

Much Wenlock Broseley & District u3a Policy Book

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Introduction

This policy book is designed to capture the key decisions reached by the Executive Committee during the course of their regular meetings. It also records proposals passed by the membership at an AGM. The objectives of the document are:

1. To provide an easy to use set of answers to the sorts of questions that routinely arise in committee business, but which have already been discussed and resolved by previous committees.
2. A reminder of some of the many recurring actions expected of the committee, such as producing a book mark each year.

NB: Where there are dates and numbers in the third and fourth columns these are the date of the ECM and the minute number where the policy was agreed.

A Month-Year dates in column three signify revisions by the Policy Sub-Committee. (Chair and Vice-Chair as of Jan 2025)

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Annual General Meeting			
Date of AGM	The AGM will be held in March each year	Jan 2025	
Electoral Procedures	i) Where, at closure of the nomination period, there is more than one candidate for the election of officers, or more candidates than available seats on the Executive Committee, ballot papers for the contested positions will be produced and issued to members attending the AGM; ii) Where, following a call for nominations from the floor of the AGM, there is more than one candidate for the election of officers, or more candidates than available seats on the Executive Committee, voting will be by show of hands; iii) For officer posts only, where there are three or more candidates, election will proceed by exhaustive ballot, with the candidate with the lowest number of votes being eliminated in each round of voting until only two candidates remain. Where ballot papers have been issued, voters will be asked to order candidates in order of preference to allow votes to be transferred when candidates given higher preference by the voter have been eliminated. Where there is a show of hands, a new vote will be taken after each successive elimination of losing candidates; iv) For contested elections for committee posts, the successful candidates will be those receiving the highest number of votes, elected in order until the number of places available have been filled.	30-Jan-17	14.1
Questions from members	Questions from members to the Executive Committee should be an agenda item at AGMs.	11-Jul-14	11.1

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Executive Committee			
Monthly Executive Committee Meetings	Executive Committee meetings should be held at least monthly.	18-Feb-13	6.1
Talks Sub-Committee	A Talks Sub-committee will be appointed by the Executive Committee to organise speakers for monthly meetings and to deal with publicity matters.	11-Mar-13	9.3
Monthly Meeting Speakers List	A list of speakers for meetings in the following calendar year will be published by the Talks Sub-Committee and sent to the Executive Committee members every autumn, preferably by the end of September	Jan 2025	
New Members Officer	A New Members Officer should be appointed by the Executive Committee.	16-Jun-14	9.1

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Communications			
Bulletin Frequency	A members' bulletin will be produced at least once a year.	9-Sep-13	6.5
Circulation of non-u3a related material to members	Non-u3a related material will only normally be circulated to members if it furthers the principles of the u3a. The Chair will have discretion as to which information will be circulated or posted on private Facebook group	1-Jun-15	7.2
Bookmark card information	A bookmark card will be made available to all members and any interested parties containing information on monthly meetings and activity groups.	Jan 2025	
Members without email addresses	Members without email addresses will receive a posted copy of the annual bookmark card	Jan 2025	
Monthly meetings	Details of the speaker and their talk to be posted on the web site as an "Event" three months in advance whenever possible. An email reminder should be sent to all members shortly before the monthly meeting. Posters to be distributed around local locations. An advertisement should be placed in local papers/magazines, for example the Wenlock Herald	Jan 2025	

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Data Management			
Data protection & Privacy Policies	This u3a will have a Data Protection Policy and a Privacy Policy. They will be published on the web site and available in printed form on request.	04-Jun-18	7.4
Access to Membership Information	Access to individual membership information will be limited to the Chair (read only), Secretary, Treasurer, Membership Secretary, Communications Lead, Groups Co-Ordinator and Beacon Administrator as the needs of their role dictates	11-Nov-13	7.1
Data Retention	Financial records to be held for 6 years. In general, ex-member records to be held for no longer than 1 or 2 years. In particular: • Deceased members to be deleted immediately. • Resigned to have their records deleted when they resign. • Lapsed members to be deleted at the end of the financial year.	8-Apr-2024	3

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Equipment			
Loan of equipment outside u3a	The projector or the PA system will not be made available outside u3a without the prior consent of the Executive Committee.	Jan 2025	
Loan of equipment to members	Members borrowing the projector or the PA system will be required to sign an undertaking that they know how to operate it.	10-Mar-14	8.1

Web Site			
Committee minutes	Committee minutes will be made available on the website.	11-Nov-13	6.2
Group information	Group details and activity information will be published and maintained on the web site	7-Oct-13	7.2
Web site contents	Web site content should be updated on at least a monthly basis. Monthly meeting information should be available as detailed “events” three months prior to the meeting	May 2025	
Web site audit	An annual overall audit should take place shortly after the AGM. This to include: • The site to reflect the changes to committee roles and members • The site to reflect any other changes agreed at the AGM • The list of groups and their page contents should be reviewed to ensure accuracy and relevance • Obsolete media files to be identified and removed from the media library	May 2025	

