

BRIXWORTH & DISTRICT u3a

POLICY NO. 4 - INTEREST GROUP ETIQUETTE

The guidelines below will hopefully make for the smooth running of all our groups, for the overall benefit of our membership.

General

Any member wishing to join a group should contact the Interest Group Leader in the first instance to check that a place is available. No member should simply turn up at a group meeting without prior notice.

When a member joins a group they are required to show their membership card to the Interest Group Leader so that their details can be entered in the group's register. A register of attendance at each meeting of the group must be maintained. This is essential for insurance purposes and will also be useful when completing the group's year-end Annual Return for submission to the Treasurer.

When regular members are unable to attend a group meeting they should inform the Group Leader in advance.

Likewise, if a member decides to leave a group they should advise the Group Leader so that the place can be made available to someone else. This is particularly essential where places are strictly limited.

Long-term absence from a group should also be notified to the Group Leader since, without advance notice, their place may be filled after a series of consecutive absences for no apparent reason or with no explanation given.

Any member causing disruption within a group may be asked to leave, and may be required to relinquish their total membership with Brixworth & District U3A.

In Case of Emergency

It is vitally important that all members understand the importance of carry with them their ICE [In Case of Emergency card] when they attend any group meeting, outing or event.

Finance

All Interest Groups are self-financing with all group participants sharing the cost of any expenses incurred by the group.