

# Torbay U3A 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 1<sup>st</sup> January to 31<sup>st</sup> December and renewals should be received by the membership secretary by the last day of February. New members joining in the period 1<sup>st</sup> January to 30<sup>th</sup> July will be liable for the full annual subscription for the year in question. New members joining between 1<sup>st</sup> August and 31<sup>st</sup> December must pay an amount calculated at half the annual membership fee, followed by the full annual subscription in January.

It is important to note that new members joining between 1<sup>st</sup> August and 31<sup>st</sup> December should pay the appropriate amount to the membership secretary and receive a Membership Card - otherwise they will be classified as visitors (see 4 below).

### 2a. Multiple membership

Members will be liable for the full subscription payable to Torbay U3A regardless of their membership of other U3As.

## 3. 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. 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.

## 4. Visitors

Visitors may attend two Monthly General Meetings only, on payment of £1.00 on each occasion; with advance agreement from the Group Leader, visitors may also attend two group meetings for £1.00 each time.

Similarly, 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 may be invited to join Torbay U3A in order to continue their attendance.

Visitor payments for attendance at group meetings should be recorded, and retained to help defray costs.

Members of other U3As may attend monthly meetings without paying a visitor fee.

Visitors and U3A members attending group activities are also asked to contribute the agreed amount towards any refreshments provided.

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.

## 5. 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 and to confirm availability of all necessary resources.

## 6. Group Leaders

Group Leaders are responsible for running their Group in accordance with guidelines laid down from time to time by the committee, and included in the Group register booklets. All remittances of money collected and 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.

## 7. 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.

## 8. 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.