

## **STOCKTON u3a STANDING ORDERS**

1. These Standing Orders (guidelines) are intended to assist the u3a committee in the regulation and running of Stockton u3a by expanding upon and adding clarity to certain parts of the Constitution. They should be considered as complementary to the Constitution.
2. Nothing written in these guidelines shall alter or conflict with the Constitution. At all times, the Constitution shall take precedence.
3. The committee shall have the power to change these Standing Orders after due and proper consideration as and when circumstances require it.
4. The committee must always refer to and consider carefully any current guidance from the Charities Commission and from the Third Age Trust.

### **A. EXPENSES (clause 4.1(a))**

Expenses may be paid to members attending external meetings on behalf of Stockton u3a for refreshments, travel costs and mileage incurred at the rate agreed by the committee.

Stationery costs and postage may be claimed for official mail on production of a receipt.

Any other purchases made on behalf of Stockton u3a and with the committee's approval may be claimed on production of a receipt.

### **B. MEMBERSHIP (clause 8/9)**

Membership fees are to be paid from December, to enable registration in classes in early January.

A reduced membership fee is available to new members only, on their first application to join Stockton u3a, if it is later than 30 June.

Associate members shall pay the full fee minus capitation: (In January 24 = £45-£4)

Prospective members may attend **one** Monthly Meeting and **one** class meeting as a taster prior to joining

### **C. AGM MOTIONS ( clause 10)**

Motions received by the committee shall be considered to determine if they are appropriate and in keeping with the general principles of the u3a. The proposer will be informed if it is agreed by the committee not to be the case.

### **D. MINUTES (clause 25)**

AGM minutes shall be written up and made available to the committee at the first meeting held after the AGM. After this review the minutes will be made available to members on application, and will be circulated to all members before the following AGM.

Minutes of all committee meetings are made available for scrutiny at Monthly Meetings.

### **E. FUNDING POLICY**

Stockton u3a will hold in reserve sufficient funds to meet four months running costs, including room hire and incidental expenses.

Subscriptions will be reviewed annually by the committee and adjusted as appropriate. Accounts will be available for scrutiny at the AGM

Room hire, if required, will be funded for a group with no fewer than 8 members attending regularly (at least 10 on register).

Group Leaders must keep registers of attendance and return them to the committee at termly Group Leaders' Meetings

Summer term - September meeting

Autumn term - January meeting

Spring term - April/ May meeting

Each group requiring room hire is funded by Stockton u3a for up to 22 meetings a year. Any group exceeding this number will be self-funding for the remainder. The Group Leader will arrange the collection of excess funds and transfer them (if appropriate) to the u3a account on a termly basis. Transfers will be prompted by the Treasurer.

At the discretion of the committee, higher profile speakers may be booked for the Monthly Meeting, which may entail higher than usual fees and the hiring of a bigger venue. Such meetings may be subject to admission by ticket only, in respect of which a modest charge may be made.

## **F. ANNUAL REVIEW**

At the first meeting after the AGM, the committee will consider and minute the following:

- Complaint handling
- Conflict of interest issues
- Risk management
- Volunteer management (succession planning)
- Any other issue as advised by the Charity Commission not specifically covered by Stockton u3a's constitution and standing orders.

## **G. TIMETABLE/ PROGRAMME**

Stockton u3a runs on a 4-week timetable to allow more classes to take place and for ease of organisation.

From 2024, to co-ordinate the fiscal year, the programme will start in January and run to December each year. Although there will be breaks, groups are at liberty to continue classes, but these may fall into the self-funding category.

All room hire booking cancellations or extra bookings must be notified to the Accommodation Officer and Treasurer.