

## Members' Booklet

### Welcome to Tring u3a

Tring u3a is a learning co-operative of older people. Educational, creative and leisure activities are organised by the members for the members by sharing knowledge, skills and experience. The aim is to learn from each other whilst contributing to members' overall health and well-being.

### How Do I Find out What's Going On?

Our website ([tringu3a.org.uk](http://tringu3a.org.uk)) News and Events page contains up to date information about future meetings and events.

We publish a monthly newsletter, including details of monthly meetings, outings and events and regular group meetings, together with contact details for the committee and group leaders. The newsletters for the months of July and August are combined as are those for November and December.

Members who have provided us with an email address will receive the newsletter by email. You can opt out of this by contacting the Membership Secretary. Printed copies are available on request. Anyone who cannot receive the newsletter by email will have a printed copy delivered to them by post or by hand.

### The Third Age Trust

u3a stands for the University of the Third Age, a self-help organisation for people no longer in full-time employment which provides educational, creative and leisure opportunities in a friendly environment. The u3a consists of local groups all over the UK, which are charities in their own right and are run entirely by volunteers. Local u3as are learning cooperatives that draw upon the knowledge, experience and skills of their own members to organise and provide interest groups in accordance with the wishes of the membership.

Although all local u3as remain operationally independent, they are members of The Third Age Trust and must abide by the principles of the u3a movement.

The Third Age Trust is a national, umbrella body (a registered charity and limited company) which represents all u3as in the UK at national and international level. It is run by a National Executive Committee democratically elected from the membership and offers a range of services, to support and advise local u3as.

You can find out more about The Third Age Trust on their website, [www.u3a.org.uk](http://www.u3a.org.uk).

### How to Contact the Committee or a Group Leader

If you want to contact a member of the committee by telephone, this information can be found in our monthly newsletter or you can email one of the following:

Chairman	<a href="mailto:chair@tringu3a.org.uk">chair@tringu3a.org.uk</a>
Secretary	<a href="mailto:secretary@tringu3a.org.uk">secretary@tringu3a.org.uk</a>
Treasurer	<a href="mailto:treasurer@tringu3a.org.uk">treasurer@tringu3a.org.uk</a>
Membership Secretary	<a href="mailto:membership@tringu3a.org.uk">membership@tringu3a.org.uk</a>
Groups Coordinator	<a href="mailto:groups@tringu3a.org.uk">groups@tringu3a.org.uk</a>
General Enquiries	<a href="mailto:info@tringu3a.org.uk">info@tringu3a.org.uk</a>

To contact a group leader, check the newsletter for their details or contact the Groups Coordinator. You can also contact the committee using one of the Contact forms on our website, [www.tringu3a.org.uk](http://www.tringu3a.org.uk).

## Monthly Meetings

Monthly meetings take place in the Victoria Hall, Akeman Street, Tring, HP23 6AA.

- They are held on the second Thursday of each month starting at 10:00 am. The hall is booked from 9.30 am, so you can arrive from then.
- There are no fees for attending monthly meetings.
- Members organising outings and events are usually present to answer questions, take bookings and receive any payment required.
- Guest speakers talk on a variety of subjects. There is no guest speaker at the December meeting, which is more of a social gathering.
- The Victoria Hall has a capacity of 200. In the unlikely event that we have to turn you away, it is because we are required to comply with this limit for fire regulations.
- The nearest public car park is in Frogmore Street.
- Should there be an incident during one of our meetings, fire exits are at the rear of the room, on the right behind the long drapes and through the door to the left of the stage. The assembly area is in the small car park across the road. Do not use the lift in the event of a fire and give others assistance if they need it and you are able to provide it.

## Coffee Mornings

Coffee mornings take place in the Nora Grace Hall, Faversham Close, Tring, HP23 5BA.

- These meetings run from 10.15 am to 12.00. It is a drop-in format and you can come for as long or as short a time as you wish.
- There are no fees for our coffee mornings.
- Some coffee mornings are themed to one of our groups, where you can learn more about what they do. They are also an opportunity to meet other members in more relaxed surroundings.
- There is parking behind the hall, accessed via Faversham Close, or you can use the Frogmore Street car park. Do not use the bays in the Frogmore Street car park that are nearest to the hall unless you purchase a long stay ticket.

