

# St Albans U3A Executive Committee Policy

## Committee Operational Decisions and Policies Not Separately Documented

As at December 2014

### Objective

#### EC 25/1/2013

##### Publication of Minutes

It was agreed that minutes should be publishable. They must be brief, showing the principal issues discussed, conclusions reached, and responsibility for action. They should avoid identifying individuals as far as possible preserve the privacy and dignity of those contributing to or mentioned during discussions.

#### EC 3/5/2013

##### Refund of Capitation

It was agreed that if evidence was provided that their capitation fee had been paid through another U3A, a member's capitation fee would be refunded on request.

##### Geographic Limit on Membership

It was agreed that the member Post-Code limitation would be withdrawn

#### EC 31/5/2013

##### Expenses of EC Members

For travel expenses, where the Trustee or member has been asked by the EC to travel on behalf of the U3A, such as to an external event, it was agreed that 25p per mile was an appropriate amount to claim for car journeys.

#### EC 5/7/2013

##### Joint Membership of Groups with Other U3A's

It was suggested that a definitive statement is needed about the membership requirements for participating in St Albans U3A groups.

The following statement was agreed:

"All participants in Groups must be paid-up members of St Albans U3A. In some specific cases we will consider collaboration with a similar group from another U3A if

this enables the St Albans group to become viable. This does not preclude one-off attendance of visitors or potential members."

### **Policy on Dogs on Walks**

MW reported uncertainty about whether dogs were permitted on walks with walking groups. It was decided that the decision should be made as a consensus within each group affected.

## **EC 6/12/2013**

### **Non members visiting classes or groups to try them out**

... it was agreed that the current rule of allowing two visits by non-U3A members should continue, provided that attendees pay their way where administratively feasible. This will include language classes.

Members of other U3As will be required to join St Albans U3A to attend groups.

### **Groups booking paid speakers**

The issue of groups employing paid speakers, other than for language tutors or official guides, was discussed. It was agreed that this is acceptable on an occasional basis, except that those who are members of St Albans U3A at the time of booking or speaking must not be paid for their services under any circumstances. It was recognised that this is in contravention of clear guidance from the Third Age Trust.

## **EC 7/3/2014**

### **Removing members if they fail to renew their membership by a stated deadline**

It was decided that if members positively retire from membership this should be implemented immediately for the 21st Aug TAT update, but if they fail to renew this would not be reported to TAT until the December update.

## **EC 4/4/2014**

### **External organisations' publicity**

From time to time, external organisations supply St Albans U3A with material publicising their activities and seek our support in distributing it to our members either in printed or electronic form or by posting it on our website. Care must be exercised in choosing whether or not to do so to ensure that the external organisation is not using St Albans U3A as a free channel of communication for commercial objectives or to promote a particular viewpoint.

Only those organisations whose activities are in keeping with U3A educational objectives and of benefit to our members should be able to communicate with our membership. As a guideline, no material should be distributed to St Albans U3A members that originates from:

A political party

A campaign, pressure or lobbying group

A profit making organisation

In case of doubt, the distribution of such material must be subject to Executive Committee discussion and agreement.

## **EC 2/5/2014**

### **Payment to speakers from other U3As**

TAT have stated that speakers should not be paid if they are a member of any U3A, not just our own. This was considered to be unsatisfactory and the Cttee decided that they would be prepared to pay speakers from other U3As.

## **EC 4/7/2014**

### **Capitation Refunds**

It was agreed that a discount should be offered to joining or rejoining members if they were able to demonstrate that their TAT fees had already been included in another membership.