

# MIU3A Interest Group Procedures

## 3 Oct 2012

- Interest Groups will be financially self-sufficient.

## 4 Feb 2013

- At this point in time MIU3A will not run joint groups with other U3As

## 5 Aug 2013

- MIU3A will follow the National Office Guideline and will only employ paid tutors where specialist expertise is required in order to ensure the health & safety of members. In these cases the instructor must not be a member of MIU3A. (Revised 2 Mar 2015)
- Group Leaders should keep the Groups' coordinator up to date with the names of members within their groups.

## 10 Feb 2014

- **Equipment Purchases for Interest Groups.**

When an Interest Group wishes to buy an item of equipment useful to its long-term operations but lacks the purchase money, the Group Leader may apply to the MIU3A Committee for assistance from MIU3A Branch funds. Written application, including details of price and positive benefit to the Group, must be submitted as well as any cost-effective alternatives.

Each application to purchase equipment for a Group's use will be appraised by the Executive Committee. Procurement of such items will be by the Business Secretary or the Interest Group Coordinator and all such items will remain the property of MIU3A (notwithstanding that they may be used exclusively by a particular group). The items will be released into the care of the Group Leader and the Business Secretary will hold a list of all such equipment and its location.

It is the responsibility of the user to return MIU3A equipment if and when it is no longer required.

## 12 May 2014

- **Policy Regarding the setup of new Interest Groups**

As trustees of MIU3A, the Executive Committee has every right to investigate any proposal for a new group and reject it if it does not fit in with the ethos of the U3A and/or where it is considered that the group may be set up to use the U3A to further other objectives.

Usually the Interest Groups' Coordinator will be able to decide whether a new group is suitable for MIU3A, but if he/she has any misgivings then he/she can refer the matter to the Executive Committee for discussion and action.

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### 02 Mar 2015

- Group Leaders will not sign-up members each year on a ‘first come – first served’ basis, but will carry on as at present by continuing with their existing members.
- **Paid Tutors**  
No new groups which require paid tutors are to be set up without prior discussion and approval of the Executive Committee.

### 30 Mar 2015

- Any request to share groups with other U3As should be considered by the EC on a case-to- case basis. [\[See 04 Feb 2013\]](#)

### 01 Jun 2015

- Some MIU3A funds should be used to support and enhance Interest Groups and this information shall be advised to the membership in the Newsletter (also in Communication Procedures).
- Members of MIU3A will be able to join the Spanish Language interest group run by Malling & District U3A. **Interest Groups** [\[See also 04 Feb 2013 and 30 Mar 2015\]](#).