



Stanford-le-Hope and District U3A Policy Document

1. Membership:

- i. **No waiting list** for members.
- ii. When General meetings are approaching capacity either an alternate venue needs to be sought, another format for meetings investigated, or the formation of another U3A could be considered.
- iii. **Non - members** will be allowed **2** free visits to monthly meetings. They will sign a visitors' book near the entrance when they arrive.
- iv. **Members are to show their U3A membership cards** when they arrive at a general meeting. If a member forgets their card or has lost it they will be asked to sign in. A fee of **£1.00** will be charged to issue a replacement membership card for one which has been lost, and this is in order to cover administration costs.
- v. The membership of carers of **disabled members** will be waived on the basis that they can only attend meetings when accompanying the disabled member because their assistance is required. *If the carer wishes to vote or to attend any meetings by themselves they will have to pay the membership fee in the same way as any other member.*
- vi. A member who can no longer attend on any basis can be moved (with consent) to the 'Members' at Home' list. Once on this list members' names will be removed so their membership numbers can be used again at the end of that U3A membership year.
- vii. Near U3A groups working together need to have the **agreement of both executive committees** (*this includes interest groups of the two U3As collaborating or offering places on trips.*)

2. Membership fees:

- i. **No discount** for members of U3As in other areas.
- ii. Membership fees will be due on **April 1** and will be collected **end of March** beginning of **April**. Renewal forms and reminders about payment will be issued along with nomination forms for Executive Committee membership with the information about the March meeting.
- iii. Members will have up to **30th April** to pay their fees.
- iv. New members joining in **February** and **March** will qualify for **13** or **14 month** membership for the first year.
- v. Members who are put on the 'Members at Home' list will not get a refund.

3. Format for General Meetings:

- i. There will always be **meeters** and **greeters**.
- ii. There should be **buddies** to look after new members. A buddy will look after a new member for up to **3** general meetings (*depending on circumstances and needs.*)
- iii. **Photo display board** showing members of the Executive Committee and group hosts.
- iv. **Group hosts to have badges / labels** with their names and the **title / subject** of the group they host.
- v. Groups' co-ordinator to be given a spot **if required** to speak at each of these meetings.
- vi. **Only tickets for events/trips/holidays** which have been **advertised by our U3A** will be **sold at our general meetings**.
- vii. People from **other U3As** will **only speak at our meetings** if **both Executive Committees** have been **informed** and **given their approval** and with the **consent** on the **day of the Chairman**.

4. Special General Meeting:

If **20%** of members want to request a **Special General Meeting** they will need to contact the Chairperson or a Committee member.

5. Executive Committee Meetings:

- i. At least **4 meetings a year** as per Constitution.
- ii. **Attendance list** to be taken.
- iii. **Proposer** and **second** needed before motions are put to the vote in the Committee.
- iv. Record of the results of such votes to be in the minutes and in a separate document called **'Executive Committee Motions'** for that particular U3A year.
- v. There is also an **Actions Items** document for each U3A year which shows which members are responsible for carrying out the decisions reached by the Executive Committee.

6. Finance – Social Account:

The Social Account will have a separate Bank Account, entitled **'S-L-H U3A SOCIAL'** and shall be used for the following purposes:

- A. For Social Fund purposes, such as surpluses and subsidies for:
 - i. Closed non-educational day trips
 - ii. Closed theatre trips
 - iii. General Meeting raffles (having deducted raffle expenses)
 - iv. Function subsidies agreed by the Committee
 - v. General Meeting refreshments costs
 - vi. Miscellaneous expenses for trips which cannot be allocated to one particular trip
 - vii. Any other items as agreed by the Committee.
- B. For holding any monies paid by members for non-educational and theatre trips or Holiday Travel prior to paying for such trips, and making appropriate refunds to all such members, if there is a surplus on the trip. If there is then any balance on the trip then that balance is paid into the Social Fund.

7. Interest Groups:

- a) **Members wishing to set up** an interest group will contact the **Groups' Co-ordinator(s)** and **the formation of the group will be agreed** before the group is allowed to operate.
- b) **Interest group membership:**
 - i. Interest group leaders are to ensure an **attendance record** is kept of **every** meeting/activity.
 - ii. **Non-members of our U3A** cannot attend any interest group meetings without the express permission of the group leader and this would be for a single taster meeting/activity only, providing this is NOT at the exclusion of a member. *Remember that non U3A members are NOT covered by our U3A insurance and need to be made aware of that.* Such visitors should be encouraged to join our U3A.
 - iii. At the **start** of each new U3A year **each interest group must review its membership and edit mailing and attendance lists** accordingly and **must send a copy of this list of names** to the **Membership Secretary.**
 - iv. The Executive Committee advise for **security** and **data protection** reasons that emails are sent to an interest group's members using the **Bcc** facility but making sure that **U3A** is part of the heading in the **subject line.**
 - v. **Interest groups can restrict the numbers** of members attending their group due to the capacity of their meeting place or the type of activity. When the group is full the group leader should notify the Interest Group Co-ordinators so they are aware and also the Newsletter Editor so this can be indicated on the list of groups shown in the publication. *If numbers have to be restricted a waiting list for the interest group can be set up but it would be helpful if a new group can be encouraged to develop with help from the original one which was set up.*
- c) **Interest groups working with other groups from other U3As**

