

STOCKTON u3a STANDING ORDERS

1. These Standing Orders (guidelines) are intended to assist the u3a committee in the regulation and running of Stockton u3a by expanding upon and adding clarity to certain parts of the Constitution. They should be considered as complementary to the Constitution.(section 31 of the constitution)
2. Nothing written in these guidelines shall alter or conflict with the Constitution. At all times, the Constitution shall take precedence.
3. The committee shall have the power to change these Standing Orders after due and proper consideration as and when circumstances require it. Changes shall be agreed at a General Meeting (para 31.3)
4. The committee must always refer to and consider carefully any current guidance from the Charities Commission and from the Third Age Trust.

A. EXPENSES (clause 4.1(a))

Expenses may be paid to members attending external meetings on behalf of Stockton u3a for refreshments, travel costs and mileage incurred at the rate agreed by the committee.

Stationery costs and postage may be claimed for official mail on production of a receipt.

Any other purchases made on behalf of Stockton u3a and with the committee's approval may be claimed on production of a receipt.

B. MEMBERSHIP (clause 8/9)

Membership fees are to be paid from December, to enable registration in classes in early January.

A reduced membership fee is available to new members only, on their first application to join Stockton u3a, if it is later than 30 June.

Associate members shall pay the full fee minus capitation: (In January 24 = £45-£4)

Prospective members may attend **one** Monthly Meeting and **one** class meeting as a taster prior to joining

C. AGM MOTIONS (clause 10)

Motions received by the committee shall be considered to determine if they are appropriate and in keeping with the general principles of the u3a. The proposer will be informed if it is agreed by the committee not to be the case.

D. MINUTES (clause 25)

AGM minutes shall be written up and made available to the committee at the first meeting held after the AGM. After this review, the minutes will be made available to members, on application, and will be circulated to all members before the following AGM.

E. FUNDING POLICY

Subscriptions should be reviewed each autumn and adjusted to give a predicted reserve equivalent to 4 months expenditure on running costs, including room hire and incidental expenses, at the low point of the following year.

Subscriptions will be reviewed annually by the committee and adjusted as appropriate. Accounts will be available for scrutiny at the AGM

Room hire, if required, will be funded for a group with an average attendance of no fewer than 8 members, (at least 10 on register).

Group Leaders must keep registers of attendance and return them to the committee at the end of each term, prior to the next term's Group Leaders' Meetings

Spring term (January to Easter) - April/ May meeting

Summer term (Easter to July) - September meeting

Autumn term (September to December) - January meeting

Before each Group Leaders' meeting, registers will be reviewed, and if any group fails to have 10 members on the register or has maintained an average attendance of less than 8 members, that group will be given one term to improve numbers, and if unsuccessful, funding will be withdrawn. The committee will offer support to increase membership during this time.

Each group requiring room hire is funded by Stockton u3a for up to 44 hours a year. Where groups meet more than this, they must be self-

funding for the rest. Each January, the Treasurer will give these Group Leaders an estimate of the likely amount needed (based on average costs over the year) and will update GLs if room hire costs change.

- For GLs who prefer to collect monies weekly, these should be banked roughly once a month and be completed by October.
- For GLs who prefer a lump sum approach, the whole amount should be paid by October.
- The preferred method of payment is for the GL to collect cash and then transfer the equivalent amount to the u3a account by online banking, with the group's name as reference.

At the discretion of the committee, higher profile speakers may be booked for the Monthly Meeting, which may entail higher than usual fees and the hiring of a bigger venue. Such meetings may be subject to admission by ticket only, in respect of which a modest charge may be made.

F. ANNUAL REVIEW

At the first meeting after the AGM, the committee will consider and minute the following:

- Complaint handling
- Conflict of interest issues
- Risk management
- Volunteer management (succession planning)
- Any other issue as advised by the Charity Commission not specifically covered by Stockton u3a's constitution and standing orders.
- Mandatory and recommended policies adopted by Stockton u3a will be reviewed and amended as necessary.

Immediate plans for preparatory work on items needing further discussion will be made, to enable debate at the next meeting.

G. TIMETABLE/ PROGRAMME

Stockton u3a runs on a 4-week timetable to allow more classes to take place and for ease of organisation.

From 2024, to coordinate the fiscal year, the programme will start in January and run to December each year. Although there will be breaks,

groups are at liberty to continue classes, but these may fall into the self-funding category.

If a class needs to be cancelled, the GL may do this and contact both the Accommodation Secretary and the Treasurer to say that it has been done or the Group Leader may contact the Accommodation Secretary to request the cancellation. Note: this should be done in good time, wherever possible, as venues may still charge us if short notice is given.

If an extra class needs to be arranged, the Group Leader should request this via the Accommodation Secretary. This is for contractual reasons.

Policy Review (Standing Orders) Update: 2024-07-26 MP