

# Policies

The following policies should be read in conjunction with the constitution of Southport u3a adopted on 1<sup>st</sup> February 2018.

The policies will be reviewed by the Committee as required but at least every three years.

## **CONFIDENTIALITY**

Members' details are on the Beacon database in accordance with the requirements of current data protection legislation. This information is retained by the u3a and it will not be passed on to third parties for marketing and other such purposes.

A Group Leader should not hold contact details of the members of the group but should use the information on the Beacon database. If they do hold such information, they must have their members consent and not share this information with others without the prior approval of those concerned.

However, all Group Leaders and/or members of certain groups, e.g. Walking groups, legitimately need the home and/or mobile telephone numbers of all their members for organisational and safety reasons.

Group leaders are required to give their approval to their own contact details being circulated to all Southport U3A members and being published on the website and on Beacon.

The Beacon system should be used where emails are circulated to large numbers of members. If personal email is used the senders **MUST** put the addressees in the "Bcc" box and not in the "To" box, so that each member is not inadvertently given the email addresses of all the others.

## **EQUAL OPPORTUNITIES**

Southport u3a pursues an equal opportunities policy, and as far as it is within its power to do so, provides equality of treatment to any member regardless of:

- Educational background
- Sex (including marital status and gender reassignment)
- Sexual orientation (including civil partnership status)
- Race or racial group (including colour, nationality and ethnic or national origins)
- Religion or belief
- Disability
- Social status

Southport u3a is committed to the furtherance of fair treatment and the absence of discrimination in all its activities.

## **DOGS**

Dogs are not allowed to be brought on u3a walks. Official assistance dogs are exempt from this rule. Members wishing to bring an assistance dog on a walk should give the Group Leader advance notice to check that the walk is dog friendly. Dogs must be on a lead at all times and the owner, regardless of disability, retains responsibility for the dog including "poo bag duty".

## **CAR SHARING**

Some members are able and willing to provide lifts to others when attending u3a activities and it is important that members show their appreciation by contributing to the cost of the journey. The relevant Group Leader will calculate to the monetary contribution that each passenger should make. Since car sharing is a private arrangement between members, this policy is for guidance only.

A car driver's insurance policy will normally cover all occupants as long as passengers pay no more than their share of expenses and no further insurance is necessary.

## **ATTENDANCE AT GROUP MEETINGS**

Any member who fails to attend three group meeting within a 12-month period without prior notice to the Group Leader will be deemed to have left that group except that this does not apply to groups where members sign up for each event/outing such as Local History or Meet & Eat.

## **MEMBERSHIP**

Only fully paid up members may take part in u3a groups

Non-members may have one taster session with a group and one monthly meeting.

If someone is also the member of another u3a, this does not entitle them to membership of Southport u3a. If they join, they are not eligible for a refund of the capitation fee sent to National Office.

## **GROUPS**

The Group Leader will decide on the group size. They should also familiarise themselves with the contents of the 'Group Leaders Handbook'.

## **FINANCIAL MATTERS**

The Trustees of Southport u3a, i.e. its elected Committee, are responsible for the proper handling of all its funds, including money paid at group meetings and social events. It is therefore important that each group's finances are organised in a proper and accountable manner, influenced by regulations from the Charity Commission, Third Age Trust, insurance policies and legislation. All cash collected must be banked into the u3a bank account, the treasurer will make appropriate payments on receipt of a valid invoice.

It is also a general principle that groups should be financially self-sufficient with group fees covering the cost of the venue, refreshments and any materials required, and that Group Leaders should not be out of pocket as a result of their activities.

All monies for committed planned events (e.g. bus, theatre ticket, entrance fees etc.) will be non-refundable once the bookings have been confirmed and payment made to the provider. If a member is unable to attend an event, the place may be re-sold to the next person on the waiting list where one exists. Where the place can be filled a refund will be made, otherwise the loss will be borne by the member who was unable to attend the event.

Southport u3a funds may be made available for setting up new groups, supporting existing groups or special requests, e.g. for equipment or a specific activity. All such cases will be considered for their merit in terms of promoting the success and longevity of the group and/or Southport u3a overall.

The Treasurer should be contacted in the first instance and he/she will put forward the circumstances to the next Committee Meeting.

*Adopted by the Committee on 27 April 2017*

*Reviewed in November 2020*

*For review in November 2022*