

BUSHEY AND DISTRICT U3A

REGULATIONS

These Regulations are intended to supplement the Constitution of **Bushey and District U3A** (Bushey U3A) and give practical guidance for its day to day working. Their purpose is also to record in one place decisions taken by the Executive Committee (Committee) as to the procedures to be followed together with advice on good practice provided by the Third Age Trust. In the event that there is a conflict between the Regulations and the Constitution, the Constitution will prevail. All Committee Members (whether elected or co-opted) are Trustees of Bushey U3A. Copies of the Constitution and these Regulations will be available to all Members.

1. EXECUTIVE COMMITTEE AND TRUSTEESHIP

- i. Each member of the Committee will, as a Trustee, familiarize themselves with the Constitution and these Regulations.
- ii. As Trustees members of the Committee will ensure the efficient and effective conduct of business in accordance with the Trustee Code of Conduct that is attached to these Regulations. They should also familiarize themselves with the Summary of Trustees Duties and Responsibilities (attached) and any other relevant guidance notes provided by the Third Age Trust for the running of Bushey U3A .

2. MEMBERS AND MEMBERSHIP

- i. Membership is currently limited to six hundred and seventy (670) places.
- ii. Priority for new membership places will be given to those who are cohabiting spouses or partners and are not existing members and thereafter those who have a WD19 or WD23 postcode.
- iii. Acceptance of a member is at the sole discretion of the Committee.
- iv. A decision to vary the total number of Members and membership requirements will only be made by the Committee. The limit on numbers is due to the safe capacity of the hall used for Monthly Meetings.
- v. All new members must have access to a functioning e-mail account and all communications will be made via this unless there are extenuating circumstances approved by the Membership Secretary.
- vi. Every Member must notify the Membership Secretary in writing of any change of address (both postal and/or e-mail) and telephone number.
- vii. All new Members will be required to pay their subscription fees by direct debit unless there are extenuating circumstances approved by the Membership Secretary.
- viii. Personal information provided by Members will only be used for the conduct of the business of Bushey U3A and not for any other purpose.
- ix. Memberships must be renewed by the 31st March in any year.
- x. Members are required to produce their membership cards at every monthly meeting and also when required at study group meetings and on outings. At a monthly meeting failure to do so will incur an additional charge of £1 on each occasion, which will cover the cost of a replacement card. Replacement of cards at any other time will similarly incur a cost of £1.
- xi. In the event that a member resigns from or leaves Bushey U3A during the course of the membership year no refund of fees will be made.
- xii. All Members are required to:-
 - Abide by the principles of the U3A movement.

- Always act in the best interests of the U3A and not do anything to bring the U3A into disrepute.
- Abide by the terms and conditions of the Constitution and these Regulations.
- Treat fellow members with respect and courtesy at all times.
- Comply with and support the decisions of the elected Committee.

3. GENERAL MEETINGS

Bushey U3A will normally hold a meeting every month that will be open to all Members and to which a speaker may be invited. The number of Members attending these meetings will be limited according to the rules of the specific venue.

4. STUDY GROUPS

Subject to prior approval by the Study Group Co-ordinator (SGC), Members of Bushey U3A wishing to pursue particular interests, may form themselves into Study Groups and each Study Group shall have an SGL responsible for overseeing the running of the Group, and be the link with the Committee through the SGC.

- Each SGL shall be responsible for ensuring that every Member of their Group is a paid-up member of Bushey U3A, holds a current membership card and will maintain a list to record this. In addition the SGL will maintain a record of all attendees at each meeting and/or event.
- The Committee will invite all SGLs to a meeting at least once a year as a forum for the exchange of ideas and the dissemination of information.
- Study Groups are expected to be self-financing and will not be allocated funds from Bushey U3A for start up costs, ongoing expenses or otherwise.
- In the event of any accident to a group Member the SGL will ensure that an accident form is promptly obtained from, completed and sent to the SGC.

5. PAID TUTORS

Bushey U3A will not permit the use of paid tutors as advised by the Third Age Trust to reflect the U3A principle of mutual learning without payment or profit.

6. JOINT STUDY GROUP PROTOCOL

Joint Study Groups may be formed between neighbouring U3As where there are insufficient Members belonging to a single U3A to support a viable Study Group. The initial contact, agreement and formalization is to be made through the SGC. When a joint group is full and a 'host' member asks to join the group a 'visitor' member should be asked to leave the group to make room for the 'host' member. The 'host' U3A is the U3A that owns the study group and the study group leader is one of their members. The 'visitor' U3A is the one that wishes to have some of its members participate in the 'host' U3A's group. This was agreed at the local Study Group Coordinators' meeting on 30 March 2017.

