

# **Dronfield and District u3a**

## **Member and Trustee Code of Conduct**

### **Version: 2.1 December 2023**

This document is available on the [Policies](#) page of the DDu3a website.

Date Approved: 18th December 2023

Review Date: No later than May 2025

#### **1. Background and Objectives**

- a. This policy defines the behaviour expected of all members of Dronfield and District u3a (hereafter known as DDu3a).
- b. The Trustees of DDu3a (hereafter known as the Executive Committee) work together as a team and are collectively responsible for controlling the management and administration of DDu3a.
- c. This policy has been developed to also define additional conduct expectations for members elected as Executive Committee members.

#### **2. All Members' Code of Conduct**

- a. DDu3a members are expected to conduct themselves in accordance with the Third Age Trust's guidance regarding the main principles of the u3a movement. (See website at [www.u3a.org.uk](http://www.u3a.org.uk) ).
- b. Members are expected to know, follow, and promote these u3a principles at every opportunity.
- c. Members are expected to treat each other with dignity and respect at all times.
- d. Courtesy, respect and consideration towards other related organisations and the general public should be shown by members when engaging in u3a related activities.
- e. Members must always act in the best interests of DDu3a and the u3a Movement, strive to uphold its reputation and never do anything which could bring DDu3a or the u3a Movement into disrepute or expose it to undue risk.
- f. Members are expected to use DDu3a's resources responsibly and only to further its stated charitable objects/purposes.
- g. Members are also expected to reflect the current organisational policy of DDu3a, regardless of whether it conflicts with their personal views.
- h. Members are expected to abide by DDu3a's policies, procedures and practices, which can be found on the DDu3a website ([www.dronfieldu3a.org.uk](http://www.dronfieldu3a.org.uk)).
- i. If any member is invited to speak on behalf of the u3a they must inform the Chair before accepting.

#### **3. Executive Committee Members' Code of Conduct**

##### **Objective**

To clarify the standards of behaviour expected in the performance of the Executive Committee Member role, additional to compliance with the All Members' Code of Conduct.

- a. Executive Committee members must comply with Charity Law and the requirements of the Charity Commission as a regulator. It is strongly recommended that they read the Charity Commission leaflet CC3 entitled 'The Essential Trustee – what you need to

know, what you need to do' which can be downloaded from the Charity Commission website (<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3> ).

- b. Members must not derive any pecuniary benefit from being on the Executive Committee. This also includes a 'no gifts' policy. Any individual, or organisation, wishing to show appreciation can make a donation to the DDU3a if they so choose.
- c. Executive Committee members are entitled to reimbursement of reasonable out-of-pocket expenses arising from engaging in Committee activities.
- d. Executive Committee members are expected to always treat one another with courtesy and display a respectful attitude towards others' viewpoints.
- e. Organisational, Committee and individual confidentiality must normally be kept at all times - unless there are exceptional circumstances where others need to be informed/consulted (*e.g., a safeguarding issue*).
- f. All Executive Committee members are expected to know and adhere to the DDU3a Executive Committee Meetings Policy.

#### 4. Complaints

- a. Complaints about a DDU3a member's conduct may arise from time to time. Complaints may originate from another member, or they may have an external origin.
- b. As a learning organisation, it is vital that complainants are not hindered from raising issues and that matters are dealt with thoroughly, fairly and in a timely manner.
- c. The Executive Committee must follow DDU3a's procedure for handling complaints, as detailed in the Complaints Policy.

Document History		
Date	Version Number	Summary of Changes
21 December 2023	2.1	Policy name changed to 'Member and Trustee Code of Conduct' to better describe its content. U3A and DDU3A changed to lower case to reflect new branding
20 June 2022	2.0	Review of existing code. Sections 3 (Executive Committee Members' Code of Conduct) and 4 (Complaints) added.
February 2019	1.0	New document using model issued by Third Age Trust on 5 <sup>th</sup> July 2018