## Privacy

Please note that, unless you notify us to the contrary, your membership gives us permission to use the information you have supplied in the following ways:

- To store it securely for membership purposes.
- To communicate with you as a u3a member.
- To share with Group Leaders for those groups of which you are a member.
- To send you general information about the Third Age Trust.
- To be shared with the company who oversee the distribution of the Trust magazine “*Third Age Matters*” if you have opted to receive this.
- If you are or become a Group Leader your name, telephone number and email address may be included in the Tring u3a monthly newsletter.

Please note that you can request that your data is not used for any of these purposes at any time by contacting the Membership Secretary, the Groups Coordinator or the relevant Group Leader.

## Group Meetings

Group meetings take place in various halls in the Tring area or in members' homes. The schedule of meetings and venues can be found in our monthly newsletter and on the Groups page of our website.

- There are no fees for group meetings but there may be a charge if there is a guest speaker. Groups that meet more than once a month will make a modest charge to help meet hall-hire costs. Most groups ask for a small donation towards the cost of refreshments.
- Please ensure your name and membership number are recorded on the attendance register when you go to a group meeting.
- If you require assistance with transport to and from group meetings you must make such arrangements yourselves.
- If you require a carer at a meeting, the carer must stay with you throughout the meeting. The carer does not have to be a member of Tring u3a but should register their name and contact details as a Guest with the group leader.
- New groups are encouraged, but please let the committee know of your ideas.

## Outings and Events

Outings and events such as garden trips, day trips and short holidays are organised by our members and are announced in advance in our monthly newsletter.

- Some outings are organised by groups primarily for their members, but may be opened up to the rest of the membership if spare places are available or to non-members on the understanding that they will not be covered by our public liability insurance.
- Where places are limited, our own members will be given priority at all times.
- Payment for most outings and events is required in advance. Payment by cheque should be made payable to **'Tring u3a'**.
- Refunds can only be made if the place is filled.
- Please check with the organiser if you have difficulty with long walks or steps/stairs. If you require any special assistance, it is your responsibility to arrange this.

## Our History

Tring u3a started life in October 2007 as an offshoot of Dacorum u3a. This allowed Tring residents to join a more locally focused group. Around 80 people attended the inaugural meeting at which the decision was made to go ahead and form Tring u3a.

It was not long before we reached a membership of 100. Our current membership is over 440. We have over 28 activity groups for members to choose from, a number that ebbs and flows as new groups form and older ones fade away.

Tring u3a became a fully registered charity in September 2014.



Members may wonder why we use a zebra as our logo. The zebra logo reminds us of Lord Walter Rothschild, who founded the Natural History Museum at Tring. Lord Walter could be seen in the early 1900s driving his zebra-cart in the grounds of Tring Mansion and around Tring.

## Membership

Our membership year runs from January to December. The annual membership covers entry to all monthly meetings and coffee mornings and entry to as many group meetings as you wish (with some exceptions - see Group Meetings above). A small donation is required by some groups to cover the cost of refreshments and/or additional facilities. Anyone who joins Tring u3a from the beginning of October will have their membership extended until the end of the following year.

Your membership fee includes a capitation fee that we pay annually to The Third Age Trust for all of our members. This pays for supporting services such as insurance premiums and various copyright licenses. It also gives all of our members access to the resource library held by The Third Age Trust.

If you are able to make your subscription eligible for **Gift Aid**, Tring u3a can claim an additional 25% of your subscription from HMRC at no cost to you. You can do this at any time by contacting the Membership Secretary.

Your membership includes copies of the national publication *Third Age Matters* from The Third Age Trust. These will be posted to you. If you do not find this of any great interest and would prefer not to receive it, please contact the Membership Secretary so that you can be removed from the distribution list.

