

REGULATIONS FOR THE CONDUCT OF THE AFFAIRS OF WATFORD PARK U3A

(Updated: 5 December 2017)

These regulations are made under the provisions of Clause 4 (xi) of the Constitution of **Watford Park U3A (WPU3A)**. The purpose is to record in one place decisions taken by the Executive Committee (EC) regarding procedures to be followed together with advice on good practice provided by the Third Age Trust (TAT). All EC members (whether elected or co-opted) are trustees of WPU3A. These Regulations explain the special responsibilities carried by trustees.

1. MEMBERS AND MEMBERSHIP

- (i) Each individual applying for membership will be advised of the availability on the WPU3A website of the Constitution and these Regulations.
- (ii) Membership shall be limited to five hundred (500) full members.
- (iii) A decision to vary the total number of full members admitted to membership shall only be made by the EC.
- (iv) Every member shall notify the Membership Secretary in writing of any change of address and all other contact details.
- (v) Personal information provided by members will only be used for the efficient conduct of the business of WPU3A and not for any other purpose - see Data Protection Statement at Appendix A.

2. MEETINGS

WPU3A shall every month hold a main meeting which shall be open to all full members and to which a speaker may be invited. In addition members (both full and associate) wishing to pursue particular interests may join or form themselves into Study Groups approved by the EC, and the Study Groups shall each meet under the guidance and direction of a Study Group Leader (SGL).

3. VISITORS

- (i) A visitor may attend any main meeting or study group meeting of WPU3A (as defined in Clause 2 above) with the consent of the EC or the SGL respectively. Attendance is limited to a period of not more than two months except where the purpose of the visit is to provide expertise or special knowledge.
 - i. Where a study group makes a charge for attendance the visitor should also pay the charge'.

Where a visitor is disabled their carer can attend at no charge

4. EXECUTIVE COMMITTEE

- (i) Each member of the EC shall, on joining, be advised of the availability on the website of the current Constitution of WPU3A and these Regulations and the individual policies within.
- (ii) As Trustees of WPU3A, members of the EC shall ensure the efficient and effective conduct of business in accordance with agreed policies and procedures:
 - a) Trustees Code of Conduct– see Regulations Appendix B
 - b) Conflict of Interest Policy– see Regulations Appendix C
 - c) Equality and Diversity Policy– see Regulations Appendix D
- (iii) The Treasurer shall keep accounts of all monies received and expended on behalf of WPU3A and shall present such accounts, duly examined, to the Annual General Meeting.
- (iv) All monetary transactions, including those for Study Groups, shall be made through properly authorised accounts in accordance with the directions of the EC.

5. FINANCIAL RESPONSIBILITIES

- (i) Trustees are responsible for the proper handling of all WPU3A funds, including monies paid at Study Group meetings and social events. In the event that any financial irregularity should come to light at either EC or Study Group level the trustees will be held liable. Trustees should therefore conduct their activities in such a manner as to reduce potential areas of risk. These responsibilities are set out more fully in the current version of the TAT document 'Information for Treasurers' a copy of which is available on the TAT website.
- (ii) All U3A committees are covered by Trustee Indemnity Insurance provided by TAT, which protects trustees providing they have acted responsibly and made a genuine mistake/error of judgement.
- (iii) Funds for study groups and social events will be held separately from the general WPU3A funds which are held in the CAF account. The Treasurer will recommend which study group and social funds should be held in separate accounts for the approval of the EC. These accounts will be set up and managed by the Treasurer. The EC will decide who the signatories on all bank accounts will be. Signatories on study group and social accounts may be Trustees or non-Trustees of WPU3A.
- (iv) Cheques drawn on all study group and social bank accounts must be signed by at least two signatories, at least one of whom must be a Trustee.
- (v) It is not permissible to fund social events – typically events open to all members, such as theatre trips, outings and Christmas lunches etc - from members' subscriptions and the Charity Commission of England & Wales do not need to be advised of such activities. The total turnover of WPU3A will therefore exclude income from social events and thereby possibly keep it below various reporting thresholds (£25,000 & £250,000) and save extra work/cost.
- (vi) The refreshments served at the monthly main meetings do not fall under the heading of 'social events'.
- (vii) Social events should aim to break even. The EC may provide temporary support, for example to pay for tickets in advance. If there is a net annual cost of running events, it may be rolled forward and handled on a 'swings & roundabout basis'. The EC cannot however support continued significant losses as these are not part of the Charity's stated objectives.
- (viii) A one-off donation to another charity at the request of a speaker does not contravene Charity Commission rules on payments to other charities. The speaker should though be asked to put the request in writing and be indicated in the accounts as a payment in lieu of a fee.
- (ix) It is acceptable to arrange a small fundraising event (e.g. second hand book/ jigsaw puzzles sale) in support of a local charity, providing it is clearly indicated that all monies raised will be going to that particular charity. The individual who collected the money should count the cash and hand it straight over to the Charity. Under no circumstances should this money be paid into any WPU3A bank account.
- (x) As a registered charity we must submit accounts online, in line with the Charity Commission's requirements, within 10 months of the end of each financial period:
 - For income under £ 10,000 the only legal requirement is to use the online annual return form to keep our registered details up-to-date.
 - For income above £ 10,000, but below £ 25,000, we must complete the online annual return form as well as keep our registered details up-to-date.
- (xi) An Assets Register will be maintained listing all assets owned by WPU3A and showing date of acquisition, purchase price and where each item is stored. It will be included in the balance sheet when reporting at the AGM.
- (xii) An acceptable level of reserves is approx. 6 months running costs once due allowance has been taken for known commitments.

