

## **PD1a**

BISHOPS STORTFORD UNIVERSITY OF THE THIRD AGE

### **STANDING ORDERS**

On the 2nd September 2014, the executive committee passed the following standing orders, as amended on 5<sup>th</sup> September 2017:

1. The membership year is 1st April to 31st March.
2. The executive committee shall include (in addition to the officers named in the constitution of 2014), an assistant secretary and a membership secretary.
3. Persons, who need not be members of the U3A, may be invited by the executive committee, to serve on the executive committee because of their special expertise, or other reason approved by the executive committee. They shall have no voting rights and have tenure until the next AGM.
4. The interval between AGM's may not be more than fifteen calendar months.
5. The business at the AGM (in addition to the business stated in the constitution 2014), shall be:
  - i - Minutes of the last AGM,
  - ii - Chairman's report,
  - iii - Treasurer's report and acceptance of examined accounts,
  - iv - Any other business, and resolutions for debate at the AGM, must be submitted, in writing, to the secretary not less than 2 weeks before the AGM.
6. The mandated signatures (for withdrawals) are the chairman, treasurer, secretary and membership secretary.
7. Individual group activities shall be financially non-profit making and self-supporting. The executive committee reserves the right to give financial help which it considers necessary for the running of a group, or groups. Such financial help may include gift(s) to group(s) at the entire discretion of the executive committee, provided:
  - i - 'Surplus cash funds' are available, as determined by the executive committee. For guidance purposes 'surplus cash funds' may be interpreted as, but not restricted to, unspent gift-aid tax refunds at the beginning of each financial year, and
  - ii - members are given adequate time to make representations to be awarded such gift(s).The procedure to be followed, and the prioritisation of such gift(s), to be determined by the executive committee.
8. Each group shall appoint one of its members to keep income and expenditure records to be available to the treasurer and/or the examiner annually. Excess group funds should be lodged with the treasurer for safe keeping. For purposes of clarity group co-ordinators (unless they are members of the executive committee) are not

trustees and therefore ineligible to open bank accounts and to sign cheques under 11ii of our constitution (2014). Furthermore trustees (executive committee) have no authority to delegate their powers or financial accountability to any other U3A individual.

9. The financial year of the U3A is 1st January to 31st December.

10. Co-ordinators of outings and holidays must distribute any free places or discounts that they are offered between all participants on the outing or holiday.

11. A financial summary / report for all outings or holidays must be submitted to the treasurer within 30 days of the completion of the outing or holiday.

12. The appointment of named individuals to specific executive committee officer roles, shall be determined by members voting at AGM

13. Bookings for outside accommodation must be handled by trustees (executive committee) on behalf of the U3A and any formal agreements must be signed by a trustee acting as a 'legal representative' of the U3A. This will also ensure that trustees are aware of U3A's legally enforceable commitments.