

## Havant U3A – Policy and Rules

Document date: 3<sup>rd</sup> May 2019

Item	Approval Date	Topic	Resolution
1	21/6/2012 Amended 3/5/2019	Communications	The principal method of communication within Havant U3A is email. Those members who do not have email are recommended to ask another member to keep them up to date or to attend General Meetings on a regular basis.
2	21/6/2012 Amended 3/5/2019	Financial year and AGM	The Havant U3A accounting year starts on the 1 <sup>st</sup> August and ends on the 31 <sup>st</sup> July of each year. The AGM is in September of each year.
3	13/9/2012 Amended 3/5/2019	Group Record Keeping	Group Conveners are asked to keep a record of attendance at their meetings and, when asked, to provide this information to the Membership Secretary and the Treasurer. This is required in order to maintain our management system and to identify attendees who have not paid their subscription.  <b>Note that only fully paid up members are covered by U3A Liability Insurance. An exception is made for trial members, see 19 below.</b>
4	13/9/2012 Amended 3/5/2019	Car Sharing	It is recommended that members who are offered lifts in another member's car contribute to the cost. 10p per mile is suggested. Car parking charges should also be shared.
5	3/1/13 Amended 3/5/2019	Room Hire	For insurance purposes rooms hired by Interest Groups must be in the name of Havant U3A and the Treasurer should either pay or hold the receipt. The cost of room, if paid by the Treasurer, will be recovered from the group.  Easy rules and a set of forms have been drawn up for group leaders to facilitate book-keeping. Groups Coordinators are required to keep records of available rooms and charges and inform Group Conveners when requested.
6	3/1/2013 Amended 3/5/2019	Groups Meeting in Members Homes	Where refreshments are provided by the host it is recommended that a contribution towards the cost is made. A minimum of 30p per members is suggested.  Members are also recommended to apologise to their host in advance of the meeting if they do not plan to attend.
7	7/2/13 Amended 3/5/2019	Subscriptions	Subscriptions are set by the Executive Committee prior to the commencement of the new financial year (see 2 above). A reduced subscription cost is available to members joining after the April 1 <sup>st</sup> in any year.  For the year commencing the 1 <sup>st</sup> August 2019 the full subscription will be £15.00 and the reduced subscription £10.00. An Associate Membership category will be

			<p>available from the 1<sup>st</sup> August 2019 at a cost of £10.00, this is only available to paid-up members of other U3A's (see 18 below).</p> <p>All subscription costs for subsequent years may vary.</p>
8	7/3/2013 Amended 3/5/2019	Publicity	Havant U3A should aspire to take advantage of all external media to increase awareness of our organisation and activities
9	10/1/14 Amended 3/5/2019	Attendance at Group Meetings	Four successive absences at group meetings without apology may be taken as resignation from that group
10	7/3/2014	Cloud	The committee should endeavour to familiarise itself with Dropbox and the Cloud
11	7/3/2014 Amended 3/5/2019	Gift – Aid	Members who are tax payers should be encouraged to take part in the Gift Aid scheme. This enables basic rate tax already paid on their subscription to be recovered by Havant U3A.
12	4/4/2014 Amended 3/5/2019	Accident Book	<p>Accidents and incidents at group meetings should be reported to the Secretary using the Accident Report Form, available on request or can be downloaded from the Members Page of the Havant U3A website.</p> <p>The Secretary will keep a record and determine if any further action is required.</p>
13	1/12/2017 Amended 3/5/2019	Member Involvement	All members are encouraged to contribute to the ongoing organisation of Havant U3A either as members of the executive committee or as volunteers.
14	1/12/2017 Amended 3/5/2019	Publications and artefacts	<p>All members and groups are encouraged to create publications and other items as a record of our activities.</p> <p>Ensure that this does not create risk for Havant U3A by infringement of copyright, libel, etc.</p>
15	1/12/2017 Amended 3/5/2019	Donations to charity	<p>Havant U3A cannot make donations to another charity.</p> <p>If a group generates funds it may decide to donate these to a charity but this must not be done in the name of Havant U3A as it contravenes the terms of our registration with the Charity Commission.</p>
16	1/12/2017 Amended 3/5/2019	Activities	<p>All Havant U3A activities must be planned to be self-supporting unless alternative arrangements are agreed in advance by the Executive Committee.</p> <p>Any surplus from an activity may, with the <b>prior</b> agreement of the Treasurer, be rolled-over to a related activity.</p>
17	3/5/2019	Group sharing with neighbouring U3A's	Havant U3A members may join any neighbouring U3A and their groups subject to the rules of that neighbouring U3A. Havant U3A has an arrangement

			with Emsworth U3A that allows members to join each other's groups without incurring an additional membership subscription providing there is room in the neighbouring group. Other U3A's may require an additional membership subscription.
18	3/5/2019	Members of Other U3A's	<p>With the exception of Emworth U3A members of all other U3A's must join Havant U3A to access our groups and attend our General Meetings and other events.</p> <p>From the 1<sup>st</sup> August 2019 an Associate Membership will be available for members of other U3A's at a cost of £10.00 subject to the prospective Associate Member being able to provide proof that they are a full member of another U3A.</p> <p>This fee (subscription) is subject to review and change annually, see 7 above.</p>
19	3/5/2019	Trial Attendance	<p>Should potential members be undecided about joining Havant U3A they can attend up to two meetings (one General Meeting and one Group Meeting or two or either) prior to paying the appropriate subscription charge. Trial attendance at the General Meetings will be free. Trial attendance at group meetings may be subject to cost sharing.</p> <p>Trial attendees for two meetings will be covered by U3A liability insurance providing their attendance is known and recorded.</p>