## Renewing your Membership

The membership renewal process starts in October. Any member who has not renewed by the end of January will have their membership automatically lapsed.

If you register your email address with our online **Members Portal** (on the Membership page of our website), you can renew your membership and pay by **credit/debit card or PayPal**.

When paying your Membership fee by cheque, or indeed for any payment to Tring u3a by cheque, please make the cheque payable to '**Tring u3a**'.

You can also make an online or telephone payment by bank transfer to our CAF (Charities Aid Foundation) bank account:

Account Name: Tring U3A

Number: 00025739 Sort Code: 40-52-40

Note that the CAF bank does not yet support the "Confirmation of Payee" system, so you will need to override the confirmation check when setting up the payment.

If you need a membership form for someone you know, please contact the Membership Secretary.

## Terms and Conditions of Membership/Member Code of Conduct

- Members are expected to know, follow and promote the Principles of the u3a Movement at every opportunity.
- Members must always act in the best interests of Tring u3a and the u3a Movement, strive to uphold its reputation and never do anything which could bring their own, another u3a or the u3a Movement into disrepute or expose it to undue risk.
- Members are expected to use Tring u3a's resources responsibly and only to further its stated charitable objects/purposes.
- Members are expected to reflect the current organisational policy of Tring u3a, regardless of whether it conflicts with their personal views.
- Members are expected to abide by Tring u3a's procedures and practices.
- Members are expected to treat each other with dignity and respect at all times.
- Members should advise the committee of any changes in personal details.

## The Executive Committee

Tring u3a's Executive Committee consists of up to ten members. There are four officers (Chairman, Vice-Chairman, Secretary, Treasurer) and six other members. The current committee and their contact details are listed in our monthly newsletter or can be contacted via our website.

- A number of jobs are not official committee positions, but are nevertheless important activities. These include the Speaker Secretary, Groups Coordinator, Website Coordinator and Newsletter editor.
- The Executive Committee meets once a month to deal with any issues, plan for the future, manage the finances and monitor the health of Tring u3a.
- We are always looking for people who may be interested in joining the committee, be it for one year or for a longer period. Having new members on the committee means that we get fresh ideas and thoughts to keep us on our toes and help ensure that Tring u3a continues to provide the opportunities for older members of our local community.

## Volunteers

Apart from joining the committee, there are a number of things that members can do to help Tring u3a. These include:

- Recording attendance at monthly meetings.
- Meeting and greeting potential new members at monthly meetings.
- Serving refreshments at coffee mornings and at group meetings.
- Distributing newsletters in Tring.
- Helping to set up presentation equipment for the monthly and other meetings.
- Providing technical support for our IT equipment.

If you would be willing to help in any of these areas, please contact a committee member.


## learn, laugh, live

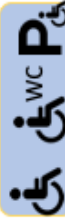
If you have any questions, comments or suggestions about Tring u3a, please contact a committee member.


## Annual General Meeting


Tring u3a holds its Annual General Meeting as part of the monthly meeting in March.


- The report on the previous year and the accounts are presented at this meeting.
- This is also when the Executive Committee for the coming year is elected. Nomination forms for the committee are distributed in November to allow members to nominate people for the officer roles and general membership of the committee.
- Under the rules of our constitution (available from the Secretary on request) existing committee members may not nominate or second anyone. This must be done by the regular members of Tring u3a.
- Executive Committee members may serve a maximum of six consecutive years on the committee, after which they must stand down for at least one year.
- New members are always welcome on the committee, they bring new ideas and enthusiasm and enable those standing down to be replaced on a regular basis.

