



HEYBRIDGE U3A - MEMBERSHIP POLICY

Eligibility

Membership of the U3A is open to anyone in their 'third age', which is the period of life following the second age of full-time employment and parental responsibility when you finally have time to pursue your own interests and take up new ones. Anyone in their third age can join the U3A, including those who work part-time. There are no entry qualifications or exams. The U3A provides an opportunity to meet people and share skills and interests, providing enjoyment and satisfaction in learning in its widest sense.

U3As are self-help organisations which are run by the members for the members. We have no paid employees – committee members, group co-ordinators and others who help in various ways all give their services voluntarily. All members are actively encouraged to get involved.

Membership Fees

Members are required to pay an annual membership fee which covers the period from 1st April to 31st March. In accordance with the Constitution, any change to the amount payable must be agreed by a majority of the members at the Annual General Meeting.

Fully paid up members of other U3As may choose to pay a reduced fee - see Dual Membership below.

New members can join at any time of the year. Those joining on or after 1st October will pay a reduced subscription for the remainder of the year.

Payment of the annual membership fee provides entitlement to the following:

- A monthly newsletter with details of interest group meetings and events. This will normally be emailed, but members without e-mail will be sent a copy by post.
- Attendance at Heybridge U3A monthly meetings, usually with an external speaker
- Membership of Heybridge U3A interest groups (N.B. depending on the nature of the group, there may be additional charges to cover room hire, equipment, etc.)
- Attendance at interest groups offered by Maldon, Blackwater and Limebrook U3As provided spaces are available (see Reciprocal Membership below).
- Access to a programme of outings and events (travel and entry fees are payable)
- Public liability insurance and receipt of the magazine "Third Age Matters" three times a year. These services are provided by our national body, the Third Age Trust, which charges each U3A an annual fee per member to cover the cost.

Dual Membership

Fully paid-up members of other U3As may join Heybridge U3A as a 'dual member' and pay a reduced annual subscription which reflects the fact that The Third Age Trust only requires one capitation fee per U3A member. If this has already been paid by another U3A, we do not need to pay it. Likewise, it will be assumed that the other U3A has also paid the fee for the mailing of the U3A magazine "Third Age Matters", so this is also excluded

In order to claim dual membership, individuals will need to produce proof of 'paid-up' membership of another U3A on an annual basis. As only fully paid up members are covered by the Third Age Trust Public Liability Insurance, individuals will be required to sign a form to confirm that they accept these conditions and understand that, should they cease to be a fully paid up member of the other U3A, their insurance cover will cease and they will no longer be eligible to attend Heybridge U3A groups.

Reciprocal Membership

We have an arrangement with the three other Maldon U3As (Blackwater, Limebrook and Maldon) whereby members can access each other's interest groups provided spaces are available. Members should contact to the relevant Group Co-ordinator and will need to show their membership card on an annual basis as proof of their continued U3A membership.

Annual Renewal of Membership

Subscriptions are due for renewal by 31st March each year. Details of the re-enrolment process are published in the February and March News Sheets. If you do not intend to renew, please advise the Membership Secretary. Names of those whose subscription remains unpaid by the middle of April will be removed from the Membership List, but will be re-instated if payment is subsequently received.

Membership of Interest Groups

- **Waiting lists**

Should an interest group be over-subscribed, a waiting list will be set up and places will be offered on a first come, first served basis. If there are several people on the waiting list, it may be possible to set up a new group if someone is willing to act as Co-ordinator. Please talk to the Groups Co-ordinator who can advise on how to set up a new group and what is involved.

- **Non-attendance at a group meeting**

As a matter of courtesy, group members should always advise the CoG if they are unable to attend a group meeting. Should a group member fail to attend three consecutive group meetings without informing the CoG, and unless there are extenuating circumstances, their place may be offered to a member on the waiting list.

Visitors

A non-U3A member may attend one monthly meeting and one Interest Group meeting or event as a guest before deciding whether to join the U3A. The CoG must pass the name of any such visitor to the Membership Secretary who will monitor such attendances to ensure that we do not invalidate our Public Liability Insurance.

Visiting members from other U3As are welcome on an occasional basis, but must show their U3A membership card when attending. If they wish to access Heybridge U3A activities on a more regular basis, they must become a dual member.

