

# Lichfield u3a Behaviour Policy

## Policy On Behaviours

Approved June 2017

### Context

Lichfield u3a is a learning co-operative: we are a voluntary organisation completely reliant on its members for all the activities we undertake. All those who take on leadership roles do this to further the aims of the u3a movement and fulfil their duties to the best of their ability. Those who join groups do so on the understanding that they support the leadership and respect the valuable work the group leaders do. It is through the spirit of mutual respect and understanding that all groups flourish. However, from time to time, despite the goodwill of members towards each other, problems may occur.

1. The aim of this policy is to provide guidance to Lichfield u3a group leaders, Committee members and officers, in handling difficult situations when they occur. Sometimes a discussion may become heated, and behaviour can slip from established norms. Therefore, it is useful to establish some “ground rules”.

#### *Expectations of group members.*

- a) *To aim to arrive on time and support the aims of the group.*
- b) *To assist in anyway deemed appropriate, and to the best of their ability, assist in the preparation for the meeting and clearing up afterwards.*
- c) *To be polite, courteous, and welcoming to others, including new members.*
- d) *To ensure everyone in the group has an equal opportunity in discussion/activity and respect the contribution of others.*

2. Group leaders (and Meeting Chairs) have the task of ensuring that the Group is able to function and meet its objectives. Everyone should be able to contribute as and when they wish to do so.
3. Meetings should be held in a constructive and business-like manner. Should any member’s behaviour obstruct these aims the group leader should pause or stop the meeting immediately, depending on the nature of the problems which have occurred. The most important principle is that any negative behaviour is stopped and should not be allowed to impact on the enjoyment and participation of other members of the group.
4. A few “calming words” from the leader, may give members a chance to “Cool down” and then recommence proceedings. At the Group Leaders discretion, where the problem is felt to be minor, they may issue a request to the member to improve his/her behaviour and /or warn him/her that he/she will be asked to leave the group.
5. If a confrontational situation develops, it may be thought appropriate to suspend the meeting (e.g. take a tea break) to give the leader time to resolve the situation informally and amicably by just having a quiet word with the individual(s) concerned. Asking a

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member to leave the group for the remainder of the session may be the best solution. Those involved with a confrontational situation must appreciate that the Management Committee may have a supporting role to play; such support should be sought if required.

6. In more extreme situations, the leader must suspend the meeting for reconvening on a future date. Group leaders presented with such situations should immediately inform the Group Leaders' Co-ordinator, Chair or a Vice Chair.
7. An informal meeting with any members who are deemed to be responsible for the negative behaviour may be appropriate. (e.g. The Groups Leaders' Co-ordinator, leader and member(s) concerned.)
8. Should the meeting be a house group and relationships having broken down, the host can refuse to invite certain members- but it would probably be necessary for the Group to find an alternative venue.
9. Group leaders do not have the authority to exclude members from Lichfield u3a. If the problem is unresolved, the Grievance procedure should be invoked.