



THE UNIVERSITY OF THE THIRD AGE

NORTH WILTS U3A MEMBERSHIP POLICY (April 2019)

- Any person can attend two monthly or group meetings before being asked to join North Wilts U3A subject to regular charges eg. £2 (2019) for monthly meetings and 50p refreshment charge in groups.
- Members of other U3As may attend one North Wilts group without being asked to join our U3A. Their current membership card should be shown. Visitor charge is applicable for monthly meetings.
- Any change to membership fees must be agreed at an A.G.M. for application for the following membership year. At the A.G.M. in 2018 there was agreement to raise the fees for 2019 to £12.50 for single membership and £24 for couples.
- A Carer helping a member to attend meetings does not have to pay a membership fee. (see attached letter)
- The membership year is January-December. For people joining after 1st September the annual fee covers until the end of the following membership year.
- Completed forms for application for membership (see attached) go to the Membership secretary together with payment of the relevant fee.
- Fees can be paid in cash, by cheque or bank transfer.
- Membership secretary updates membership records and mailing lists with reference to privacy choices indicated on the membership form. (see Job description) and ensures that cash and cheques are banked.
- Membership secretary should contact new members a few months after joining to check that their expectations are being met.
- Membership secretary stores Membership forms for five years for HMRC Gift Aid evidence.
- Reminders about renewals begin in September so that most fees are paid in advance of the new membership year. In this way a suitable cash flow is maintained to meet commitments from January onwards.
- Reminders are put in newsletters and in emails.
- Fees can be paid at monthly meetings, by post, by bank transfer, or through some group leaders.
- A renewal form is available if members wish to notify of any changes to their information or privacy requests. (see attached)
- Members who have not renewed by the end of January following the membership year will be removed from all membership records and mailing lists.
- Membership secretary securely stores all membership information.
- **FOR PRIVACY REASONS MEMBERSHIP LISTS ARE HELD ONLY BY 2 COMMITTEE MEMBERS ONLY**

Sue Taylor
April 2019