

REGULATIONS FOR THE CONDUCT OF THE AFFAIRS OF WATFORD PARK U3A

Revision 3(Updated: 1st August 2019)

This summary of the policies and regulations of Watford Park U3A (WPU3A) is intended as a general introduction to the formal Constitution, Policies and Regulations which govern the operation of the U3A. Where there is conflict with any of those documents, it is the data in those documents which over-rules this summary.

1. MEMBERS AND MEMBERSHIP

- (i) Each individual applying for membership will be advised of the availability on the WPU3A website of the Constitution, Policies and Regulations.
- (ii) Membership is currently limited to five hundred (500) full members but that number can be changed as required by agreement of the Executive Committee (EC).
- (iii) Every member shall update their personal details in Simple Membership in the event of any of them changing. If this is not possible they shall notify the Membership Secretary in writing of any change.
- (iv) 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 Policy and Privacy Policy.

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 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, with the consent of the SGL, any study group meeting. Attendance is limited to two meetings as a visitor except where the purpose of the visit is to provide expertise or special knowledge. Once two visits have been made, that person must join the U3A or cease visits.
- (ii) Visitors are not allowed on trips unless approved by the EC.
- (iii) Where a study group makes a charge for attendance the visitor should also pay the charge.
- (iv) Where a visitor is disabled their carer can attend meetings 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 associated Policies and Regulations.
- (ii) All EC members (whether elected or co-opted) are trustees of WPU3A.
- (iii) As Trustees of WPU3A, members of the EC shall ensure the efficient and effective conduct of business in accordance with these policies and procedures and in particular:
 - a) Trustees Code of Conduct;
 - b) Conflict of Interest Policy;
 - c) Equality and Diversity Policy;
 - d) Safeguarding Policy and Procedure.
- (iv) 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.

- (v) All monetary transactions, including those for Study Groups, shall be made through properly authorised accounts in accordance with the directions of the EC. The exception to this rule is where a small charge is made at Study Group Meetings to cover refreshments.

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 Third Age Trust (TAT) document, 'Information for Treasurers,' a copy of which is available on the TAT website.
- (ii) All U3A Executive Committee members are covered by Trustee Indemnity Insurance provided by TAT, which protects trustees providing they have acted responsibly and made a genuine mistake or error of judgement.
- (iii) Funds for study groups and social events will be accounted for separately from the general WPU3A funds. 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.
- (vi) All activities, including social events, must be included in the accounts sent to the Charities Commission and must be included in the total turnover of WPU3A.
- (vii) The refreshments served at the monthly main meetings do not fall under the heading of 'social events'.
- (viii) 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 & roundabouts basis'. The EC cannot however support continued significant losses as these are not part of the Charity's stated objectives.
- (ix) 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 the donation should be indicated in the accounts as a payment in lieu of a fee.
- (x) 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.
- (xi) 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.
- (xii) 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.

- (xiii) An acceptable level of reserves is approx. 6 months running costs once due allowance has been taken for known commitments.
- (xiv) 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 the Regulation “Retention of Paid Tutors”
- (xv) 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. See Study Group Leaders Guide section 8.4.

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, see Section 3 above.
- (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 original U3A (the “owning” U3A) may ask other local U3As to form a joint group. The initial contact, agreement and formalisation must be made through the SGC. See Study Group Leaders Guide Appendix 8.
- (ii) There shall be no additional 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.
- (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. If this is not possible then members of the “owning” U3A must be given preference for membership, even if it means asking members from other U3As to leave the group.

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 Constitution, Policies and 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.