

Bearsden and Milngavie u3a

INFORMATION FOR CONVENORS OF INTEREST GROUPS

This is a summary of reference information for members, particularly convenors of interest groups. It covers:

- Services and help that are provided by the UK national organisation, the Third Age Trust. See the [Third Age Trust website](#), including the membership area, for more complete information.
- BaM u3a policy decisions made by the Executive Committee.

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1 Principles of the u3a Movement

Aims and Guiding Principles

A University of the Third Age is a learning co-operative of people who are no longer in full time employment, which enables members to share many educational, creative and leisure activities. Members, through sharing their knowledge, skills and experience, learn from each other.

The u3a Movement is non-religious and non-political and has three main principles:

The Third Age Principle

- a) Membership of a u3a is open to all in their third age, which is defined not by a particular age but by a period in life in which full time employment has ceased.
- b) Members promote the values of lifelong learning and the positive attributes of belonging to a u3a.
- c) Members should do all they are able to ensure that people wanting to join a u3a can do so.

The Self-Help Learning Principle

- a) Members form interest groups covering as wide a range of topics and activities as they desire; **by the members, for the members.**
- b) No qualifications are sought or offered. Learning is for its own sake, with enjoyment being the prime motive, not qualifications or awards.
- c) There is no distinction between the learners and the teachers; they are all u3a members.

The Mutual Aid Principle

- a) Each u3a is a mutual aid organisation, operationally independent but a member of The Third Age Trust, which requires adherence to the guiding principles of the u3a Movement.
- b) No payments are made to members for services rendered to any u3a.
- c) Each u3a is self-funded with membership subscriptions and costs kept as low as possible.
- d) Outside financial assistance should only be sought if it does not imperil the integrity of the u3a movement.

2 General u3a Information

There is a very useful summary and Q&As on the BaM u3a website at <https://www.u3a.org.uk/>

Staff at the u3a UK National Office in London are very helpful and can be contacted at 020 8466 6139 during office hours. Or email them at <https://www.u3a.org.uk/contact>

2.1 Insurance

a) Personal

All members are covered by public liability insurance when at u3a meetings or on u3a trips. Personal accident insurance is not included.

Almost all u3a activities are covered, but activities in any craft with an engine are excluded. In addition, if you are contemplating using machine/power tools or participating in potentially hazardous activities like abseiling or white-water rafting, consult National Office in advance.

For example:

"If a member trips over your leg and falls into a river, then sues you, you are covered. If you fall into the river of your own accord, you are not covered."

b) Equipment

The Third Age Trust provides each u3a with All Risks Equipment Insurance cover for up to £25,000 worth of equipment.

2.2 Membership

Anyone attending an interest group on a regular basis must be a member of BaM u3a. This does not exclude a potential member from coming along to see what it is like, or a visitor from another u3a from attending one or two meetings while in the area. Any non- BaM member wishing to attend an interest group with a view to joining is expected to contact the convenor prior to the meeting in order to check it is appropriate.

Please note that a non-member is not covered by u3a insurance for group meetings or outings.

2.3 Membership of Multiple u3a

A person may join as many u3as as they wish, but they must pay a separate subscription to each u3a. The full annual subscription for each U3A includes a Capitation Fee which is paid to central u3a organisations. This fee need only be paid once per year by each person no matter how many u3as they join.

2.4 Travel and visits

If **special transport** is organised, then it is advised that a list of all travellers be left with a member of the Committee who is not travelling, so that in the case of an accident, someone holds a comprehensive list. As a general principle, interest

groups go on outings and visits on the same basis as a group of friends; you come along at your own risk.

If money is involved, it should be collected and paid through the Treasurer and the BaM u3a A account. Otherwise, transactions should take place directly between individual members and the contracted organisation.

All members are advised to carry ID, and BaM ICE cards are recommended.

Car-sharing is not covered by u3a insurance but by the driver's third-party insurance. Petrol costs can generally be shared under the terms of the driver's insurance, but it should be clearly an informal arrangement.

Tour Operator Liability insurance is provided by u3a for study groups away from home for a few nights in the UK. If you wish to organise such a trip, we advise that you check with the UK National Office for details. Money should go through the Treasurer and the BaM U3A A account.

Longer holidays or trips abroad are not covered by u3a insurance.

2.5 Showing films and Playing Recorded Music

u3a interest groups are covered to show all commercial films by two copyright licences taken out by U3A. The Third Age Trust provides us with a Phonographic Performance Limited licence which allows our interest groups to make use of recorded music.

The Trust also provides us with a licence from the Motion Picture Licensing Company which permits the showing of films and TV programmes made by their 900 participating studios. Interest Group coordinators intending to make use of films or TV shows should visit the MPLC website to check that the production company is listed. If it is not, you may require a separate licence from Filmbankmedia, which covers some of the smaller production companies. If you think you need this licence, please contact a committee member and it will be purchased at no cost to your group.

