



## REGULATIONS FOR THE CONDUCT OF THE AFFAIRS OF WATFORD & DISTRICT U3A

*(Amended September 2007)*

These regulations are made under the provisions of Clause 4 (xi) of the Constitution of **Watford & District U3A** hereinafter referred to as "The U3A" and adopted on.04/05/2004.

### 1. MEMBERS AND MEMBERSHIP

- (i) Each individual applying for membership shall be given a copy of the Constitution and of these regulations.
- (ii) The membership of The U3A shall consist of full members and associate members. Associate members shall have the same rights as full members except for the right to attend the U3A monthly general meetings.
- (iii) The Executive Committee shall in its absolute discretion decide the total number of persons to be admitted into the membership of The U3A and the division between full and associate members after taking into account the character of The U3A and the facilities and capacity of the then current venue for the monthly general meetings
- (iv) Any associate member, who becomes a Study Group Leader, serves on the Executive Committee or undertakes a specific task on behalf of The U3A shall be eligible, at the discretion of the Executive Committee, for full membership
- (v) Every member shall notify the Secretary or Membership Secretary in writing of any change of address.
- (vi) The Executive Committee may nominate a member for election or re-election at an Annual General Meeting as President, who may be invited to preside at meetings. On retirement from office the President may adopt the title of Vice-President. In addition, existing Vice-Presidents, if any, shall be eligible for re-election.
- (vii) The Executive Committee may nominate one or more members for election at an Annual General Meeting to become an Honorary Member for life for exceptional services rendered to The U3A.
- (viii) The President, Vice-Presidents and Honorary Members shall be exempt from payment of the annual subscription.

### 2. MEETINGS

The U3A shall every month hold a 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 which shall each meet under the guidance and direction of a Study Group Leader.

### 3. VISITORS

- (i) A visitor may attend any meeting of The U3A (as defined in Clause 2 above) with the consent of the Executive Committee or the Study Group Leader for a period of not more than six consecutive weeks in any twelve-monthly period from April to March, unless the purpose of the visit is to provide expertise or special knowledge to The U3A or a Study Group.  
(Note: Associate members are not permitted to attend the monthly general meetings as "Visitors")
- (ii) A monetary charge, as decided by the Executive Committee, shall be made for each visit and shall be paid to the Study Group Leader, who will pay it to the Treasurer by such date as the Treasurer shall decide. Such charges shall be waived in respect of a person invited:
  - a) to an Executive Committee meeting
  - b) to a monthly meeting or a Special General Meeting by the Chairman, Executive Committee or Speaker Secretary
  - c) to a Study Group meeting by the Study Group Leader to provide expertise or special knowledge to the Study Group

- d) to aid a disabled member
- e) in such other circumstances as the Executive Committee may decide and notify to the membership

#### **4. EXECUTIVE COMMITTEE**

- (i) Nominations to the Executive Committee, duly agreed by the Nominee, shall be proposed and seconded and delivered in writing to the Secretary by a date specified by the Executive Committee.
- (ii) The Agenda for each Executive Committee meeting, with all relevant papers, shall be made available by the Secretary to each Executive Committee member not less than seven days prior to each meeting.
- (iii) In an emergency the Chairman may appoint a sub-committee for the sole purpose of providing a report on a specific matter for the next Executive Committee meeting. Such sub-committee shall be dissolved after presenting its report unless the Executive Committee shall decide otherwise.
- (iv) A sub-committee, appointed by the Executive Committee, shall consist of not more than four members and a quorum shall be a minimum of two members. At their first meeting, and annually thereafter, the members of the sub-committee shall elect a chairman and a minute taker, the latter being responsible for ensuring that a copy of the minutes reaches the Secretary not more than two weeks after the meeting.
- (v) The Executive Committee may from time to time employ persons who are not members of The U3A to carry out the work of The U3A and may fix their remuneration and terms and conditions of employment. The Executive Committee shall be the employer for purposes of employment law.
- (vi) The Treasurer shall keep accounts of all monies received and expended on behalf of The U3A and shall present such accounts, duly examined, to the Annual General Meeting.
- (vii) All monetary transactions, including those for Study Groups, shall be made through properly authorized accounts in accordance with the directions of the Executive Committee

#### **5. STUDY GROUPS**

- (i) The members of The U3A may form themselves into Study Groups and each Study Group shall have a leader or leaders responsible for overseeing the running of the Group, and being the link with the Executive Committee.
- (ii) Each Study Group Leader shall be responsible for ensuring that every member of the Group is a paid-up member of The U3A and holds a current membership card..
- (iii) The Executive Committee shall invite all Study Group Leaders to a meeting at least twice a year as a forum for the exchange of ideas and the dissemination of information..
- (iv) Any member collecting and laying out money within a Study Group for the benefit of the members of that Study 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 a Receipts and Payments account for the financial year ending 31<sup>st</sup> March in each year which shall be sent to the Treasurer of The U3A so as to be received no later than 15<sup>th</sup> April of the same calendar year.

#### **6 JOINT STUDY GROUP PROTOCOL**

- (i) Joint Study Groups may be formed between neighbouring U3As subscribing to the Protocol where there are insufficient members belonging to a single U3A to support a viable Study Group.
- (ii) One member from each Joint Study Group shall be responsible for relaying information relating to such Joint Study Group to their own participating U3A.
- (iii) There shall be no visitor charge for paid-up members of participating U3As.
- (iv) If a Joint Study Group becomes too large to accommodate new members then the Group shall split either into separate U3A Groups or, if appropriate, into differing levels of proficiency.