

The number of members in a group may occasionally have to be limited at the discretion of the Group Coordinator for various reasons e.g the nature of the activity; restrictions imposed by equipment or space required; health and safety etc. and if the demand exceeds the maximum number, then it becomes necessary to operate a waiting list policy.

Coordinators will need to ensure that their Group Listing held on the Simple Membership System is regularly updated and shows the potential maximum number of members who can be accommodated within their groups.

Members interested in joining a full group will be placed on a waiting list by the Group Coordinator. It should be noted that only current members of Bu3a can be held on any Waiting List. When a vacancy arises, the Coordinator will inform the member whose name is at the top of the waiting list. Should this member no longer be interested in joining the group, then the next person on the list should be approached and so on.

Although there is no wish to implement an attendance requirement as such, problems can arise if a member of a full group does not attend regularly but remains on the list thereby taking the place of someone on the waiting list. In these circumstances the following points should be considered, and the recommended steps should be taken:

There is an obligation for all members to inform the relevant Coordinator if they wish to cease participation in their activity or if for sound reasons (e.g. long term illness or incapacity) they need to suspend their involvement.

**If without such notice, a member fails to participate for either:**

**a) six consecutive sessions, or a period of three months (whichever is the sooner)**

**OR**

**b) for a minimum of 40% of the group meetings in a twelve-month period, then the Coordinator may regard the member's involvement as ceased.**

**It is the responsibility of the Group Coordinator to contact any such member to clarify their involvement and to ensure the member is informed of the decision to remove their name from the group membership. The Coordinator should take into account any valid reason for non-attendance and use discretion before making a decision to remove a member from their register.**

Members whose involvement ceases in this way will require the prior agreement of the Coordinator before any re-involvement is permitted and should be added to the waiting list if further interest is shown. Such re-involvement should not take priority over members already on the waiting list.

For groups which, for various reasons, do not have to impose an upper limit on membership and, therefore do not operate a waiting list, it is recommended that, in order to maintain a more manageable register of attendance, Coordinators should seek to

ensure that the group membership list held on the Simple Membership system reflects the actual current level of involvement and that any members who have ceased to participate are removed from the Beacon listing.

Group Coordinators should inform the Development Officer when their group is full and indicate the number of members on the waiting list. There is no requirement to provide the Development Officer with the names of members on the waiting list.