7. VISITORS

- A visitor may attend, on a total of two occasions over any membership year, either a Study Group activity (including outings) and/or a monthly meeting of Bushey U3A and must have the consent of the Membership Secretary and the Study Group Leader (SGL) where appropriate. A register of visitors' attendance shall be kept for this purpose. The name, address and telephone number of the visitor must be supplied to the Membership Secretary before

- attendance to comply with insurance conditions. The limit on the number of visits will not apply if the purpose of the visit is to provide expertise or special knowledge to Bushey U3A or a Study Group.
- ii. A visitor may not attend a monthly meeting if it is deemed by the Committee that the total number of Members and visitors attending is likely to exceed the maximum number allowed by the rules of the venue (except to assist a disabled member).
- iii. Where a Study Group makes a charge for attendance the visitor should also pay the charge.
- iv. Where a visitor is disabled their carer may attend at no charge.

8. FINANCE

No group monies should be deposited in a Member's personal bank account. If banking facilities for the Group are required the Treasurer must be consulted.

If a study group meets in a Member's home a means of reimbursing the host for the cost of refreshments should be established. This contribution should be no more than £1 per person per meeting and it is not necessary to keep formal accounts. If the contribution is in excess £1 accounts must be kept and submitted to the Treasurer at intervals as specified.

Where a Study Group's activities involve the collection of payments to cover group meetings (this includes the cost of room rentals, outing costs, travel expenses, consumables and other incidental costs) these may be made by cheque (payable to **Bushey and District U3A**) or by cash. These transactions are to be managed on the following basis.

- i. The SGL must maintain proper accounts, details of income or expenditure by each individual event and a list of Members and non-Members attending each event.
- ii. Receipts for expenditure must be retained and supplied to the Treasurer for audit purposes upon request.
- iii. In order that the Committee can fulfill its responsibilities the Treasurer will have access to this accounting record as required.
- iv. The SGL will be responsible for setting the costs of an event so as to cover these and avoid generating more than a small surplus. Any surplus should include the value of any discounts, inducements and benefits offered by the supplier of any services.
- v. Where a surplus does occur this must be reduced by offering refunds to the participants or by reduction to the cost to group members of future activities.
- vi. Accumulated net surpluses at the accounting year end, unless agreed otherwise by the Treasurer, must be transferred to the U3A main account.
- vii. Accounts for the group may be incorporated as appropriate into the U3A accounts
- viii. All cheques or other means of making payments from bank accounts to be signed in accordance with the mandate to the bank. Two signatures will be required from the list on the mandate and the signatories must be Trustees. Cheques or other payment to a signatory (e.g. for expenses) should be signed or authorized by two other signatories.
- ix. For further details of group financial procedures the SGC or the Treasurer should be consulted and their decision will be binding.

All financial matters of Bushey U3A will be supervised by the Treasurer (supported by the Groups Treasurer where appointed) in accordance with the current guidelines of the Third Age Trust.

9. DONATIONS TO CHARITIES

Donations to other charities by Bushey U3A are not permitted unless the charity has the same objects as Bushey U3A.

10. PURCHASING

All purchase of goods and services shall be, wherever possible, by competitive quotations.

11. ASSETS

An Assets Register will be maintained listing all property owned by Bushey U3A showing the date of acquisition, purchase price and where each item is stored. This will be held by the Treasurer and will be included in the balance sheet when reporting at the AGM.

If property is purchased by a group, in the event that the group ceases to exist in its approved format, the ownership of that property will be passed to Bushey U3A

12. DATA PROTECTION AND PRIVACY POLICIES

Data protection and privacy policies are available on the Bushey and District website on the Documents page.

13. COMMITTEE MEETINGS

These will normally be held on a monthly basis (currently on the first Monday of each month).

a. Committee Procedures

The agenda for a Committee Meeting should follow this basic structure:

- i. Agenda -to be circulated at least five (5) days prior to the meeting date).
- ii. Apologies for absence.
- iii. Minutes of the last meeting to be circulated no more than five (5) days after the meeting date.
- iv. Matters arising.
- v. Chairman's Business.
- vi. Secretary's report.
- vii. Treasurer's report including a budget update.
- viii. Membership Secretary's report
- ix. Study Group Coordinator's report
- x. Webmaster's report
- xi. Any other business.
- xii. Date, time and place of next meeting.

If a vote is required on any issue the Chairman of the meeting should summarise the arguments for and against where appropriate. A proposer and seconder should be sought and then a vote taken. Voting is by a show of hands and votes for, against

and abstentions should be recorded. If the Committee is of one mind and there is no dissent, it should be recorded as having been carried unanimously. If the votes are equal, the Chairman has the casting vote. The numbers of votes for and against any motion will be recorded in the meeting Minutes.

In the event that the minutes are made available to a non-Committee Member all personal and confidential information must be redacted from them.

b. Confidentiality

Once a Committee decision has been reached Committee Members are expected to accept support and abide by it. Opinions expressed in meetings must be treated as being confidential.

c. Sub-Committees

If the Committee workload becomes unmanageable ad-hoc Sub-Committees may be formed to perform a specific function or task. Sub-Committees should include at least one member of the main Committee to ensure full and prompt reporting. The main Committee must agree terms of reference, which should clearly state that the role is purely advisory and does not have decision-making powers or expenditure authority. The duration of any Sub-Committee should be specified.