2.6 u3a in Scotland

u3a in Scotland is a regional grouping of all the Scottish u3as without any paid staff. The website is:

<https://www.u3a.org.uk/component/contact/contact/scotland?catid=168&Itemid=490>

3 Record of policy decisions and Information specific to BaM

We are a voluntary, self-help organisation so try to keep rules to a minimum and to be as flexible as possible within the terms of the guiding principles.

The Committee is here to help, so please contact us with any queries or issues and we shall do our best!

Please read BaM Policy documents on our website for further information:

<https://u3asites.org.uk/bam/page/112570>

3.1 Constitution

BaM u3a constitution is available and can be downloaded from the website. It is based on the 'model constitution' provided by the Third Age Trust.

Other policies are also available on BaM u3a website.

<https://u3asites.org.uk/bam/page/112570>

It is recommended that you read and are familiar with them.

3.2 Charitable status

"All u3as, as members of the Trust, have charitable constitutions with charitable objects/purposes based on the model provided by the Trust."

BaM u3a does not have independent charitable status and is not registered with OSCR (the Office of the Scottish Charity Regulator). We have been advised that we should get charity concessionary rates, for room booking for example, and we should say that:

'u3a Bearsden and Milngavie is not an independent charity, but is affiliated to **u3a in Scotland**, OSCR registered charity number SCO30370.'

We cannot use the OSCR number for BaM u3a.

3.3 Membership and finances

Our annual subscription is from 1 April to 31 March.

All group finances should go through the Treasurer and the BaM u3a A bank account.

Convenors are encouraged, for accountability purposes, to keep a personal record of any small amounts of money collected and spent, and a register of attendees.

Convenors should also ascertain that all group members have renewed their membership for the current year.

Please ask the Membership Secretary or Treasurer if you have further queries.

3.4 Starting a new group or offering a short course

Please contact the Groups Coordinator in the first instance.

Groupscoordinator@bamu3a.org.uk

3.5 Financing groups, a new group or short course

Each interest group is self-financing. A small charge is appropriate to cover expenses where rooms are rented and/or tea and coffee are provided.

The Committee will consider using BaM u3a funds to assist with any short-fall in the cost of room hire for the first two meetings of a new group. This is to encourage members to start new groups and ensure that no-one is out of pocket as a result.

For demonstrations and short courses, BaM u3a will cover the cost of room hire.

Any equipment bought must be approved by the Committee (as the trustees of BaM u3a) and bought from the u3a bank account. Our policy is to approve purchases that are beneficial for more than one group and/or for general u3a events.

3.6 Room bookings

Please inform the Treasurer of room bookings at the time of booking. All bookings for rooms should give the Treasurer's name as contact. If money is collected from group members to cover costs this should be given to the Treasurer for payment. All invoices should be sent to the Treasurer.

3.7 Equipment

BaM u3a owns some equipment which is available for use by interest groups. Please contact the Chair/Groups Coordinator for a current list.

3.8 Emails and data protection

Please do not give out personal details of any member without their permission. **Always** send emails by putting email addresses in the 'blind copy' (BCC) address field of the message.

To: your own email address

BCC: your group members

These addresses are invisible to other recipients. This is an automatic feature of Beacon (if used).

Please read BaM Policy documents on our website for further information:

<https://u3asites.org.uk/bam/page/112570>

3.9 Website

BaM u3a website is at <https://u3asites.org.uk/bam>

Each group has its own page on the website and a 'message bird' button which sends an email to the convenor.

The Convenor is responsible for the content of the page. Please contact the Webmaster with any updates. bamwebmaster@aol.com

3.10 Paid tutors

The policy of the Third Age Trust is to discourage paid tutors.

3.11 Outings by coach

A member may bring one companion on an outing. If the companion attends more than twice, then they should become a member of BaM u3a. They are not covered by u3a insurance until they are accepted for membership.

3.12 Publicity for third party organisations

A BaM u3a member may put up a poster and have leaflets available at a Monthly Meeting to publicise a local organisation with which they are associated, such as a club, provided the organisation is non-commercial and non-profitmaking.

BaM u3a will not promote any outside organisation in any other way, except where an organisation has been invited to speak or is involved in a collaborative project. Any such requests must be referred to the Committee.

No BaM u3a member should seek to promote any commercial or fund-raising activity through u3a.

Requests from non-commercial organisations for help with research or volunteers will be considered on an individual basis by the Committee.

Revised Date: February 2023

Review Date: February 2026

Email addresses:

Groupscordinator@bamu3a.org.uk

Chair@bamu3a.org.uk

Treasurer@bamu3a.org.uk

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