

## **Policy on Attendance by Visitors**

### **Meetings (core &/or interest group):**

#### **Any visitor who is not a u3a member:**

May be allowed to attend up to two core or group meetings, providing there is room. For clarification that is not two attendances in total but up to two attendances for any group/s. The non-member could therefore attend two core meetings and several groups up to twice. In order to monitor the situation group leaders are strongly advised to keep an attendance list for each meeting.

#### **Any visitor wanting to attend subsequent meetings after two visits:**

Will need to join Balsall Common u3a by completing a membership application form and paying the applicable membership fee.

#### **A member of another u3a wishing to join Balsall Common u3a:**

May join by following the above procedure and paying the current membership fee, as any new member would. It has been agreed by Balsall Common u3a that there will be no reduction in the membership fee for anyone joining who is currently a member of another u3a which they are leaving.

#### **A member of another u3a not wishing to join Balsall Common u3a (Visiting Member)**

##### **o Interest Group Meetings and Visits:**

May attend any number of Interest Group Meetings and Visits at the discretion of the group leader providing:

- There is room in the Interest Group or on the Trip.
- Balsall Common u3a members take precedence over others unless there is a working partnership.
- Any fees and charges applicable to Balsall Common u3a members are paid.

##### **o Core Meetings:**

May attend any number of Core Meetings providing they sign in as a visitor for insurance purposes.

##### **o Annual General Meetings:**

May not be present in the main meeting room during discussion and voting relating to Annual General Meeting Business.

##### **o Communications:**

Will not receive "The Sentinel" (Balsall Common u3a's monthly newsletter)

##### **o Beacon:**

Visiting Members will be asked to complete a Balsall Common u3a Membership Form for record purposes and annually asked to confirm both

their wish to continue their Visiting Membership and that they are still a Full Member of another u3a, NB This will incur a Beacon Administration charge for Balsall Common u3a (currently £1) but this will not be recovered from the Visiting Member.

Please note that Balsall Common u3a does not normally undertake verification checks of your other membership/s. Should you cease to be a Full Member of another u3a you should no longer attend any Balsall Common u3a Group activities as you will not be covered by The Third Age Trust insurance.

### **Insurance for non-members on a trip**

Information received from u3a National office:

To invite non-members to trips there is more than one option — hence the confusion may be:

1. If a non-member is interested in joining, they can attend a group or trip as a 'taster'.
2. If you need to make up some numbers or simply want to invite non-members, then you can opt to make these people 'temporary members'. You may then decide to charge a small fee — that would be for the committee to decide what was appropriate.

Date Approved: 4 April 2019

Date of last review: April 2023

Date of next review: April 2024

J Bolt Hon. Secretary