

North Wilts u3a

Membership Policy

Introduction

The membership Policy's purpose is to outline the processes that North Wilts u3a follow in dealing with membership registration and renewal. The Data Protection and Data Protection Policies also relate to membership in terms of how we protect the information you provide and minimise access to that data.

The Process

- The membership year is January-December. For people joining after 1st September, the annual fee covers the member until the end of the following membership year.
- Any person can attend two monthly or group meetings before joining North Wilts u3a.
- Members of other u3as may attend one North Wilts group without being asked to join our u3a. Their current membership card should be shown. Visitor charge is applicable for monthly meetings. If the individual wants to join more than one group, they must join North Wilts u3a.
- A separate list will be kept by the Membership Secretary of all those who belong to another u3a and do not pay a fee, with the name of the group that they attend.
- Any change to membership fees must be agreed at an AGM, for application in the following membership year.
- A carer helping a member to attend meetings does not have to pay a membership fee.
- Completed forms for application for membership go to the Membership secretary. The Membership secretary will send a receipt once the membership fee is paid.
- Fees can be paid at monthly meetings or by bank transfer,
- The Membership secretary updates membership records and mailing lists with information on the membership form and ensures that any cash is banked.
- The Membership secretary stores Membership forms for six years for HMRC Gift Aid evidence.
- Reminders about renewals begin in September so that most fees are paid in advance of the new membership year.
- On renewal, the membership secretary will ask each member to confirm contact details.
- Members who have not renewed by the end of January following the membership year will be deemed to be lapsed members and removed from mailing list.

- The Membership secretary securely stores all membership information.
- Only 3 committee members have access to the membership list and contact details, and the Group Co-ordinator has access to group leader email addresses only.