14. ANNUAL GENERAL MEETINGS

An Annual General Meeting (AGM) is a constitutional requirement to keep members informed, enable elections to take place and accept the annual report and accounts. This will be held on such date in the year as the Committee may determine which is currently in October prior to the monthly meeting. In order to proceed, it must be quorate. If the required quorum, as stated in the Constitution, is not present, the meeting should be adjourned to another day and time, giving the appropriate notice required in the Constitution.

- i. Prior to the AGM a notice of its date, place and time will be sent to all members and this must be at least 21 days before the meeting..
- ii. Members should be invited to submit proposals and seconded motions by a set date.
- iii. A detailed agenda plus supporting papers should notified and made available be sent to all members at least 21 days before the meeting.

The Agenda must include the following items:

- i. Minutes of the last AGM and matters arising.
- ii. A report of Bushey U3A activities during the year (this will include reports from the Chairman and other members of the Committee where appropriate).
- iii. Examined accounts for the previous year.
- iv. Appointment of an independent examiner.
- v. Election of the Committee.
- vi. Constitutional changes.
- vii. Any other business.

15. SPECIAL GENERAL MEETING.

The Committee may call a Special General Meeting of Bushey U3A at any time or if at least twenty percent (20%) of the Membership request such a meeting in writing stating the business to be considered. The Secretary shall call such a meeting and at

least twenty-one (21) days notice shall be given. The notice must state the business to be discussed. A quorum exists when at least twenty per cent (20%) of the Membership is present.

16. EXTERNAL EVENTS AND CHARITY PRESENTATIONS

As a principle non-U3A events should not be promoted via the website or other means. The Committee may vary this on a discretionary basis. There will be no advertising or promotion of external commercial activities. Where a request for representations is made by a charity this will be only be made through the Chairman and details may be posted at the monthly general meeting.

17. DISCIPLINARY MATTERS

All disciplinary matters within Bushey U3A, shall be dealt with by the Committee (excluding the offending party where this is a Committee Member), in accordance with the current guidelines of the Third Age Trust.

18. VULNERABLE ADULTS

Everybody has different levels of vulnerability and each of us may be regarded as vulnerable at some time. All members who may be vulnerable have a right to protection from all types of harm or abuse.

In all our activities we will:

- Value, listen and respect members who may be vulnerable.
- Ensure that all members feel welcomed, respected and safe from abuse.
- Recognize equality amongst people and relationships.
- Do all we can to help members who may be vulnerable, to be and remain active contributors within U3A and if they are or become unable to participate independently, encourage them to bring a companion/carer with them in order that they can continue to enjoy the benefits of U3A membership.
- Ensure all members are aware of their responsibilities to protect vulnerable adults.

19. U3A MEMBERS AND COMPANIONS/CARERS

U3A membership is open to everybody in their third age, namely those no longer in full time employment and with no parental responsibilities. U3As are self-help, co-operative organisations run entirely by the members for the members and therefore it is important that individuals are able to take full responsibility for their own participation in U3A interest groups and events. Should the situation arise when a member no longer feels confident that he/she can participate fully without needing help, it will be necessary for that person to be accompanied by a companion/carer who will be covered by the liability insurance provided by The Third Age Trust whilst in attendance. The carer/companion should not attend any U3A activities as an individual and committee approval must be given. Members who are willing to help cannot be allowed to take responsibility for another member's care as this could be deemed to be outside our insurance cover if any injury or damage resulted.

Should a member not be able to participate independently in U3A activities a carer/companion is essential as it is not acceptable for insurance reasons for the responsibility for care to be left to fellow members unless there is a specific arrangement in place with an individual member who may well be a friend.

20. COMMUNICATIONS

All Members will be encouraged to (and all new Members must) have access to a working e-mail address and general communications will be via this. This will only be varied for Members in extenuating circumstances approved by the Committee.

A Newsletter will be published on a quarterly basis and distributed by e-mail to all members except those existing ones who do not have access to an e-mail. These will receive the Newsletter by post.

A monthly e-mail will be sent to Members by the Membership Secretary advertising forthcoming events and giving other news and notices. Because of data protection requirements personal details of individuals will only be contained in these e-mails and not posted on the website. All contributions for the monthly e-mail must be with the Membership Secretary by the 10th of each month.

21. GENERAL

Where a matter arises that is not dealt with within these Regulations, or the Constitution, reference should be made to The Third Age Trust guidelines dealing with the relevant topic.

22. REVIEW OF REGULATIONS

The authority to make changes to these Regulations lies exclusively with the Committee.

The Secretary is tasked with keeping the Regulations under constant review to ensure their ongoing fitness for purpose. All changes to them will be referenced by date and applicable Committee Meeting and included in the Regulations.