

RULES

1 Making Rules

The rules of Torbay u3a are made by and may be altered by the committee at any time provided they do not conflict with the current Torbay u3a Constitution.

2 Subscriptions

Under paragraph 5 of the Constitution the committee has the power to set and vary the subscription which is then subject to ratification by the membership in plenary session. The annual subscription runs from 1st January to 31st December and renewals should be received by the membership secretary by the last day of February. New members joining in the period 1st January to 31st July will be liable for the full annual subscription for the year in question. New members joining between 1st August and 31st October must pay a reduced annual membership fee, followed by the full annual subscription for the following year.

New members joining in November or December must pay the full annual subscription for the following year and the fee will include 13 to 14 months membership.

3 Multiple membership

Members will be liable for the full subscription payable to Torbay u3a regardless of their membership of other u3as.

4 Payments for attending Groups

Group leaders are responsible for ensuring that group activities are self-financing and should agree with the group members an appropriate contribution sharing costs such as room hire and should keep suitable records of payments made and received which will be passed to the treasurer at the end of the year. When a meeting is held in a member's home and refreshments are provided attendees may also be requested to contribute an agreed amount towards the cost of these; however, these refreshment contributions

and costs need not be recorded as Group expenditure. There is no contribution required to Torbay u3a.

5 Visitors (members of another u3a or non-members)

5.1 Monthly General Meetings

Visitors may attend two monthly General Meetings only, on payment of £1 on each occasion; should they wish to attend further General Meetings they will be asked to join Torbay u3a and pay the appropriate membership fee.

5.2 Interest Group Meetings

With advance agreement from the group leader, visitors may also attend two group meetings for £1 each time. Paid up members of any other u3a may, with the prior agreement of the group leader, participate in any Torbay u3a groups on payment of £1 per meeting, provided such groups are not currently full. Should the group become full, such members will be invited to join Torbay u3a in order to continue their attendance. Visitor payments for attendance at interest group meetings should be recorded and retained by the group leader to help defray costs.

Visitors and Torbay u3a members attending Interest Group activities are also asked to contribute the agreed sum of money towards activity costs and any refreshments provided.

5.3 Joint Interest Groups

A group may be shared with other local u3as, providing the leader is a member of all the u3as involved and it complies with our policy for Joint Groups which can be downloaded from our website.

5.4 Social Functions

For guests introduced to a social function, no fee is payable. However, it should be noted that current members of Torbay u3a should always have priority to attend such functions.

6 Formation of Groups

Group leaders must be fully paid-up members of Torbay u3a. Any member may take the initiative to form a group, but approval of the committee must be obtained before the group commences operation in order to ensure that all groups meet the principles of the u3a, have a suitable venue which has been risk assessed and to confirm availability of all necessary resources.

7 Group Leaders

Group Leaders are responsible for running their group in accordance with guidelines laid down from time to time by the committee. Attendance must be recorded in the group register booklets or on a spreadsheet. Visitors and u3a members attending group

activities may be asked by the group leader to contribute the agreed amount towards the cost of hiring the venue and the cost of the tutor if applicable. Payments for refreshments or other items where funds are not held over need not be recorded.

All claims for expenses for exceptional approved “durable” items should be made to the Treasurer, accompanied by the appropriate form, by 31st December of each year.

8 Attendance at Groups

Before joining a group, members must always consult the Group Leader to ascertain if there is a space available. Regular members of a group should always endeavour to inform the Group Leader if they are unable to attend a meeting.

9 Data Protection

Members should be aware that in all activities in connection with Torbay u3a they are subject to the provisions of the Data Protection Act and must be aware of the safeguards required for data security. These are recorded in our Privacy Policy and Data Protection Policy which can be downloaded from the Torbay u3a website at www.torbayu3a.org.uk.

Last updated: 09/09/2023

Approved by the Committee: 07/09/2023

Next review date: 09/2028