

East Renfrewshire u3a Members Code of Conduct – Version 2

1. Overall conduct: East Renfrewshire u3a's members must be courteous to and respectful of each other and members' views at all times and treat the staff at any venues you are visiting with respect. You must not exhibit any form of abuse or inappropriate behaviour either face to face or as electronic communications or via u3a social media platforms. Abuse or inappropriate behaviour includes bullying, aggression or violent behaviour, harassment and/or discrimination, unwanted actions including sexual advances and any adverse comments about a member's ethnicity, gender, sexuality, marital or civil partnership status, impairment or disability, age and religious or cultural background.

2. Email contact: If you have given us an email address this will be our main method of communication with you. We have many groups and these only work because of the commitment and hard work of all our facilitators, who are not expected to make arrangements by phoning every member in their group. If you have given us an email address then please **check your emails frequently** and at least every other day as facilitators often require a quick response.

3. Email replies: If you are asked to reply to an email, then please do so. If the facilitator does not receive a response, they often then have to follow it up in some way. If you do not reply to emails you may be removed from the group.

4. Group attendance: If you wish to attend a group for the first time, please contact the facilitator for that group by using the Message Bird on that particular group's web page. It is not appropriate to just turn up at the group because some group numbers are limited by their accommodation or other constraints. If you are not a regular member of a group, but see something that appeals to you, then again please contact the group facilitator as above to find out if you could be included in that particular activity.

5. Visitors: You may, occasionally, bring a visitor to a group meeting if the Facilitator has agreed in advance, and the visitor is of eligible status to join the u3a. If you need a carer to accompany you to a meeting, they can attend with you.

6. Photos and videos: During the activities of East Renfrewshire u3a, facilitators will advise group members if it is intended to take either photos and/or videos. Group members may take photos for their personal albums; however, they should advise fellow group members of the intention to do so. The purpose of photos and/or videos

taken by or behalf of the facilitator is for them potentially to be used on our website; in our newsletter "Chit Chat" also for publicity, which may on occasions mean newspapers; publications and display boards. It is important to note that East Renfrewshire u3a website is in the public domain.

Should any member not wish to be included in photos or videos taken, please let the photographer know. Also inform the facilitator and your fellow group members.

Members should be told when photographs/videos are being taken, when alerted it is the member's responsibility to ensure they are not included.

7. Venue reservations: Many of our groups visit venues where tickets have to be bought and/or tables booked in a restaurant as well as using coaches for excursions. Often these require a deposit or payment in advance. It is important that you respond quickly to emails from these groups so that appropriate bookings can be made. You should also appreciate that if you commit to going to an event and then find yourself unable to attend, you should let the facilitator know as soon as possible and you may still be liable to pay unless your place or ticket can be used by another member.

8. Outings: All our outings are arranged by the Facilitator on behalf of our u3a, and if you have a complaint about any aspect of an outing, you must address it to the Facilitator and not to the venue as a private individual.

9. Car sharing: For short journeys to monthly meetings payments should not be offered to the drivers and they should not expect payment. For groups that go on journeys of more than 20 miles round trip the policy on whether or not a contribution to be can be made will lie with the facilitator of that group who will advise members accordingly. These would be contributions for fuel only as any profit-making may negate the driver's insurance.

10. Personal Risk Assessment: You must consider our Personal Risk Assessment before attending each meeting. This is available on the 'Documents' page on the website.

We hope that these guidelines will help to ensure the successful running, as well as your enjoyment, of our u3a and its groups.

If you wish to view our Constitution or any of our policies they can be found on the 'Documents' page of the website at <https://u3asites.org.uk/eastrenfrewshire/home> or you can request a copy from our secretary.

Document approved by Committee – 13 June 2022

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Next review date – November 2024