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Finance			
Asset Register	The Treasurer will maintain an Asset Register. A copy will be available on the web site	Jan-2025	
Cheque Books	More than one member of the Executive Committee should hold a cheque book.	07-Apr-14	9.2
Delegated Financial Authority	The Chairman and Treasurer will be given delegated authority to enter into financial obligations up to £50 in value on behalf of the Executive Committee.	02-Jun-25	
Expense Claims	Expenses will be submitted on the agreed expenses form and can be approved by the Treasurer, with any unusual claims being referred to the Executive Committee.	11-Mar-13	6.3
Financial Year	The financial year will be from 1 st January to 31 st December.	AGM 2025	5.2
Gift Aid	Gift Aid relief on subscriptions will not be sought at present.	02-Oct-17	5.1
Level of Reserves	At least £1000 should be kept in reserve in current assets and this should be reflected when budgeting for the year ahead.	AGM 11-Jan-17	11
Name of Bank Account	The main bank account will be set up with the name of "Much Wenlock U3A"	04-Jan-13	4(c)
Payment of Subscription Fees	Members may pay subscription fees by cash, cheque, standing order or BACS transfer	01-Dec-14	5.2
	All payments must be paid at monthly meetings, posted directly to the Membership Secretary or paid electronically by Standing Order or BACS transfer.	05-Apr-18	4.2
	BACS is the preferred method of payment and members should be encouraged to use it whenever possible	Jan-2025	
Travel Expenses	Approved travel expenses by car can be claimed at the rate of 40p per mile.	04-Sep-17	7.3

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Groups			
Full Groups	Where a group is full, the Groups Co-Ordinator should seek to facilitate the starting of a new group by encouraging a new group leader to start a second group.	27-Nov-17	8.1
Closed Groups	Closed groups should compile waiting lists. Any members wishing to join a closed group will be encouraged to start a second group and will be assisted in doing so.	09-Apr-18	6.3
Groups Fayre	A Groups Fayre, or similar publicity event, will be held annually.	7-Apr-14	8.2
Self-sufficiency of Groups	Groups are expected to be self-sufficient. Requests for limited funding may be considered by the committee on an individual basis, but any such request must meet one or more of the following conditions: • Have a benefit to the wider community • Create good publicity for our u3a • Assist a new group to start up If approved, new groups may either receive a short-term loan to cover start-up and initial running costs, or a donation towards equipment purchase. Such equipment will remain the property of the u3a and should be available for loan by other groups , if required.	05-Aug-19	10.1
Non-Members	A person who is not a member of our u3a may attend up to two group meetings. They must then join our u3a or cease attending the group	27-Apr-26	13

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Membership			
Application by Post	Prospective members may apply by post by submitting an application form and the relevant payment to the membership secretary.	4-Jan-13	5(e)
Associate Members Fees	For full members of other u3as, the associate membership fee will be £12 for individual members, £24 for joint members (if both are full members of another u3a), and £27 for joint members (where one member is a full member of another u3a). This will include payment of the capitation fee for these members.	10-Nov-25	10
	No further discounts (e.g. half-year membership) will be offered to members of other u3as.	9-Sep-13	4.4
Audit of Members	An audit of membership details held in Beacon will take place in September each year.	2-Jun-25	12.2
Delegated Authority for Discounted Fees	The Executive Committee will have delegated authority to decide and publicise discounted rates for members who join during the membership year and those who are members of other u3as	AGM 11-Jan-17	11
Disabled Members	Catering for the needs of disabled members is an agreed objective.	31-Aug-16	9.1
End-of-Year Fees and Subscription Periods	The subscription period of members joining after December 1 st in each year will include the following year, in addition to the remainder of the current year.	28-Apr-25	3.3
Fee Payable at Time of Application	Membership forms will not be accepted without payment of the relevant membership fee.	4-Jan-13	5(b)
Grace Period	An 8-week grace period will be given to members to renew membership before their membership lapses.	05-May-18	5.1
Individual Members Fee	Will be £18 per full year	AGM 2025	
Joint Members Fee	Will be £34 per full year	AGM 2025	
Lapsed Members Fees	Lapsed members who wish to rejoin will be required to pay the full fee for the year and complete a new application form.	2-Nov-16	4.3
Membership Year	As from 1 st February 2026, the membership year will run from 1 st February to 31 st January.	AGM 2025	

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Reciprocal Membership	Members of other u3as cannot take part in Much Wenlock activity groups without payment but can join Much Wenlock u3a at a reduced fee as an associate member.	29-Feb-16	5.1
Refund of Membership Fees	No refund of membership fees will be offered to those who resign membership.	7-Oct-13	4.1
Transferred Membership	Where a new member of Much Wenlock u3a has left another u3a, no negotiation regarding transfer of funds will take place.	16-Jan-13	4(c)

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Monthly Meetings			
Admission Charge	No admission charge will be made to members at monthly meetings.	17-Dec-12	3
Charity Speakers	Charities will not be invited to address meetings unless the chosen speaker is from the charity concerned.	9-Sep-13	10.2
Contacting Speakers in Advance of Meeting	The speaker should be contacted in advance of the meeting day to confirm attendance and arrangements.	3-Jul-17	8.3
Expenses of Speakers	All speakers (including u3a members) are entitled to claim an appropriate level of expenses.	29-Feb-16	3.1
Refreshment Charges	No charges will normally be made for refreshments at monthly meetings.	2-Nov-15	5.2
Speakers who are u3a Members	All speakers will be asked if they are members of a u3a (in which case they may claim expenses but should not charge a fee).	1-Feb-16	8.2
Use Of Microphone	All speakers will be encouraged to use a microphone.	2-Nov-15	11.2

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Non-Members			
Insurance Disclaimer	An insurance disclaimer will be given to any non-members consistently attending u3a group activities.	9-Jan-2017	6.1
Monthly Meeting Charges	Non-members will be charged £2 for guest admission to monthly meetings. This charge also applies to visitors from other u3as.	02-Jun-25	12.1
Monthly Meetings - Information for Guests	Guest visitors to monthly meetings will be given written information on u3a activities, such as a bookmark	07-Aug-17 Jan-2025	8.2

Change Log		
Date	Section	Details
30/11/2025	Membership	Updated fees and membership year in accordance with 2025 AGM
31/05/2026	Groups	Non-member group attendance limit