Interest groups who wish to work/combine with groups from other U3As need to inform the Executive Committees of both U3As and get their approval.

d) Interest group finance:

- i. All interest groups to be **self-funding**.
- ii. Any queries that arise about hiring equipment, facilities etc. will be referred to the Interest Groups' Co-ordinator. **Interest group leaders cannot sign financial agreements to hire premises.**
- iii. Costs for materials needed for a particular group to be met and organised by that group.
- iv. Those responsible for dealing with Group funds **MUST** keep a detailed income and expenditure account sheet and make a return of such income and expenditure to the Treasurer on a quarterly basis. The quarterly return sheet to be completed and sent to the Treasurer will be sent to each group leader on a quarterly basis. The report must be made within 10 days of the end of the quarter, i.e. 30 June (report by 10 July); 30 September (report by 10 October); 31 December (report by 10 January) and 31 March (report by 10 April). The standard income and expenditure account sheet to be used appears on our website.
- v. It is also very important that if a Group has no income or expenditure, they **MUST** still advise the Treasurer each quarter of that fact.
- vi. The same Accounts sheet can be used for the whole year as there is no need to start a new one each quarter. Each group is to make the quarterly return, even if there is no balance held by the group or there are only in and out amounts. *In other words a nil return using the Accounts sheet is preferable although an email confirming a nil return can be sent to the Treasurer.*
- vii. When the **balance** held by a group **exceeds £50**, then an appropriate sum of money should be passed to the Treasurer in order to keep the balance below the £50 limit. *This money will be kept separate in the Main Account and will be made available to the group when required. A form to **deposit** or **withdraw** from the relevant section of the Main Account is available from the Treasurer and should be completed.*
- viii. A Group Leader, or substitute, must record **ALL** money they collect and how it is paid away. The exceptions are shown in vii and ix below.
- ix. If the group members **individually** pay money **direct to the venue** for attendance there or for refreshments there is **no need to record it**.
- x. If group members **pay money** to the **leader** (or to a designated member) for attendance at a **venue** and/or for refreshments and there is a balance (or not) retained in group funds after the payment of venue hire and/or refreshments costs this **should be recorded**.
- xi. If the group members **pay money** to the **leader** (or designated member) for refreshments in **someone's home** and there is a balance (or not) retained in group funds after the payment of refreshment costs then this **should be recorded**.
- xii. **If group leaders are unable or unsure in the completion of the Accounts they should speak to the Treasurer.**
- xiii. Mileage or transport costs for interest groups are to be met by those involved and sorted out by them. The standard calculation for the donation is **25p a mile plus 5p per person** in the car and then the **total is divided** by the **number** of people in the car. *This covers fuel and wear and tear.*
- xiv. Interest groups are not allowed to employ paid tutors due to legal and insurance problems that it would pose.

e) **Interest groups** organising **day trips** which involve the collecting of **money to pay for transport or entrance** should follow the guidelines in the section on day trips and the '**Must do list for Day Trip Organisers**'.

8. Day Trips and Events

a) Before the Trip/Event:

- i. The **Day Trips Event Calendar** on the website needs to be **checked before** any all-day trip is arranged.
- ii. **Day Trips Co-ordinators must be informed** of any all day-trip when it is arranged. At this planning stage, if it is a trip which involves the collection of money, a decision as to whether the trip is for **social purposes** or is an **educational trip** will have to be taken and this will be decided jointly by the Day Trips' Co-ordinators and the Treasurer. If it is purely **social** (eg a trip to a musical) then the account that the money is paid into will be the **Social Account** with any cheques made out to '**S-L-H U3A Social**'. If it is decided that the trip has an **educational** purpose then the money will go into the U3A Main Account with any cheques being made out to '**Stanford-le-Hope and District U3A**'. If in the past a similar trip has been run as an educational trip, then the next one is also classified as an

educational trip. *For reasons connected to our charitable status and as advised by our National U3A Guidelines, we need to run some educational trips. We must also be consistent in our definition of educational. If it gives knowledge, if it gives instruction or information, then it is educational.*

