

The following are a set of guidelines for Group Members. They are intended as an aid to the smooth running of groups and to maximise access to u3a members.

1. Attendance

- a) Members are expected to attempt to attend all the meetings of the groups to which they belong, with the exception of Going Places and Walking.
- b) Members should be punctual.
- c) **If a member is unable to attend a meeting, they should inform the Group Leader in advance.** Longer periods of absence, for holidays, etc. should also be notified in advance.

2. Activity within the Group

- a) Some groups require high levels of work outside the group meetings. **If the group leader calls for active participation, please respond in a positive manner.**
- b) Reasonable adjustments will be made in order to accommodate those who may have particular needs. However, as most groups meet in private homes, it is unlikely that there will be disabled access or facilities.
- c) If a member is unable to participate in a group without the aid of a carer, a family member or carer can accompany them, if there is sufficient room in the venue. Group leaders are not insured to act as a carer.
- d) For outdoor activities, members must be able to take part in the activity without causing disruption to the group as a whole. For those with a disability, a family member or carer can accompany them if this will make it possible for them to take part in the activity.

3. Expenses

- a) For meetings other than field trips i.e., in members' homes it is customary to provide refreshments. Members are expected to contribute to these and other expenses incurred by the Group Leader, heat, light etc. The recommended contribution is 50 pence or amount agreed at the group leader's discretion. Other ad hoc expenses, e.g., for materials, course books, etc. should be agreed and paid for by group members as our groups aim to be self-sufficient.
- b) Travel expenses. Where people share lifts for field trips, passengers should always offer to contribute to the driver's costs. A contribution of 45 pence per mile is recommended shared among those in the car (i.e., the driver plus passengers). This is, of course, at the discretion of the driver.

4. Membership

- a) Annual renewal of membership. It is the individual responsibility of members to renew their annual membership with the u3a if they wish to continue for a further year. If a member does not re-register within one calendar month of the new Fordingbridge u3a year, any places they occupy within groups will be offered to those members on the waiting lists.
- b) Joining and Leaving Groups.
Members can join a group at any time.

To Join: A list of our groups is on the website <https://u3asites.org.uk/fordingbridge/groups>. Click on the group you wish to join and then click on the carrier pigeon symbol to send a message to the group leader, that you wish to join the group. The leader will reply to offer you a place or a position on their waiting list.

Alternatively, you could inform the Groups Coordinator joanmillerfordingbridgeu3a@btinternet.com, who will forward your contact details to the Group Leader.

If you are not on email, a message can be left on the contact sheet next to the notice board at the monthly meeting in Avonway.

To Leave a Group: You must inform the group leader.

4. Data Protection

Data Protection Act. Data about members kept by Group Leaders or Members should be limited to that needed to organise the group e.g., Contact details. Data must not be disclosed to third parties without the consent of the individual members. Data should only be kept for current or prospective members. Contact details will be deleted by a group leader when a member leaves the group. The membership secretary will delete the details when the member leaves the Fordingbridge u3a.

5. Covid 19 and other similar occurrences

Where groups meet in members' homes, The home owner is able to set any reasonable restrictions on attendance as they see fit, such as the wearing of face masks, vaccination, or taking a test prior to attending.

Where groups meet in public venues, they must follow the guidelines of that venue.