Frinton Walton and District u3a learn laugh live	**Group Etiquette**

More Enjoyment – No Aggravation!!

The guidelines below will hopefully make for the smooth running of our groups for the benefit of everyone and should be read in conjunction with the Member's Code of Conduct.

- Frinton and Walton District (FWD) u3a Groups are only open to paid up members of FWDu3a or Tendring District u3a. However, a "visitor" can attend once with a view to joining.

- Any member wishing to join a group should contact the Group Leader to see if there is a place available.

- If a member has particular accessibility needs then they should discuss them with the Group Leader to ensure appropriate access is available where possible

- Where a group is full, the group leader may maintain a waiting list for when spaces become available. The prospective group member can also contact the Group Coordinator to determine whether an additional group can be set up.

- No member should turn up at a group meeting without notice. Places are allocated only by invitation from the Group Leader.

- When a member joins a group, they must be prepared to show a valid membership card to the Group Leader. Their membership number may also be recorded by the Group Leader. This is important for insurance purposes.

- Any member who is unable to attend a group meeting should let the Group Leader know with as much advance warning as possible.

- Any member who decides to leave a group should advise the Group Leader so that the place can be allocated to someone else. Some groups are full and with a waiting list, so if

a member has not made contact with the Group Leader for some time, their places in that group may be forfeited.

- All groups are self-financing and all group members must pay their share of the group expenses. Group Leaders may charge 50p for refreshments.

- Members are expected to treat each other with dignity and respect at all times. Any member causing disruption in a group may be asked to leave that group and possibly the FWD u3a.

Approval & Updates	By	Date
First version	Committee	July 2023