



Introduction

u3a is a national self-help organisation for people no longer in full-time employment. It enables the Members of individual u3as to share learning experiences and mutual interests in an informal and friendly way, keeping active both physically, socially and mentally.

Preston Park u3a was formed in November 2007 with the aim of providing the learning activities that you, its members, want. Its aim is to help you to refresh old skills, find and learn new skills and interests and at the same time make new friends.

There are a wide and varied mix of Interest Groups, all thanks to the time and commitment of our Group Leaders who organise them. Group Leaders are volunteers from our own membership who are happy to share their interests, knowledge and experiences with you. The u3a movement is successful because of the voluntary efforts of its members.

Guidelines

1. Membership of Preston Park u3a obliges you, its members, to abide by its Constitution which can be found on the website. Please have a look at it!
2. At Annual General and Special General Meetings all members have one vote. You will be given 21 days' notice of these meetings and the notice will state the business to be discussed.
3. You will be sent renewal paperwork in November as your membership expires each year on 31st December. Please renew your membership promptly by paying your subscription. If you haven't renewed by 31st January, the Committee has the right to terminate your membership.
4. Preston Park u3a Interest Groups are for PP u3a members only. Non-members are not allowed to join or sign up to a group until their membership has been processed.
5. You will be asked to produce your membership card at general meetings. Group Leaders may also ask to inspect your card at Interest Group meetings. You should fill in the reverse of your membership card and then keep your card on or with you.
6. If you are interested in joining a Group, please contact the relevant Group Leader whose contact details can be found on our website. If the Group is full your name will be put on the waiting list on our Beacon computer membership system.
7. Groups that meet in members' homes may be limited in size and are sometimes unable to accommodate more Members immediately but when a place becomes available it will be offered to the first person on the waiting list on Beacon.

8. If there are a number of members waiting to join a group, it may be possible to establish an additional Group providing there is someone on the list willing to help with the organisation. Our present list of Interest Groups has several illustrations of existing additional Groups.
9. New members may contact the New Member's Friend with any queries they may have or visit the New Members table at monthly meetings. Please inspect the contacts page on our website for information.
10. If you are interested in organising an additional or new Group or have a suggestion for a new Group, please contact the Interest Groups Coordinator or any Committee Member. You do not need to be an expert on the subject. Guidance and support can be provided for an initial period.
11. PP u3a Interest Groups have a standard charge for each meeting to cover minor costs. The amount is shown on the Groups page on our website. If it is necessary to hire a facility or when other expenses, such as photocopying, are incurred these costs will be shared between the Group members.
12. There are booking conditions for u3a Group courses, trips, theatre and concert visits. The standard booking conditions can be inspected on the Groups page of our website and apply unless a Group has its own conditions. A completed booking form, if required, and payment must be received by the Group Leader by the due date. Once made, a refund of any payment cannot be guaranteed.
13. Where possible payments should be made by bank transfer using:
 - Sort Code – 20-12-75.
 - Account Number - 60860212.
 - Account Name - PRESTON PK U3A NO2.
 - Use a reference which will enable the treasurer to identify what the payment is for, e.g. Pilates or Yoga.
 - Please make separate payments for different events using different references.
14. Cheques for payment of courses, trips and visits should be made payable to "Preston Park u3a no. 2 a/c". Please write the event name and your name(s) on the back of the cheque. Please provide separate cheques for different events. Cash is not accepted.
15. Events which are open to all Members will be first publicised on PP u3a's website or in our Monthly Email sent to members. Places are offered on a first come first served basis. Once you have booked a refund cannot be guaranteed to be made.
16. If you cannot attend an Interest Group Meeting it is important that you inform the Group Leader as soon as possible. If you miss two consecutive meetings without a

prior explanation or subsequent apology, the Group Leader may, once a warning has been given, assume you have left the group.

17. You may communicate with other members however you jointly decide. However, to comply with Data Protection Law all members keeping any list of u3a membership or of interest group membership must ensure they comply with our Data Protection Policy and Privacy Policy (on our website).
18. If you change any of your personal details including address, phone numbers(s) or email address please notify the Membership Secretary and the Group Leaders of the Interest Groups to which you belong as soon as possible.
19. The Officers and Committee are elected or re-elected every year at the Annual General Meeting, usually held in December. They can only serve for 3 years in any role except for the Treasurer who can serve for 6 years. The officers and committee members are also trustees of Preston Park U3A, registered charity no. 1162594.