## 3.0. Group membership

### Eligibility

Meetings must be attended by current Worcester u3a to comply with the U3A’s insurance instructions. Exceptions may be made for:

* A potential new member attending for one “taster” session at the discretion of the group leader, where a place is available and with the agreement of the Groups Co-ordinator or Assistant Groups Coordinator.

* A non-member attending once as a guest speaker or visiting “expert”;

Members grandchildren or other minors cannot be accommodated in u3a activities.

A reciprocal member of another, neighbouring U3A may join one Worcester u3a group as part of the u3a’s reciprocal arrangements. The group leader must inform the Membership Secretary of the member’s details to enable them to be added from Beacon.

Group leaders must be satisfied that all those attending their groups are entitled to do so. Leaders should ask members to show their membership card at registration or at the first meeting they attend.

Group leaders using Beacon should check the membership status of their group. All members’ details are kept in the Beacon management system. You do not need to collect any information other than name and u3a number. To comply with GDPR requirements you must use the Beacon system to contact group members by email.

### Record keeping

The group leader is responsible for keeping accurate registers of attendance. The actual record keeping could be done by another group member but the leader is responsible for making sure such records are kept.

Group leaders can maintain group membership records and generate attendance registers and waiting lists using Beacon or forms available to download from the Group Leaders’ page on the Worcester u3a web site <https://u3asites.org.uk/worcester/page/75617>.

Group leaders should ensure accurate information about their group and its membership is held on Beacon either by maintaining those records themselves or via the Groups Co-ordinator.

Group leaders are to submit an accurate record of members’ attendance to the Groups Co-ordinator in late October/early November to be checked to ensure groups are complying with the rules of membership.