



## **Protocol on Attendance at Group meetings by non-members**

### **1 Insurance Implications**

A critical component to insurers accepting the Public Liability risk for the u3a is that it is a membership organisation with all members signing up to, and complying with, the terms and conditions of membership. All individuals who want to participate in u3a group activities should be members in order that this principle is upheld.

Were a non-member to be allowed to attend u3a activities on a regular basis and be involved in an incident, the u3a might find itself without liability cover.

The Third Age Trust advises that under our insurance cover it is permissible for a non-member to attend a general meeting or social event that is open to all members, in order to find out more about the u3a, provided they meet the criteria for membership,

### **2. Protocol Over-view**

#### **2.1 Open meetings and social events**

Visitors may attend one 'open' meeting (ie a general meeting or members' coffee morning), upon payment of £2.00, in addition to any voluntary contribution towards refreshments. Contact details should be recorded, so that a follow up email can be sent, with an application form to become a member of the u3a.

Members attending a social event, for which there is ticketed entry, may invite a non-member guest if tickets are available after members have had the opportunity to book. There will generally be an additional charge for non-member guests.

#### **2.2. Group Meetings**

Non-members do not have access to full details about when and where Groups meet. This is only available to members, via the Beacon database. A member wishing to invite a non-member to attend a Group meeting must check beforehand that this is acceptable to the Group Leader.

Attendance is at the discretion of the Group Leader, always provided that

- a) the criteria for u3a membership are met,
- b) attendance is not on a regular basis.
- c) the Group is not full and/or there is no waiting list to join the Group.

Non-member details should be passed on to the Group Leaders' Co-ordinator for monitoring purposes, and to the Membership Co-ordinator, so that a membership form can be sent out with an invitation to join to u3a.

- 3 Review** This protocol was adopted by Teignmouth & District u3a Committee on 09/01/2023 and will be reviewed tri-annually.