5 Managing Membership

5.1 Maintaining A Membership List

Convenors should maintain a list of all the members in their Group.

At a minimum this should include:
- Name
- Emails Address
- Phone Number
- Emergency Contact Details

The list can be maintained directly on Beacon, or on a personal electronic device or paper.

Convenors must follow the guidelines for protecting members personal data. This is available in the RV Data protection Policy. This can be found at Roding Valley u3a: Data Protection and Privacy Policies (u3asites.org.uk) and an extract is provided as an appendix to this Handbook.

5.2 New Members

As part of the Group Profile (see previous section) Convenors should have agreed with the Group Members, the maximum number of people that can be accommodated within the Group.

RVu3a members who are interested in joining a Group may contact the Convenor directly or via the website / Group Coordinator.

If a new member wants to join the Group, subject to availability and any accessibility restrictions (see note in the Group's Profile section), the member should be allowed to join.

A new member can attend one Group meeting as a "taster session" prior to formally joining the Group.

Before a Convenor accepts a member into their Group, they must ask the member for their membership number and check on Beacon, or via any member of the Committee, that the person requesting membership is a fully paid-up member. Once it has been agreed a RV u3a member can join a Group, the membership list (see above) should be updated.

If the Group allows members of other local u3as to join, there are additional guidelines which are contained in the section on Shared Groups.

5.3 Registration

A Convenor should take a register of all people attending a Group meeting and this should be retained for 3 years for insurance purposes.

If a Convenor is not able to attend a meeting, they should ask another member of the Group to take the register for them.

5.4 Non-Attendance

Convenors should liaise with members who have not attended for several consecutive meetings, to establish if there are any issues relating to their Group that they should be aware of, or if they need any help.

Convenors have the right to ask members to leave the Group if they fail to attend on a regular basis, particularly where there is a waiting list. There are no predefined rules on when a member should be asked to leave as this will depend on the Profile of the Group, the size of the waiting list and the member's personal circumstances.

5.5 Waiting Lists

If the Group is full keep, Convenors should maintain a waiting list of potential new members (This can be achieved on Beacon).

Convenors should ensure that those on the waiting list can join the Group when vacancies arise. Normally, this should be on a "first come, first served" basis. The rules may be different for a Shared Group.

5.6 Starting A Second Group

If there are sufficient people on the waiting list to start a second Group, the Convenor should discuss this with the Groups Coordinator. The Groups Coordinator will then assist in establishing a second Group.

5.7 Distribution Of Group Membership Lists

For Convenors who are not using Beacon, at least once a year (normally at the start of June) the Groups Coordinator will ask for a list of all the members and the names of the people on the waiting list.

The list of members for Shared Groups should include those members from other u3as, noting the u3a that they belong to.

The Groups Coordinator will then update Beacon on their behalf.

5.8 Non-Renewal of Membership

If a member has not renewed their membership, there is a grace period of two months during which the member is still allowed to attend Groups. After that time the member is no longer eligible to attend meetings

Convenors will be notified in early August of every year, of the need to remove from their Group those members who do not wish to renew their membership. (If using Beacon, their names will be in red on the Group Membership list.)

5.9 Problem Solving and Manging Issues

There is a section later in the Handbook that specifically addresses managing issues within the Group.