

UPPER CLUTHA U3A

VISITORS POLICY

Version: August 2026

The Upper Clutha U3A (the Society) Committee recognises that on occasions Members may wish to bring visitors (non-members) to an Upper Clutha U3A lecture.

The Committee also appreciates that Members have paid an annual subscription to attend lectures and that in the interest of fairness visitors should pay a fee to attend lectures.

1. VISITOR ATTENDANCE AND ENROLMENT

Members of the Society may bring a visitor/s (non-members) to a lecture. The Member must enroll the visitor by notifying the Membership Secretary by email (uppercluthau3a@gmail.com) that they intend to bring a visitor, providing the name of the visitor and the date of the lecture.

The Society will only accept visitors for a lecture if there is sufficient seating available after the closing date for Member's registration.

Non-members cannot attend lectures without being invited by a Member.

Visitors may attend no more than two lectures.

2. VISITOR FEE

The Committee shall set a visitor fee which shall be reviewed periodically and updated if appropriate.

The Member who invites a visitor is responsible for paying the fee. The fee should be paid in advance, once their attendance has been confirmed by the Membership Secretary.

The fee shall be paid into the Society's bank account 02-0673-0103741-000.

The payment details shall include:

Particulars – The name of the member

Code – Visitor

Reference – Date of lecture

The Society does not accept cash payments.

Refunds will not be given if the enrolled visitor/s cannot or do not attend, except under exceptional circumstances and with the approval from both the Chairperson and Treasurer.

3. VISITOR REPEAT ATTENDANCE

Visitors may attend up to two lectures. If a visitor has attended two lectures and wants to attend more, then they are expected to apply for membership.

4. INFORMING MEMBERS OF THIS POLICY

The Society shall inform its members of the Visitor Policy when inviting them to register for a lecture. The wording could include:

“Members wishing to bring a visitor to a lecture must enroll the visitor with the Membership Secretary, who will notify the Member whether there is seating available for the visitor.

The Member is responsible for paying the visitor fee of \$x once they have received confirmation that the visitor can attend.

Payments shall be made into the Society’s bank account 02-0673-0103741-000, and include Particulars – Members name, Code – Visitor, Reference – Lecture date.

Cash payments are not accepted.”