

POLICY GUEST AND VISITOR ATTENDANCE AT PETERSFIELD'S u3a MEETINGS

1 INTRODUCTION

Petersfield u3a Group Convenors and open meeting convenors from time to time receive requests for non-members to attend Interest Group and/or open meetings. This policy sets out the circumstances in which non-members may attend Petersfield's u3a meetings.

2 DEFINITIONS

Term	Definition
open meeting	Any of the (i) General Interest meeting, (ii) Arts and Heritage meeting, (iii) Science and Technology meeting and (iv) Health Matters meeting.
guest	A person that attends a Petersfield u3a meeting as the result of a member's request.
visitor	Any non-member other than a guest that attends a Petersfield u3a meeting.
u3a meetings	Open meetings and Interest group meetings.
Welcome Team	A Petersfield u3a interest group that provides a welcome and assistance to new members.

3 POLICY

1. Petersfield u3a is a membership organisation. However, guests and visitors may attend Petersfield's u3a meetings in the circumstance set out in this policy.
2. Any guest or visitor attending a Petersfield u3a meeting is subject to the policies, procedure and practice of Petersfield u3a.
3. Attendance at open meetings:
 - 3.1. At the sole discretion of the open meeting's convenor (or that person's delegate), a guest or visitor may attend an open meeting.
 - 3.2. Guests and visitors must complete a visitors' book including both name and contact details.
 - 3.3. Where members are charged for attendance at an open meeting, such charge will also apply to guests and visitors. Where members are not charged, guests and visitor may be asked to make a donation to the Petersfield u3a.
4. Attendance at interest group meetings - Interest Group Member's Guests
 - 4.1. From time to time, situations may arise where a member may wish to bring a guest to an interest group meeting (for example: a temporary house guest, a friend interested

in joining). Subject to the sole discretion of its Group Convenor, an interest group member's guest may attend an interest group meeting.

- 4.2. Any guest must provide her/his name and contact details to the Group Convenor for insurance cover.
5. Attendance at interest group meetings - Visitors
 - 5.1. A visitor may want to attend an interest group meeting to assist in deciding whether s/he will become a member of Petersfield u3a. A Group Convenor may, where an interest group has a vacancy and at her/his sole discretion, invite the visitor to one meeting.
 - 5.2. A visitor may attend only one interest group in the manner set out in item 5.1 prior to taking up Petersfield u3a membership.
 - 5.3. A visitor must provide name and contact details to the Group Convenor who may at her/his discretion pass on such details to the Welcome Group.
6. Insurance
 - 6.1. Our insurance cover is premised on all u3a branches being 'membership organisations'. That is, u3a branch activities are open to those who are members but are not open to the public. Insurers may regard repeated or regular attendance by guests and visitors as creating, in effect, an open public organisation This can affect the scope and cost of our and other u3a branches' insurance cover. Accordingly, national u3a prefer that guest and visitor attendances are limited to a single event.
 - 6.2. Guests and visitors that are compliant with the provisions of this policy are covered by u3a insurance. u3a insurance cover is summarised in the national u3a's Insurance FAQs, reference U3A-KMS-DOC-021, and its replacements from time to time.

4 DOCUMENT CONTROL

4.1 Description

Name	Policy – Guest and Visitor Attendance at Petersfield's u3a Meetings		
Description	Policy setting out the conditions under which non-members may attend Petersfield's u3a meetings.		
Owner	Secretary	Maintained by	Secretary
Review interval	24 months		
File name	Policy - Guest and Visitor Attendance at Petersfield's u3a Meetings v[version number] [yyyymmdd]		
File location	u3a Dropbox\U3A Archive 2017\Policies and Procedures		

4.2 Version Control

Version Number	Issue Date	Modification	Purpose	Approved by
R v1.0a	2021 04 08	First version	Member Information	Management Committee