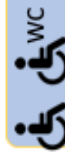
- 


1 Baptist Church Hall  
89 High Street, Tring HP23 4AB
- 

2 Catholic Church Hall  
51 Langdon Street, Tring  
HP23 6BA
- 

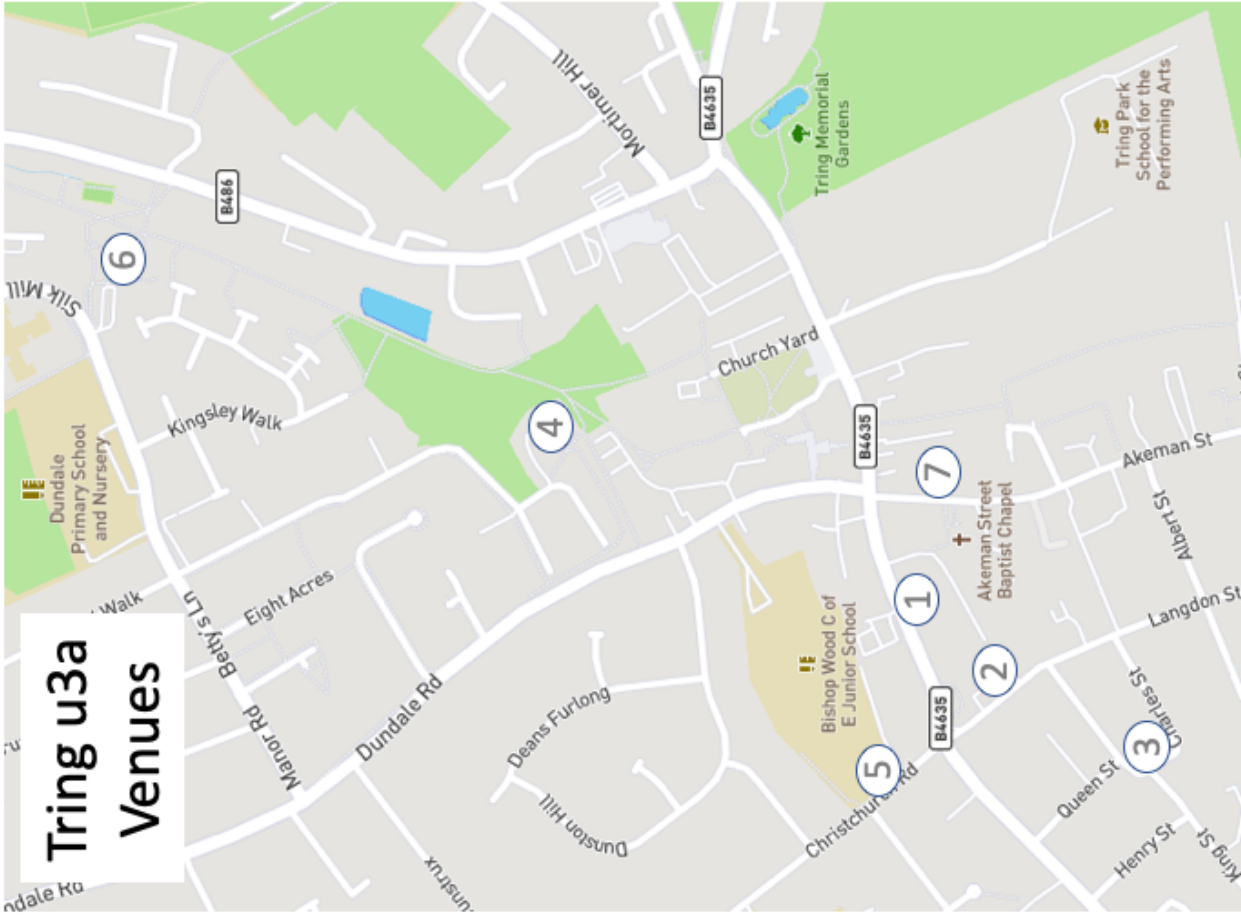
3 Kings Arms Coach House,  
King Street, Tring HP23 6BE
- 

4 Nora Grace Hall  
(formerly Red Cross Hall)  
Faversham Close, Tring  
HP23 5BA
- 



5 Temperance Hall  
Christchurch Road, Tring  
HP23 4EE
- 

6 Tring Community Centre  
Silk Mill Way, Tring HP23 5EP
- 

7 Victoria Hall  
Akeman Street, Tring HP23 6AA



KEY

-  wheelchair accessible
-  accessible toilet
-  disabled parking space on-site
-  hearing loop