

## **LEICESTER U3A VISITOR POLICY FOR PROSPECTIVE MEMBERS**

Prospective members are welcome as visitors at any Leicester u3a monthly meeting, at meetings organised by Leicester u3a open to the public and at meetings of Leicester u3a Interest Groups, subject to the agreement of the Group Convenor and the host. There is no limit to the number attending an event, trip, or meeting, provided this does not stop a current member attending, interfere with the smooth and safe running of the event, or spoil the enjoyment of the event for members.

Each visitor is limited to attending Leicester u3a events on **two** occasions only. Any subsequent participation requires enrolment in Leicester u3a. An ongoing record of visits by each visitor is kept by the Membership Secretary. This restriction also applies to members of other u3as. After this they must join as associate members. For purposes of clarity this is two meetings in 5 years.

### **Monthly Meeting**

Names of visitors attending a monthly meeting are recorded by the Membership Secretary. The visitors must pay the visitor's fee as agreed from time to time by the Committee of Leicester u3a. The visitor must comply with the instructions given to them by the officers of Leicester u3a.

### **Groups**

Attendance at a group meeting by a visitor **must** be **arranged and agreed by the Membership Secretary** with agreement of the Convenor and host of the chosen group. If a Group Convenor is contacted directly then they **must** contact the Membership Secretary to check eligibility. The cost of the meeting for the visitor is the same amount as that paid by the group's members.

Visitors must comply with any relevant instructions given to them by the Group Convenor. Group Convenors shall keep a record of visitors to their group. This must include the name of the person recording the visitor, the name of the visitor and the date of the visit. These records must be passed on to the Group Co-ordinator **and** the Membership Secretary at the earliest convenience.

### **Coffee Mornings**

At all members coffee mornings, visitors should pay the same amount for their refreshments as members. There is an exception for guests of the committee i.e. local police and health authority staff or other professionals attending for the benefit of members or prospective members, who will not be expected to pay. Names and contact details for visitors to all members coffee morning should be given to the Membership Secretary as soon as possible after the event.

### **Sunday Lunch, Theatre Trips & Other Events**

Visits to these are also classed as one of the two permitted visits, unless a specific one-off event specifically states that it is open to partners & guests.

This policy is to be reviewed annually.

Adopted by the Committee of Leicester U3A on Tuesday 27<sup>th</sup> February 2024

Reviewed November 2021

Reviewed March 2022

Reviewed February 2024