Constitution allows for this, no joining fee is payable. [*Rule 9 (3)*]

3. Honorary Members

- a. In recognition of their contribution to the organisation, the annual membership fee is waived for honorary members.
- b. Honorary members have no right to vote at General Meetings and cannot enrol in classes

4. Life Members

- a. Membership fees are waived for life members.
- b. Life members have the same rights and responsibilities as full fee paying members.

5. Associate Members

- a. The Committee of Management determines the associate membership fee.
- b. Associate members are ineligible to vote or stand for office and can enrol in a maximum of two (2) courses.

6. Refunds

- a. No refunds will be made if a member has participated in more than two sessions of a class or activity, even if it is the only class/activity they are enrolled in.
- b. All requests for a refund must be in writing, and forwarded to the Secretary.
- c. The Secretary is delegated to approve refunds and notify the Treasurer to make a payment where the member
 - i. has a place in only one class and that class is cancelled by U3A Knox before it commences, or
 - ii. encounters personal or family circumstances whereby they are unable to commence classes, or
 - iii. is unable to secure a place in any class or activity, or
 - iv. after attending no more than two classes/sessions of the only course/activity they are enrolled in, finds that it is not to their liking or is too strenuous.

APPROVAL

This policy was reviewed and amended by the U3A Knox Inc. Committee of Management on 13 July 2022.