- (xiii) Paid tutors may only be retained for study groups or other activities where it can be clearly established that WPU3A is not acting as an employer, and therefore that WPU3A bears no Employers Liability and no responsibility for deducting tax, national insurance etc. Any study group or activity facilitated by a paid tutor must be authorised by the EC and meet the conditions defined in *Appendix G Procedures for the Retention of Paid Tutors*.
- (xiv) Trustees and SGLs are not permitted to receive any freebies or other benefits as a consequence of organising travel or other events. Any free ticket should be shared between all travellers as a discount unless the EC specifically and exceptionally agrees that it be offered to the leader/organiser as a 'thank you'. See Appendix F for the Watford Park U3A Guidelines for Trips Organisers

6. STUDY GROUPS

- (i) Subject to prior approval by the EC, the members of WPU3A may form themselves into Study Groups and each Study Group shall have a leader or contact responsible for overseeing the running of the Group, and being the link with the EC through the Study Group Co-ordinator (SGC).
- (ii) Each SGL shall be responsible for ensuring that every member of the Group is a paid-up member of WPU3A and holds a current membership card. For visitors invited to a study group by the SGL refer to 3 (ii) c).
- (iii) The EC shall invite all SGLs to a meeting at least once a year as a forum for the exchange of ideas and the dissemination of information.
- (iv) Study Groups are expected to be self-financing but may approach the EC with a request for funds for capital purchase of items required to support the operation of the Group. Any such request must be made through the SGC in advance of the expenditure being incurred. If approved, the items will become the property of WPU3A as a whole and be available for use by all Study Groups.
- (v) Any member collecting and laying out money within a Study Group for the benefit of the members of that group (other than donations for refreshments) shall be accountable to the Study Group by keeping accounts of all monies received and expended and shall prepare an account of Income and Expenditure for the financial year in accordance with the procedures determined by the Treasurer of WPU3A.

7. JOINT STUDY GROUP PROTOCOL

- (i) Joint Study Groups may be formed between neighbouring U3As where there are insufficient members belonging to a single U3A to support a viable Study Group. The initial contact, agreement and formalisation is to be made through the SGC. See Appendix E for the agreed Guide to Joint Study Groups.
- (ii) There shall be no visitor charge for paid-up members of participating U3As. However, where a study group makes a charge for attendance the visitor should also pay the charge (refer to point 3 (ii))
- (iii) If a Joint Study Group becomes too large to accommodate new members then the Group should consider splitting either into separate U3A Groups or, if appropriate, into differing levels of proficiency

8. REVIEW OF REGULATIONS

The authority to make changes to these Regulations lies exclusively with the Watford Park U3A EC.

The EC will appoint one or more of its members to :-

- a) Maintain all Regulations documents, both current masters and drafts.
- b) Keep the Regulations under continuous review to ensure ongoing fitness for purpose in operating Watford Park U3A.
- c) Report back to the EC any urgent change requirement, issue or divergence from actual practice, immediately it becomes apparent, so that the EC can consider and take any necessary corrective action.
- d) Keep a record of accumulating non-urgent change requirements and propose as a bulk change when the EC has time to consider them.
- e) Advise each new trustee on the EC of the location, on the WPU3A website, of the current Regulations, to review as part of his/her induction.
- f) Table a full review of these Regulations as part of the EC agenda at least every three years.