

POLICY

PETERSFIELD u3a MEMBERSHIP TYPES

1 INTRODUCTION

Each u3a branch is autonomous and determines policy on the conditions under which it makes the benefits of the u3a branch available to its membership. Petersfield u3a's policy has been developed by taking into consideration, among other factors:

- Fairness to members;
- Simplicity of administration for Group Convenors; and
- Facilitation of membership management.

2 DEFINITIONS

Term	Definition
Branch Member	A person who has joined Petersfield u3a and who is not, at the time of joining, a fully paid-up member of any other u3a branch.
Associate Member	A person who has joined Petersfield u3a and who is paying a full membership fee (including capitation fee) to another u3a branch.

3 POLICY

1. This policy is effective from September 1, 2022.
2. A person must be a member of the Petersfield branch in order to enjoy the benefits of Petersfield u3a.
3. There are two types of members: Branch Member and Associate Member.
4. An Associate Member shall provide:
 - when applying to be an Associate Member, the name of her/his primary u3a branch and reasonable proof of full membership; and
 - from time to time when requested, ongoing confirmation of full membership of her/his primary u3a branch.
5. If an Associate Member ceases to be a member of her/his primary u3a branch, s/he shall inform the membership secretary and s/he shall automatically become a Branch Member with effect from the next September 1.
6. All Petersfield u3a members shall pay an annual membership fee. The fee shall be determined from time to time by the Management Committee.
7. The determination of the annual membership fee for a Branch Member shall include but may not be limited to consideration of:

- The national u3a capitation fee;
 - The annual subscription fee for the national u3a magazine; and
 - An amount that is a fair share of the Petersfield u3a's reasonable annual costs including provision for financial reserves.
8. The determination of the annual member's fee for an Associate Member will be on the same basis as for the Branch Member fee except it shall not include provision for:
- The national u3a capitation fee; and
 - The annual subscription fee for the national u3a magazine.
9. Branch Members and Associate Members shall have equal rights to participate in the benefits of the Petersfield u3a.
10. The Management Committee may but shall not be obliged to enter into specific reciprocal arrangements with another u3a branch or branches from time to time always provided that that there is benefit for the Petersfield u3a branch and/or its members.
11. For clarity, from the effective date of this policy and except as set out in the policy *Guest and Visitor Attendance at Petersfield's u3a Meetings*, only Petersfield u3a members (Branch Members and Associate Members) may take part in Petersfield u3a activities.
12. All persons that are fully compliant with the provisions of this policy are covered by u3a insurance (as set out in the national u3a's Insurance FAQs – U3A-KMS-DOC-021 and its replacements from time to time) during any Petersfield u3a activity.

4 DOCUMENT CONTROL

4.1 Description

Name	Policy – Petersfield u3a membership types		
Description	Policy setting out the membership types, annual fee calculations and related matters.		
Owner	Secretary	Maintained by	Secretary
Review interval	24 months		
File name	Policy_Petersfield u3a membership types v[version number][yyyymmdd]		
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4.2 Version Control

Version Number	Issue Date	Modification	Purpose	Approved by
R v1.0	2022 03 29	First version	Member Information	Management Committee