

Procedure to be followed where Groups are not being run according to Su3a Rules and Guidance.

Our Information to Group Coordinators document together with our various policies, lay out our vision for how Sheffield u3a (Su3a) and our groups should be run.

Whilst groups have a high degree of autonomy there are certain rules which must be followed. These will usually be ones which involve the health & safety of members, insurance matters, financial probity and others issues which could cause reputational damage to Su3a.

One of the most important rules is that members of a group must be Su3a members. There are only two exceptions to this rule, i.e. someone attending as “carer” for a group member or a potential member attending one of the two allowed taster sessions.

Any other non Su3a member attending will not be covered by our insurance and this could cause problems for group members and possibly trustees if they cause injury or damage to people or property.

Other examples of important rules are failure to adopt a risk assessment, failure to maintain proper financial records and to supply financial information when requested and failure to take part in the annual group members audit.

Initially, these issues may come to the attention of an Su3a administrator e.g Group records, Group Coordinator or Treasurer, who will attempt to assist and resolve the issue. If this fails then the case will be passed to the Chair or Vice Chair and the following procedure will be followed.

1. Chair/Vice Chair will contact Group Coordinator by email to explain the importance of the matter at hand and ask if there is any help which we can give in order to resolve it.
2. If no resolution is reached, the coordinator will be warned that the next step will be to contact all members of the group to make them aware of the situation and to ask for their help in resolving it. The group will be given 14 days to respond.
3. If no response or agreement has been reached then the group will be suspended for one month during which time they cannot meet as an Su3a group and if they do, they will not be covered by our insurance.
4. During that month, if the situation is resolved to the satisfaction of the Executive Committee the suspension will be lifted. However, at the end of the month, if no resolution is reached the group will no longer be a u3a group and will be removed from our records.
5. The Executive Committee should be kept informed of what is happening and all members of the group should be notified at each stage of action from 3 onwards. Correspondence with the group and the coordinator should clearly state the position regarding insurance. It should also be made clear that this action will not affect their overall membership of Su3a or any other groups.