

Rules for Membership

1. The Constitution will provide the guide to the Rules of Membership at Paragraph 5.
2. For existing members the membership year starts on 1st April and payment of subscription is expected at the February or March meeting. Members retain their membership number from year to year. A member's membership becomes lapsed if the subscription is unpaid for four weeks after 31st March. Members who are also members of another U3A can pay a reduced subscription, as only one capitation fee is required.
3. Prospective members are permitted up to two visits to meetings before deciding on membership. This is a privilege to allow them time to decide whether or not this U3A meets their needs. It is not intended to discourage them from taking up membership earlier.
4. The payment of the subscription entitles the member to attendance at the monthly meetings, a copy of each issue of the Newsletter, the *Third Age Matters* magazine and attendance at group meetings. This does not exempt a member from any payment a particular group may, from time to time, have agreed among its members and is necessary for the proper running of that group.
5. On payment, the member's name and address, telephone number and email address will be recorded in the membership database. Subsequently they will be given a membership card bearing their membership number, a copy of the Constitution, and a copy of the Rules for Membership of Eastwood & District U3A.
6. Where members have provided an email address, all official communications will be sent by email (e.g. Constitution, Rules, Newsletter).
7. At each monthly meeting, members are required to complete the attendance sheet as they arrive and indicate on this sheet if they leave before the end of the meeting. This is a Fire Safety requirement.
8. Visitors attending a monthly meeting for the first time will be met by a Meet and Greeter, wearing a yellow and blue sash, who will give details about Eastwood & District U3A. The visitor will receive an information pack including a membership application form, and will be encouraged to investigate what is available.
9. All members are encouraged to make visitors and new members welcome.
10. Members are required, where able, to play a full part in the Eastwood & District U3A, by becoming a group contact and/or signing up on one of the various rotas, e.g. Meet and Greet, Refreshments, Room set-up/clear, PA setup. Training will be given where necessary.
11. Members of Interest Groups are required to contact the Group Contact if they are unable to attend a scheduled meeting for any reason. If a member misses two meetings without contacting the Group Contact they may be excluded from attending further meetings. This is particularly the case if a group has a waiting list of members wishing to join.
12. All members must agree to abide by the policies of Eastwood & District U3A.

Review Date: *November 2020*