

# LIVERMEAD AND PRESTON UNIVERSITY OF THE THIRD AGE

## BRANCH RULES 2022/2023

- 1. Amendments** to these Rules can be implemented at any time by the Committee, provided they do not conflict with the Livermead and Preston Constitution.
- 2. Membership** is on an individual basis. There is no upper or lower age limit and the only requirement is that members should be Retired or Semi-retired. Membership is primarily for residents living within the catchment area, but consideration will be made for people living outside the designated area if space is available. The Committee has the right to refuse membership or renewal of membership for any breach of the rules laid down in the Constitution or Branch Rules.

### 3. Annual Subscriptions

These are due on 1 April. Failure to renew by 31 May renders membership to cease from that date.

Payment may be made by cash, cheque - made payable "Livermead and Preston U3A" - or electronically, to the Membership Secretary, who will pass any cash or cheques to the Treasurer and confirm any electronic payments.

Members of other u3as, paying subscriptions to their parent u3a, will pay at a reduced rate, as an Associate Member, on proof of membership, in lieu of Capitation fee. Discounts may be allowed at the discretion of the Committee for late joining:

During the first six months of the Membership Year the full fee is payable; half-fee is payable from then on for the remainder of the year.

### 4. Groups

- Members can join an unlimited number of groups.
- Non-Members and members of other u3as are allowed to attend groups on a trial basis for up to two meetings, after which they must join Livermead and Preston U3A either as a full member or - in the case of members of another U3A – associate members
- Non Members and Members of other u3as will not be covered by our u3a Insurance Policies; to be advised by Group Facilitator.
- Activities, eg outings, must be approved by the Committee.
- The u3a insurance does not cover money collected and held by individuals or Group Facilitators.
- All activities shall be self-financing. The Committee will consider payment for any equipment required for group use.
- Group outings to places of interest should be approved by the Committee, and will be the responsibility of the Group Facilitator and financed entirely by the members.
- All Interest groups are expected to be self-financing and can collect such sums of money as the group members and leadership deem to be necessary to undertake their activities. The committee (via the Treasurer) may monitor the income and expenditure of the groups and Group Facilitators may need to

- provide regular information, as agreed, to the Treasurer.
- Group Facilitators are bound by the guidelines in their Facilitator's Pack and shall be responsible for all money collected by them, recording it in their Group Record Book.
- No group member may change arrangements without advance agreement of the Group Facilitator.
- Members should advise the Group Facilitator if unable to attend a meeting.
- Failure to advise unexplained absences after three meetings, will result in the name being deleted from the register.

## **5. Activities**

- All must be approved by the Committee and not done for the financial gain of the organiser.
- Any member can start an interest group with the approval of the Committee before starting.
- A register is taken at all meetings. This complies with Fire, Health and Safety and Insurance regulations.
- Group members must inform the Group Facilitator if they are unable to attend a session. Missing 3 sessions without notifying the Group Facilitator means you will be removed from the register.
- Members attending groups held in a member's home are expected to pay a small, agreed donation towards the cost of tea and biscuits.
- Group meetings can be held in hired rooms but the hire cost must be shared between the group members.
- Group Facilitators can request payment from the Committee for initial equipment and expensive one-off items as the group develops or needs replacements. These items will be listed as assets of the Livermead and Preston u3a and be available for use by other groups on request.

**6. Visitors** are welcome to attend up to two monthly meetings on payment each time of the attendance fee in operation at the time and visitors can attend up to two group meetings with the agreement of the leader. After this, membership of Livermead and Preston u3a is essential.

## **7. Complaints Procedure**

Complaints of any nature should be addressed in writing to the Chairman or Secretary in the first place, with full details. The Committee will consider the problem and may invite the complainant or anyone else affected, to attend a special meeting, in the hope of resolving the situation.

Further action will be at the discretion of the Committee.

An independent panel may be formed to consider major disputes.

## **8. Annual General Meeting**

- This will be held at the end of the Financial Period within one month or as soon as practicable thereafter and not more than 18 months after the preceding Annual General Meeting.
- All members shall receive notification of the meeting together with a nomination form which entitles them to have their name put forward as a prospective committee member. The whole committee stands down each year but may

stand for re-election subject to the current constitution.

- Only paid-up members are entitled to vote.
- To avoid embarrassment, votes cast for each candidate nominated will not be made public.
- Nominations must be signed and delivered to the Secretary 12 days prior to the meeting.
- Any one wishing to add an item to the agenda will have the opportunity under Any Other Business on condition the Committee be advised two weeks in advance of any matters being raised.

**9. The Constitution and Rules and Finance Policy** are held by Committee, can be seen on request, and are available to view on our Branch web site. The Constitution and Branch Rules are displayed on the Notice Boards at the General Meetings.

## **10. Finance**

All monies collected for social and group events must be accounted for, where applicable, and receipts obtained, together with evidence of payment and expenses, to show that an event has been self-financing, and in accordance with the current Finance Policy of The Livermead and Preston u3a.

## **11. Data Protection**

The Records shall be used solely by the Livermead & Preston u3a. Any person's request for member's details will be refused. They will be offered the facility by the Membership Secretary to inform the member that the enquirer wishes to contact them.

## **12. Insurance**

Fully paid-up members are covered by the insurance policies provided by the Third Age (u3a) Trust. See the insurance documents for details held by the secretary.

**The Committee reserves the right to decide any variations to these rules as they think fit by majority vote**