

Charnwood u3a

Members' Handbook – January 2022

To join Charnwood u3a or for membership queries, please visit <https://www.charnwoodu3a.org.uk> or contact the Membership Secretary on 01509 213655 or email memsec@charnwoodu3a.org.uk .

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Introduction

The u3a has a slogan – 'LEARN, LAUGH AND LIVE! '. Retirement is the time to make the most of your life; giving you the chance to develop your interests, make new friends and enjoy yourself.

Charnwood u3a embraces these concepts and enables members to share a large number of educational, creative and leisure activities in a fun and friendly environment. It is a charity (registered number 1076107) and is affiliated to the Third Age Trust (TAT) the governing and administrative body of all the u3a Associations in the UK. Charnwood u3a, as a member, is bound to abide by the rules of the TAT. The website for the Third Age Trust is: <https://www.u3a.org.uk>

Our Website

The main source of information about Charnwood u3a is our secure website.

<https://www.charnwoodu3a.org.uk>

To log in to the password-controlled part of the Members' Area, you will need to enter the Username and Password, sent when you join and on membership renewal.

Printed Copies of Information

If you do not have access to the internet or a printer, we will be only too pleased to print off the information for you. A list of the information that can be printed is given at the end of this document. This includes information on the groups and activities that you can enjoy.

Groups and Activities

Most Charnwood u3a activities take place in groups, of which there are almost 100 at present, covering a wide range of interests. Suggestions for new groups are always welcome.

All groups have a designated 'Leader', although responsibility for managing the group and arranging the programme is often shared between several members. As a member of a group you will be expected to let the leader know if, for any reason (e.g. holidays, illness), you cannot attend a particular group meeting. Missing three consecutive meetings without notice may result in the loss of your place in the group.

Organisation and Financial Management of Charnwood u3a

Charnwood u3a is governed by our Constitution, which is available on our website. A paper copy is available on request. Membership is open to all those in the 'third age', generally taken to mean that they have finished full time employment and are retired or semi-retired. There are no upper or lower age limits.

However, it is u3a policy that u3a members join independently and be capable of taking responsibility for all aspects of their membership. If this is not possible, at the discretion of the Group Leader they may attend meetings accompanied by an official carer or family member who can accept that responsibility for them.

N.B. There is no Group membership charge to carers.

Membership subscriptions, due on October 1st each year, were £15 in 2020-21, but due to the COVID crisis were reduced by 50% for 2020-21 and 2021-22. This includes a capitation fee of £3.50 levied by the Third Age Trust which provides Third Party Insurance, various licenses to allow use of copyright material, Advisors for various subjects and the Resource Centre.

As Charnwood u3a enjoys charitable status, no tax arises. If members are willing to sign a declaration that they have paid sufficient income tax or capital gains tax in a particular tax year, Charnwood u3a may claim Gift Aid.

Some groups levy a group subscription or attendance fee to cover administrative expenses.

The finances of Charnwood u3a are controlled by the Trustees (Committee) who are responsible for all money spent or received by Charnwood u3a and its groups. Committee Members are elected at the AGM in March each year.

The Committee and other Roles

Charnwood u3a is managed by a committee, which comprises at least seven and not more than twelve members elected by the membership at an AGM held in March each year. Two additional members may be co-opted by the Committee.

The Committee comprises three officers, Chair, Business Secretary and Treasurer who, together with the other committee members, are the Trustees of Charnwood u3a. Other members of Charnwood u3a who have some special expertise may be invited to attend meetings in a non-voting capacity or perform other non-committee roles.

A list of contact details for the committee and other post-holders is available on the website and can be printed on request.

Monthly General Meetings

Charnwood u3a holds a regular monthly meeting for all members. There is no charge to attend these meetings and you can also enjoy a cup of tea/coffee and a biscuit. These are occasions to meet other members and to hear a talk/presentation from an invited speaker or a member of u3a. The dates and topics of these meetings are available on the website and in the monthly newsletter 'News and Views'.

Local Policy Decisions

Charnwood u3a [Local Policies and Guidance document](#) is in the 'Open Access' [For Members](#) part of our website (Click on Group Leaders). It gives advice on issues including

- donations to drivers,
- filling vacancies on trips,
- travel groups and visits,
- first aid and accidents,
- visitors to groups,
- the fourth age,
- 3rd Party advertisements.

Data Protection and Other Policies

Charnwood u3a has a [Data Protection and Privacy Policy](#) which can be viewed on our website. We also have an [Equality, Diversity and Inclusion Policy](#) and a [Complaints Policy](#), both with associated Procedures, which are also available on our website. Printed copies of these are available on request.

Safety, Security and Insurance

The Third Age Trust holds [third party liability cover](#) for members participating in any of the various activities or pastimes, a copy of which is available on our website.

Charnwood u3a as a corporate body has public liability cover but this does not extend to individual members.

As far as is practical, all public venues used by Charnwood u3a comply with Fire Safety Regulations.

Periodicals and Publications

A monthly newsletter "[News and Views](#)" is produced at the beginning of each month and placed onto our website. A link to the newsletter is sent to all members by email, unless they have opted not to receive it. The newsletter will normally be posted to those members who do not have internet access.

The Third Age Trust issues a magazine, "Third Age Matters", in January, April, June, September and November. This is sent by post to all members of Charnwood u3a, unless they have opted not to receive it.

Documents and Forms that can be printed

Paper copies can be provided for members who do not have access to the internet or a printer.

These documents can be found by clicking on the **For Members** menu item on the Home page. Then click on [Documents that can be Printed](#) which will give the full list.

Documents

Name	Contents	Pages
AGM Minutes	Draft AGM minutes of the last AGM	
Committee Contacts	Contact details of the Committee and other postholders	1
Complaints Policy	Complaints Policy and Procedures including Flowcharts	5
Constitution	Charnwood u3a Constitution	4
Data Protection	Data Protection Policy	2
Equality, Diversity, Inclusion	Equality, Diversity and Inclusion Policy & Procedures	5
Equipment Register	A list of equipment available for loan	2
Groups Alpha	Alphabetical Listing of our Groups	3
Groups by Day	List of our Groups by Day they meet	2
Groups Contact List	List of our groups and contact details	3
Groups Description	Brief description of our group activities, the day they meet, any additional costs and email contact details	10
Groups Management	Information for those managing groups	10
Guide to Venues	A guide to potential venues	3
ICE Cards	In Case of Emergency cards for distribution to members	
Local Policies	Local policies and guidance for Charnwood u3a	2
Members' Handbook	Introduction to Charnwood u3a – i.e. this handbook	4
News & Views	Our Newsletter - published monthly	10-12
Privacy Policy	Privacy Policy	2
Safeguarding	One-page guide to our policy on safeguarding	1
Safeguarding Policy	Detailed guide to our safeguarding policy and procedure	6
Visits with stay	Guidelines for organising visits with an overnight stay	1
Visits without stay	Guidelines for organising visits without an overnight stay	1

Forms

Available in the 'Open Access' [For Members](#) part of our website (Click on Group Leaders)

Name	Pages
Accident Report Form	1
COVID-19 Risk assessment guide and form	5
Group Membership Form	1
Group Members Registration Form	1
Paid Tutors Self Employment Registration Form	1