- iii. Once the trip has been approved it will be put onto the calendar on the website.
- iv. Interest group leaders running trips which involve collecting money will be expected to follow the **'Must do list for Day Trip Organisers'**, and leaders new to running trips for our U3A will be expected to have also read the **'Checklist for Organising Trips.'** These documents are on the website.
- v. **Risk assessment** forms to be completed. (Forms available including partially completed ones.)

b) Members going on the trip/taking part in the event

- i. When people pay to take part in such events they will be asked if they are **members of our U3A** and if necessary the membership list will be checked.
- ii. **Stanford-le-Hope and District U3A members get priority for places** for such events organised by our U3A.
- iii. If there are any spaces on one of our trips, members of other U3As who have requested to go will get priority over non U3A members. (*See note about collaborating with other U3As in section 1 iv*). **Non U3A members** will only be able to go on **2 of our trips in total over the U3A year**. *Exceptions will be made for official carers.*

c) Financial aspects of the trip/event:

- i. Booking and paying for events and activities for a group of U3A members/interest groups – organisers are **not** to make payments for these using **personal credit/debit cards** on a **regular basis**. Using these personal cards can cause difficulties for the organiser accounting to the Treasurer or to the group members, as it concerns the organiser's own account, and if the supplier goes into administration the organiser might only be able to reclaim the part of the payment that pertains to their own ticket and not the rest of the group. *If possible any payment by personal credit/debit card should be avoided.* **Our U3A** has a **credit card** under the control of the **Treasurer** and he will **assist and deal with any payment** that needs to be processed by credit card.
- ii. Members will pay the **full amount** when **booking** a place on a trip (**except for trips involving an overnight stay/s which may take deposits**) and will receive a receipt.
- iii. **All day and theatre trip places** will be **sold first** at a **general meeting** and members cannot put their names down to reserve a ticket before they are sold unless there are exceptional circumstances. This is in order to be fair. *However, if a day trip is organised by an interest group and is connected specifically to the theme of that group they can sell places to their members first and then offer remaining places to general members of the U3A if they so wish.*
- iv. **Holiday Travel** places will be sold first at a general meeting, by provisional booking with deposits because of the nature, cost and length of the event.
- v. All money for Stanford-le-Hope and District U3A collected by any interest group **for day trips** is to be passed to the Treasurer as soon as possible and not later than 7 days after the receipt of the money. **(The term Treasurer is to mean the Treasurer or the nominated official to act on the Treasurer's behalf.)**
- vi. If that is not possible the money should be deposited into the **correct** Stanford-le-Hope and District account in Barclays plc Corringham Branch and the deposit counterfoil passed to the Treasurer within **7 days**.
- vii. The following details of any money collected will be passed onto the Treasurer by email or telephone **ASAP**:
 - The **purpose** of the money.
 - The **date** collected.
 - The **amount** by denomination and cheques.

d) On the trip itself:

- i. Provision will be made to make those **by themselves feel welcome** and part of the group, for example inviting them go round with or to eat lunch with the leader or volunteer buddies.
- ii. Trip organisers must **check attendance** before the start and return departures.

- iii. The event organiser's mobile contact number (which could be the U3A phone) must be provided for people on the trip in case of emergency.

9. Expenses:

- i. Members claiming expenses should use the expenses form provided by the Treasurer **on the website**.
- ii. If possible, expenses claims should be backed up with **receipts/invoices**.
- iii. Expenses claimed by **signatories** of the Stanford-le-Hope and District U3A bank account must be authorised by **another non signatory** member of the Executive Committee **before** the amount is reimbursed.
- iv. **Trustee's mileage allowance** for U3A business is **45p a mile plus 5p a mile** for each additional passenger.
- v. **Executive Committee printing expenses** – A4 sheets **6p single sided, 10p double sided** both for mono and colour and this includes the cost of the paper. Printing involving **full page** printing of **colour** for example photos will be **65p an A4 sheet**. Envelope printing is 3p but does not include the cost of the envelope.

10. Gifts and free places/tickets

Gifts which have a **pecuniary value** offered to Executive Committee Members (who are automatically trustees) and members because they are members of the Stanford-le-Hope and District U3A, **should not be normally accepted by individuals**. If they are given and are worth **over £10.00**, they need to be **approved** by either the **Treasurer** or the **Chairman** and entered in the **Register of Members' Interests** which the Treasurer keeps.

When **free places** are offered for trips/holidays etc being booked, the value of the free place should be divided up amongst the members going by **reducing their ticket prices**, or if that is not possible, the place should be given out according to lot drawn or lucky dip. This is to ensure fairness.

11. Grievance Procedure:

As per Committee Reference File '**Sorting Out Problems and Grievances**' from National Office.

12. Privacy Policy Document – this is available separately.