

Member Code of Conduct

1. Preamble

This Code of Conduct applies to all members of Ruthin and District U3A and is based on the Third Age Trust Member Code of Conduct. It clarifies the standard of behaviour expected of a member of Ruthin and District U3A whilst engaging in U3A activity, and procedures to be used should these standards not be adhered to.

2. Code of Conduct

- 2.1. Members are expected to know, follow and promote the Principles of the U3A Movement at every opportunity.
- 2.2. Members must always act in the best interests of Ruthin and District U3A and the U3A Movement, strive to uphold its reputation, and never do anything which could bring Ruthin and District U3A or the U3A Movement into disrepute or expose it to undue risk.
- 2.3. Members expected to use Ruthin and District U3A's resources responsibly and only to further its stated charitable objects/purposes.
- 2.4. Members are expected to reflect the current organisational policy of Ruthin and District U3A, regardless of whether it conflicts with their personal views.
- 2.5. Members are expected to abide by Ruthin and District U3A's procedures and practices, including those relating to financial matters.
- 2.6. Members are expected to treat each other, and visitors to Ruthin and District U3A, with dignity and respect at all times. This includes monthly meetings as well as interest groups meetings and activities.

3. Procedure for Resolving Issues

- 3.1. Most problems relating to member conduct can be, and normally should be, dealt with informally. This will normally involve the members directly concerned. Occasionally at this stage it may be necessary to involve a person not directly concerned in order to reach agreement. This might be another member or a Committee member.

- 3.2. If the matter cannot be resolved as in 3.1 above then the Ruthin and District U3A Disciplinary Grievance Procedure should be used. This procedure is a standard Third Age Trust procedure adopted by Ruthin and District U3A.
- 3.3. Occasionally an issue arises which is so serious that a formal procedural stage needs to be used in the first instance. Examples would include:
- Financial misconduct including falsification of expense claims
 - Behaviour which offends normal standards of interpersonal relationships including harassment and bullying, and violent or dangerous behaviour
 - Overt discriminatory behaviour including the use of inappropriate language and sexual/racial abuse
 - Conduct which brings Ruthin and District U3A into disrepute or is prejudicial to the U3A or the running of the U3A