

Supplementary Rules

INTRODUCTION

Clause 31 of the Bridgend u3a Constitution of 16 May 2022 allows the trustees to make such rules as are necessary for the conduct of the business. These rules will be published on the website alongside the constitution and will be available, on request, to any member of Bridgend u3a. The rules supplement the constitution. They do not replace it. Where there is a discrepancy between any rule and the constitution, the constitution will take precedence.

1. RULES – CREATION, AMENDMENT AND REMOVAL

- 1.1. Providing the membership are notified by publishing them on the website, supplementary rules governing the conduct of the business of Bridgend u3a may be enacted by a simple majority of trustees at a committee meeting.
- 1.2. A list of rules, i.e. this list, will be maintained by the Chair.
- 1.3. Such rules may be amended or removed by a simple majority at any subsequent meetings of the trustees.
- 1.4. Rules can also be removed or amended by a simple majority at a properly constituted General Meeting.

2. MEMBERSHIP FEES, MEMBERSHIP YEAR AND FISCAL YEAR

- 2.1. Subject to informing members, the trustees may decide the annual membership fees, the membership year and the fiscal year.

3. STANDARD PAYMENTS

- 3.1. All payments from Bridgend u3a accounts must be supported by appropriate documentation.
- 3.2. Payment of approved invoices from authorised suppliers will normally be within 14 days of the receipt of the invoice.
- 3.3. All expenses claims and payment requests over £100 require the approval of two trustees.
- 3.4. Payments will normally be made by cheque.
- 3.5. Proper documentation includes, but is not limited to, authorised invoices from approved suppliers, and correctly completed expense forms and payment requests.
- 3.6. Cheque Payments Cheque payments must be signed by TWO authorised signatories neither of which may be beneficiaries of the payment.
- 3.7. Online Payments Online payments may be made when required but only when supported by proper documentation signed by TWO authorised signatories neither of which may be beneficiaries of the payment.

4. CASH PAYMENTS

- 4.1. The use of cash is discouraged and must only be used where no viable alternative exists.
- 4.2. Expenditure - Cash expenditure must be supported by an appropriate invoice or payment request. A receipt for the cash payment must be obtained from the payee and submitted to the Treasurer with an expenses form.
- 4.3. Income - Cash income is retained by whoever collects it. A personal cheque for the value of the funds is then paid to the Treasurer along with the appropriate form detailing the source and amount of the funds.