

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 15p 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 and Stationery i.e. printing/photocopying papers. These must be related to Committee activities e.g. sending out Stubbington u3a Newsletters, contacting Speakers or activities relating to our Monthly Meetings etc.</p> <p>Purchase of equipment when pre-approved by the Committee</p> <p>Original receipts are required to be attached to the Expense Claim Form which can be found on the Documents Page of the Stubbington u3a website.</p> <p>Exclusions. Expenses travelling to and from Monthly Meetings. Interest Groups as these and any of their activities should be Self Fund</p>
INTEREST GROUPS	To attend an Interest Group offered by Stubbington u3a you should be either a current Full or Associate member of Stubbington u3a. If a member of another u3a wishes to join one of Stubbington u3a Interest Groups because it is not available in their home u3a, they may do so provided no Stubbington member is waiting to join that group and provided they become an Associate member of Stubbington u3a. Once in an Interest Group as an Associate Member, they would not be asked to give up their place to a FULL Stubbington u3a member.
INTEREST GROUPS GROUP SHARING AGREEMENTS	In the case of a Stubbington u3a Interest Group being opened up to more than one u3a, the requirement for Associate membership may only be waived by entering into a Group Sharing Agreement with the consent of, and signed by, the chairs of the u3as involved. The agreement will only apply to the named Interest Group and should not be considered to apply to any other interest group.

INTEREST GROUP HOSTS	<p>If an Interest 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>
INTEREST GROUP MEETING ATTENDANCE	<p>Members who are unable to attend an Interest Group Meeting should advise the Interest Group Leader (unless Leader has agreed alternative arrangements).</p> <p>If a member decides to leave a group, they should advise the Interest Group Leader, so that their place may be given to someone else.</p> <p>Non-attendance at 3 Interest Group Meetings / non-reply to 3 emails without a given reason means the Interest Group Leader has the right to remove the member from the Interest Group. The Interest 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 Interest Group Leaders.</p>
INTEREST GROUP RISK ASSESSMENTS	<p>All Interest Groups should complete Risk Assessments to protect themselves and their u3a. If a member were injured, our insurance provider would ask for the completed risk assessment to be able to prove how the risk was identified. For most activities a check list is sufficient. Best Practice is to complete the appropriate risk assessment before the u3a activity takes place for the first time and updated if there are any changes in Leader or the environment. The Groups Coordinator will advise as to which is the appropriate Risk Assessment form to use. This will be available for download from Stubbington u3a website and from the National u3a website. Completed Risk Assessments are to be passed to the Groups Coordinator for safe keeping. In respect to Day Trip organisers. The appropriate Risk Assessment should be carried out each time. The list of members taking part in the trip, together with their emergency contact numbers, should be deposited with a committee member remaining behind.</p>
INCIDENT FORM	<p>Interest Group Leaders can download this form from the Members page or obtain a copy from the Group Co-ordinator when required.</p> <p>Interest Group Leaders must keep these forms and complete them if an incident occurs. The form then needs to be passed to the Groups 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 Interest</p>

	<p>Groups) or 1 Monthly Meeting and 1 Interest Group Meeting.</p> <p>They must then become a full member of Stubbington u3a to enable them to attend any further meetings.</p>
<p>TRIPS (EMERGENCY CONTACT DETAILS)</p>	<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 Trip Arranger 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, January & May 2025

Review Frequency Bi - Annually

Review date:- January 2027