

Havant U3A Policy Summary

Document date: 7th May 2022

Note: This document is a partial summary (covering the most frequent QA's) of Havant U3A's Constitution and its Formal Policies on Accessibility, Data Protection, Equality, Diversity and Inclusion, Finance, and Privacy which are to be found on the Membership Page of the Havant U3A website. In the event of differences between this Policy Summary the Formal Policies the Formal Policies are pre-eminent.

Item	Approval date	Topic	Policy
1	21/6/2012 Amended 3/5/2019	Membership year, financial year and AGM	The Havant U3A membership and accounting year starts on the 1 st August and ends on the 31 st July of each year. The AGM is in September of each year and the annual subscription shall become due and payable on that date.
2	7/2/2013 Amended 3/5/2019	Subscriptions and Gift Aid	<p>For the year commencing the 1st August 2019, the full subscription will be £15.00 with a reduced subscription of £10.00 for members joining after 31st March 2020.</p> <p>An Associate Membership will be available from the 1st August 2019 to paid-up members of other U3As upon presentation of a current membership card. A full year Associate Membership subscription will be £10.00 and £5.00 for those joining after 31st March 2020.</p> <p>Subscription fees will be reviewed annually.</p> <p>Members who are taxpayers are encouraged to take part in the Gift Aid scheme. This enables basic rate tax paid in respect of the subscription to be recovered by Havant U3A.</p>
3	3/5/2019 Amended 9/05/2020	Members of other U3As	With the exception of Emsworth U3A, members of all other U3As must join Havant U3A to access our groups and attend our General Meetings and other events with the exception of Trial Attendance, see Item 4 below.
4	3/5/2019	Trial attendance	Should potential members be undecided about joining Havant U3A they may attend up to two meetings, whether General Meetings or Group Meetings or a combination of the two, prior to paying the appropriate subscription charge. Trial attendance at General Meetings will be free. Trial attendance at Group Meetings may be subject to cost sharing.
5	1/12/2017 Amended 3/5/2019	Member involvement	All members are encouraged to contribute to the running of Havant U3A either as members of the executive committee, leading a group, assisting in its administration, or as volunteers.
6	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.

7	7/3/2013 Amended 3/5/2019	Publicity	Havant U3A should take advantage of all external media opportunities to raise awareness of its role and activities
8	3/5/2019	Group sharing with neighbouring U3As	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 and District U3A that allows members to join each other's groups without incurring an additional membership subscription charge providing that there is room in the neighbouring group. Other U3As may require an additional membership subscription.
9	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. Note that only fully paid up members are covered by U3A Liability Insurance.
10	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
11	3/1/2013 Amended 3/5/2019	Group meetings in member's homes	Where refreshments are provided by the host it is recommended that a contribution towards the cost is made. A minimum of 30p per member is suggested. Members are also recommended to apologise to their host in advance of the meeting if they do not plan to attend.
12	13/9/2012 Amended 3/5/2019 and 7/5/2022	Car sharing	It is recommended that members who are offered lifts in another member's car contribute to the cost. 15p per mile is suggested. It is recommended that car parking charges should also be shared.
13	1/12/2017 Amended 3/5/2019	Activities including group activities	All Havant U3A activities, including group activities, are expected to be self-supporting unless alternative arrangements are agreed in advance by the Executive Committee. Any surplus from an activity may, with the prior agreement of the Treasurer, be rolled-over to a related activity.
14	3/1/2013 Amended 3/5/2019	Room hire	If a group decide to hire an outside venue (i.e. not at a members' house) then for insurance purposes, the bookings must be made under the name of "Havant U3A" and invoices sent to the Treasurer for payment. The cost of room hires, paid by the Treasurer, will be recovered from the group. Guidelines and forms for Group Conveners are available on the Havant U3A website. The Groups Convener Co-ordinator will keep a record of local venues that can be used by groups.

15	1/12/2017 Amended 3/5/2019	Publications and artefacts	All members and groups are encouraged to create publications and other items as a record of our activities provided that this does not create a risk to Havant U3A by, for example, infringement of copyright, libel, or the like.
16	4/4/2014 Amended 3/5/2019	Accident book	Accidents and incidents at group meetings should be reported to the Secretary using the Accident Report Form, available on request from the Secretary or downloaded from the Members' Page of the Havant U3A website. The Secretary will keep a record and determine if any further action is required.
17	1/12/2017 Amended 3/5/2019	Donations to charity	Havant U3A is a charity and cannot make donations to another charity, although it is open to members to make charitable contributions if they wish to do so.
18	9/05/2020	Cheques and advanced payments	If any cheques are collected for U3A activities, they need to be made out to "Havant U3A" (not to an individual). Alternatively the payment can be made via bank transfer direct to Havant U3A bank account. Make contact with the Treasurer about raising cheques or bank transfers to pay for deposits, advance tickets, hire of coaches etc.
19	9/05/2020	Group income	Due to insurance cover limits, moneys raised by the group in excess of £500 should not be held by any individual but must be forwarded to the Treasurer who will pay the sum into the bank and "ring fence" it for the sole use of your group Never put members' money into your personal account.