Carers

Unpaid carers who accompany disabled or vulnerable members attending a U3A activity (monthly meeting, interest group, trip/visit) are not required to be U3A members, provided they do not participate in their own right. During the time they are in attendance, unpaid carers will be covered by the Public Liability Insurance provided by the Third Age Trust. This does not apply to paid carers, who would need to provide evidence that they have their own individual liability insurance.

Should a carer accompany a member on a trip /visit, they, or the person they are caring for, will need to pay the relevant cost.

Gift Aid

As a charity, Heybridge U3A can claim back tax from HM Revenue and Customs on Gift Aid donations. For each subscription that is gift-aided, we can claim 25%.

To donate, you need to pay more income and/or capital gains tax than the amount of Gift Aid claimed on all donations you make in a given year. If you pay sufficient tax and are willing for the U3A to claim Gift Aid on your membership subscription, please consider signing the Gift Aid Declaration on the Enrolment Form.

Data Protection

The Data Protection Act obliges everybody to process personal data in accordance with the law. Its aim is to balance the rights of individuals with regard to how their information is processed with the legitimate need of organisations to use information. As not-for-profit organisations, U3As are exempt from registration provided that :-

1. Personal data is used only for the following purposes
 - o Establishing or maintaining membership
 - o Providing or administering activities for individuals who are members.
2. The persons about whom the data is held are current or prospective members.
3. The type of data held is only that necessary to undertake the purposes above i.e. names, addresses, identifiers.

Non-discrimination

So far as it is within our power to do so, Heybridge U3A aims to provide equality of treatment to any person in their third age regardless of:-

- Educational background
- Sex (including marital status and gender reassignment)
- Sexual orientation (including civil partnership status)
- Race or racial group (including colour, nationality and ethnic or national origins)
- Religion or belief
- Disability
- Social status

We are committed to the furtherance of fair treatment and the absence of discrimination in all our activities and strive to achieve a membership which reflects the composition of the community we serve.

This document was revised & agreed by Heybridge U3A Committee on 04.01.2019(date)

Signed: ..L Etherton...Role..Secretary

Reviewed on:..07.02.2020.. (date)

Reviewed on:.....(date)

Reviewed on:.....(date)

Membership Categories and Fees as agreed by the Committee in February 2020

Membership Category	Fee	Entitlement / conditions
<p>Full Member</p>	<p>Full membership fee as agreed annually by the Committee*</p>	<ul style="list-style-type: none"> • Attendance at monthly meetings • Voting rights at AGM • Access to Interest Groups • Access to outings and events • Monthly News Sheet • U3A Insurance liability insurance (provided by annual fee) • Direct mailing of Third Age Matters
<p>Associate Member</p> <ul style="list-style-type: none"> • Available only to paid-up members of other U3As with whom we have a reciprocal agreement** • Current membership card to be shown to relevant Group Co-ordinator(s) on an annual basis as proof of renewal 	<ul style="list-style-type: none"> • No membership charge • Payment for group activities only 	<ul style="list-style-type: none"> • Attendance at groups where spaces exist • Access to outings and events if spaces exist • Not entitled to attend monthly meetings or to vote at AGM • Does not receive News Sheet • Annual fee and Direct Mail charges paid by 'home' U3A
<p>Dual Member</p> <ul style="list-style-type: none"> • Available only to paid-up members of other U3As with whom no reciprocal arrangement exists • Proof of membership of other U3A to be shown to Membership Secretary on joining and at annual renewal 	<p>Full fee less</p> <ul style="list-style-type: none"> • capitation charge • direct mail costs <p>(amount to be agreed annually by the Committee)</p>	<ul style="list-style-type: none"> • Attendance at monthly meetings • Voting rights at AGM • Access to Interest Groups • Access to outings and events • Monthly News Sheet <p>Annual fee and Direct Mail charges paid by 'home' U3A</p>

NOTES

* The full fee covers membership only. It does not cover costs associated with group activities such as room hire, entrance fees, etc.

** A reciprocal arrangement currently exists with the other Maldon Cluster U3As - Blackwater, Burnham, Crouch Valley, Dengie and District, Limebrook, Maldon and South Woodham Ferrers

Signed: *A. Pleasance Vice Chair*

7th February 2020

LE Revised 07.02.2020