

## **Sevenoaks U3A - Code of Conduct**

Sevenoaks U3A is a self-help educational charity.

Sevenoaks U3A activities are

- Study and activity groups
- Monthly general meetings
- Specific topic group meetings open to all (like the Science and Computing Groups)
- Occasional short groups with a specific topic or purpose
- Study days on a particular topic.

**Self-help** means that there is usually no teacher but books, the internet and other resources may be used for research or as a core text.

**Everyone** is expected to make some contribution to the shared-help group. The U3A motto enshrining this is '*Those who teach shall also learn, and those who learn shall also teach (Peter Laslett).*'

### **The 'ground rules'**

- The scope of the group, the topics to be covered and the programme of work is decided jointly
- Everyone contributes in some way or another
- Everyone's contribution is equally valid and useful
- Everyone listens to others in a polite and respectful way
- Everyone shares the responsibility for making the group work
- Group members support each other in their learning
- The work load is shared among group members
- Administration of the group may also be shared
- Behaviour that adversely impacts other members or impairs group function will not be tolerated
- Everyone learns through the unique U3A interactive shared learning model

### **Practicalities:**

- Members should always inform the organiser or host if they are unable to attend a group meeting.
- For group meetings held in members' homes, the other members make a contribution to the host (usually 30-50p) for tea or coffee (or take turns in hosting).
- For larger meetings in an external venue, everyone should take turns in helping with or clearing up refreshments.
- For larger groups there may be a small cost to cover hall hire and refreshments.

### **Summary**

For all members, membership of Sevenoaks U3A should be stimulating, enjoyable and engender a spirit of goodwill between members.