

LOCAL POLICIES

SUBJECT	POLICY
ACKNOWLEDGEMENT OF BEREAVEMENT	Notification of a member's death will only be issued at the request of the family.
ADVERTISING	Only U3A events will be advertised.
CAR SHARING	The Stubbington U3A Committee recognises that it can sometimes be embarrassing for car owners and drivers to ask for expenses when car sharing for U3A purposes. It can also be difficult for passengers to know what the correct amount to offer should be. The Committee agree that passenger should contribute to expenses for car sharing at a rate of 5p per mile per person. Accepting money towards petrol costs does not compromise the member's car insurance.
DATA PROTECTION	See separate Data Protection Policy
EXPENSES	<p>No payments are to be made to members for services rendered to the Stubbington U3A. However, members can claim back reasonable, agreed expenses that they incur in the execution of duly authorised activities e.g.</p> <p>Travel and Accommodation i.e. Whilst attending U3A Conferences, Workshops or South Central Network meetings.</p> <p>Communications i.e. Postage and Telephone costs.</p> <p>Purchase of equipment.</p> <p>Stationery i.e. printing/photocopying papers for group activities.</p> <p>Original receipts are required to be attached to the Expense Claim Form which can be found on the Members Page of the Stubbington U3A website.</p> <p>Such expenses would normally exclude travel to and from Group Meetings</p>
GROUP HOSTS	<p>If a Group is held in a member's home, it is expected that a contribution of £1.00 each be given to the host. This is to help towards refreshments, heating and wear and tear of home.</p> <p>The U3A has an insurance policy which covers damage to any home contents belonging to a U3A member whilst hosting a group.</p>
GROUP MEETING ATTENDANCE	<p>Members who are unable to attend a Group Meeting should advise the Group Leader (unless Leader has agreed alternative arrangements).</p> <p>If a member decides to leave a group, they should advise the Group Leader, so that their place may be given to someone else.</p> <p>Non-attendance at 3 Group Meetings / non-reply to 3 emails without a given reason means the Group Leader has the right to remove the member from the Group. The Group Leader will send an email to the member advising them that their name will be removed from the Interest Group due to non-attendance.</p> <p>Attendance registers should be kept by Group Leaders.</p>

INCIDENT FORM	<p>Group Leaders can download this form from the Members page or obtain a copy from the Group Co-ordinator when required.</p> <p>Group Leaders must keep these forms and complete them if an incident occurs. The form then needs to be passed to the Group Co-ordinator, who in turn will pass to the Stubbington U3A Secretary who is required to keep the form for THREE Years.</p>
INSURANCE	<p>All members are covered by the Public Liability Insurance of the Third Age Trust, but members are responsible for their own personal safety. This can be particularly important for outdoor activities such as walking groups</p> <p>Details of the cover offered is available on the National U3A website or can be requested from the Committee.</p>
MEMBERSHIP FEES	<p>Membership fees are non-refundable. Exceptional circumstances will be considered by the Committee.</p>
NON-MEMBERS ATTENDING MEETINGS	<p>Non-members may attend as a guest, either 2 Monthly General Meetings or 2 Interest Group Meetings (Two visits to the same Interest Group or 1 visit to 2 different Groups) or 1 Monthly Meeting and 1 Group Meeting.</p> <p>They must then become a full member of Stubbington U3A to enable them to attend any further meetings.</p>
TRIPS (EMERGENCY CONTACT DETAILS)	<p>Trip arrangers are not to use their own money or cheques to pay for trips. This should be done through the Treasurer who will pay deposit and balance using Stubbington U3A Debit Card / BACS / Cheque.</p> <p>The trip arranger needs to have the names and contact details of everyone on the trip so that they can be contacted in case of problems.</p> <p>Disabled members may have a carer with them. National Office suggests that members should carry an emergency contact number, which could take the form of an ICE (In Case of Emergency) number on their mobile phones, and medical information/actual medication.</p> <p>The onus is on the member and not the Group Leader to provide this information, however with the introduction of GDPR every member will now receive a copy of the "Legitimate Interest Guidelines – Emergency Contact" Policy, which has been compiled in order to set out the reasons why Stubbington U3A now requires Emergency Contact Details.</p>

Further policies may be added at any time.

Original Policy accepted on:- 19th January 2017

Reviewed and Amended on 21 November 2019, January 2021 & December 2023

Review Frequency Bi - Annually

Review date:- January 2027