

1 All Membership

- 1.1 The membership year will run from **1st April to 31st March** each year.
- 1.2 Membership Fees – annual fees are **£ per annum**, from **1st April** which includes a subscription to Central office and a magazine every 4 months. Fees must be tendered to the membership secretary, who will issue a Membership Card.
- 1.3 Members can join as many groups as they wish. If a potential member turns up to a group meeting without having joined **Leyland U3A**, they may attend that meeting as a **VISITOR** free of charge, but must join **Leyland U3A** before attending a second meeting.
- 1.4 If a member joins between **December and March**, they will pay fees of **£ ()** for membership from the date of joining to **31st March** If a member joins in **May or June**, they will secure membership from the date of joining to the following **31st March**.
- 1.5 Membership fees are not refundable.
- 1.6 If a member has **DUAL** membership of this and another **U3A** an annual membership fee of **£5** will be payable.
- 1.7 If a member with **DUAL** membership joins between **December and March**, they will pay fees of **£()** for membership from the date of joining to **31st March**. If a member joins in May & June, they will secure membership from the date of joining to the following **31st March**.
- 1.8 If fees are not paid **60 days** after the due date, i.e. by **August 31st**, membership shall be considered lapsed.

2 Monthly meeting

- 2.1 To be held on the second Wednesday of each month from **10.30 AM to 12 Noon**. admission fee to be **£1**, including refreshments and for members. **£2** for visitors
- 2.2 In Principle, raffles may be held when it is deemed necessary.
- 2.3 In general, no more than **£60** will be paid to speakers, but speaker organiser may increase this on occasion to a maximum of **£80**

3 Groups & Group Meetings

- 3.1 Any equipment bought from group funds is the property of **Leyland U3A**.

- 3.2 No attendance fee will be levied if there are no room hire costs. Otherwise, there will be a flat attendance fee of £1.00 per session, to cover room hire & insurance.
- 3.3 Group coordinators to give attendance fees to the Treasurer and keep an attendance register. Register to be passed on to group Liaison every quarter.
- 3.4 Invoices for room hire and other expenses should generally be sent to the treasurer so that they can be paid by him. Small cash payments may be made by group coordinators from fees collected. A record of fees collected together with receipts for any expenses must be given to the treasurer.
- 3.5 If a potential member attends a group meeting without having joined **Leyland U3A**, they may attend that meeting as a **VISITOR** free of charge, but must join **Leyland U3A** before attending a second meeting.
- 3.6 Each group must ensure it can cover costs of trips & speakers from group members by collecting money in advance, if required.
- 3.7 Expenditure in **excess of £25** must be pre-authorized by the committee.
- 3.8 Members must not be charged meeting fees for missed meetings
- 3.9 Refreshment costs are the responsibility of members attending groups
- 3.10 Group members hosting a meeting in their own home should charge members no more than **50p** each for refreshments & attendance.
- 3.11 New groups can be awarded **£10** to cover set up expenses. Group coordinators must keep evidence of expenditure. Any further running costs, must be paid for by group members. Groups may request **Leyland U3A** to purchase assets on their behalf in which case the Group coordinators must fill in an asset request form

4 **Car Sharing**

- 4.1 Members travelling to a **U3A** event in a shared car should pay **10p per mile** to the car owner to cover costs.

5 **Committee**

- 5.1 Names of potential new committee members are to be submitted through committee members to the chair. The chair will invite any suitable members to attend as an observer at the next committee meeting.

6 Documents

- 6.1 Once a document has been created, approved and put into circulation, a master copy is placed into our secure storage. If that document requires future amendments then a copy should be requested. Once editing is completed and the document is approved for circulation, it then becomes the master copy and all previous versions should be deleted. All approved documents will be numbered and added to the Document register.
- 6.2 A paper copy of any official document will be stored in a file maintained by the secretary.

7 Security & Passwords

- 7.1 Passwords and log in details for websites, social media and committee members U3A email addresses to be given to secretary, who will store them in a manually written address book.

8 Photography

- 8.1 Advance permission and notice of the purpose of the image taking must be obtained, so that people have the option not to participate. Speaker's permission also to be sought

9 Other Expenses

- 9.1 Members should be reimbursed for photocopying on behalf of the U3A at the following rates

Black & White 6p per single side - 10p per double side

Colour 10p per single side - 18p per double side

- 9.2 For travel on behalf of **Leyland U3A**, drivers can claim reimbursement of **40p per mile**.

10 Visits & Meals out

- 10.1 **A minimum of £10 deposit or the full price of the trip** (whichever is smaller) must be paid by members booking a place on a meal or trip out. This is not refundable. A member may sell his or her ticket to another member and should inform the event organiser. It is not up to the organisers to resell tickets
- 10.2 Non-members may only attend **ONE event in 12 months**, without joining **Leyland U3A**. Exceptions can be made to fill last minute vacancies or for someone giving a lift

to an event to a trip organiser. Carers are not limited to the number of events they can attend with their charge.

- 10.3 Payments for events, tickets, meals and transport are not refundable. Once we are committed to costs, we cannot give refunds. However, We will issue refunds if the U3A has not incurred costs. We maintain waiting lists for sold out events and offer tickets to members, in order, if someone drops out.