POLICIES DOCUMENT

[CM indicates Committee Meeting date]

Bracknell Forest University of the Third Age	Charity number: 1153789
Policy date: May 2026	Review date: April 2028

This document is for Committee approved decisions to assist in future Committee decision making

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BFu3a MANAGEMENT

BM-1 Minutes

Committee decisions should be formally proposed, seconded and recorded in the minutes. The minutes and other Committee documents are to be kept on the Committee section on the (new) website. Members are entitled to see sections of the minutes upon request; they are not made generally available as they may contain sensitive information. If a member requests to see the minutes then the Committee can ask which item it is they wish to see and give the member a better understanding of any decision on the item queried.
Revised CM 29/11/2018, revised 21/5/26

BM-2 Nomination for a Committee Post

Committee members cannot nominate each other. All nominations must come from the general membership. Elected and co-opted members to the Committee become Trustees and have full voting rights.
National Office policy, CM 11/4/2013, revised CM 29/11/2018

BM-3 Purchase of Equipment

The criteria for buying new equipment are:

a) It must be of potential benefit to all members.
b) Items will not be purchased to support meetings in members' homes if they are normally to be found in members' homes (such as kettles or crockery)

Equipment purchased by BFu3a becomes the property of BFu3a. It must be stored in a designated space when not in use; this may be a member's home. The equipment must be made available, on request, for use by the Committee or by any Group.

All equipment is to be listed in the Asset Register together with its normal whereabouts. The Register is maintained by the Treasurer and is lodged in the "For Members'/Admin Docs" area of the BFu3a website.
CM 1/5/14, revised CM 29/11/2018, revised 21/5/26

BM-4 u3a Insurance Policy Cover for Outings

The policy covers both Group Organisers and Members on any BFu3a Day Trip in terms of liability (personal and public, e.g. injury, property damage etc). The policy would also cover overnight trips providing that they are considered to be a 'Group Study Trip' connected to their group learning. For such a trip it is advisable to check with National Office that the trip in question is covered by the policy.
The policy does NOT cover 'Holiday Trips'. A member wishing to organise a holiday is recommended to book through a regulated Tour Operator/Travel Agent which takes on the liability. Individuals must additionally take out their own travel insurance.

Note: A Risk Assessment must be in place and will be required in the event of any insurance claim.
National Office 30/4/15, revised CM 29/11/2018, revised CM 15/1/26

BM-5 Advertising and other u3a events

BFu3a do not accept advertisements nor any form of advertising from any individual or organisation, particularly from those over which we can have no responsibility nor express any view or recommendation, unless explicitly agreed by the BFu3a Committee.
CM 9/4/2026

Due to possible problems in opening up our events to other u3as and also with clashing of events of other u3as with our own open to all events, it was agreed that we would not advertise the events of other u3as, nor open up our events to other u3as.

CM7/8/2025

MEMBERSHIP

M-1 Subscriptions

The annual subscription period currently runs from 1st October until 30th September. Subscription rates will be discussed by the Committee in January, ratified at the AGM in that year and then implemented from 1st October. For members joining for the first time after 1st April, their initial subscription will be at half rate and run until 30th September.
AGM 25/5/2015, abbreviated CM 29/11/2018 Revised CM 19/3/2020. Revised CM 15/1/26

M-2 Refunds

If a member moves away or dies during the membership year, then no refund will be given for the unused part of their membership.
A refund can be paid to correct errors.
Abbreviated CM 29/11/2018

M-3 Membership of Another u3a

Persons who are current members of another u3a may join BFu3a at a reduced "Associate Member" subscription rate to avoid being charged a National Office capitation fee twice. They will have the same rights and obligations as any other member.
New CM 29/11/2018

M-4 Honorary Membership

Members who have made a significant contribution to the BFu3a but, by reason of ill health, resign from BFu3a after more than 10 years continuous membership can be nominated by the Committee as Honorary Members. Honorary Members pay no subscription and may not belong to Interest Groups but are welcome to attend Open Meetings. They should normally receive the newsletter as an e-mail copy, but if they request a paper copy this will be offered free of charge. They have no voting rights.

CM 20/3/14, revised CM 29/11/2018, revised CM 7/1/2021

M-5 Membership Card and Newsletter Distribution

Membership cards and the Newsletter will normally be issued via e-mail. Members without e-mail or a printer may request a membership card by post if they have a valid reason to need one.

Members who prefer a printed copy of the newsletter to be sent by post may request this, but a charge will be made as established by the Committee. However, members who joined prior to 1/1/2024 and have no disclosed email address will receive a printed copy of the newsletter free of charge.
CM 7/4/2016, revised CM 29/11/2018, CM 23/11/2023 and CM 28/03/2024

M-6 Circumstances In Which Non-Members May Participate In Events

No-one can attend a BFu3a Interest Group, Open Meeting or other event without being a member of BFu3a. An exception may be made under these specified circumstances:

1) Prospective new members can attend two Group Meetings and one Open Meeting before joining, but cannot attend a BFu3a event if by so doing they take the place of a full member.
2) Where the organiser of a BFu3a event cannot fill all the places available, the event is to be offered to other groups, or possibly the whole of the BFu3a if there is a large number of spaces, depending on timing. As a last resort they can be offered to family and friends of members, although they would not be insured, unless they are planning to join, and they cannot attend more than twice.
3) Where a member could only attend a meeting, group or outing with the aid of a carer, that carer may attend even though not themselves a member.

In these circumstances it should be pointed out that only u3a members are covered by u3a insurance.
CM 1/5/2014, rewritten CM 29/11/2018, revised CM15/1/26

FINANCE

F-1 Financial Reporting

The Treasurer should submit a financial report at each Committee Meeting sufficient to enable Committee members to see the funds held and performance against budget. Reconciliation of Beacon against bank and PayPal balances should be presented from time to time.

At the end of the Financial Year, a financial statement must be prepared for the appointed Examiner. Once signed off this is to be incorporated into the AGM papers and used as the basis for the Annual Report to the Charity Commission.
[New draft by Treasurer]

F-2 Financial Reserves

The National u3a recommends that reserves should be sufficient to cover six months expenditure.
CM1/5/14, abbreviated CM 29/11/2018

F-3 Remuneration and Professional Tutors

The u3a movement is a self-help organisation and therefore no Committee member, Group Coordinator or other Volunteer may receive any remuneration, other than reimbursement of approved expenses.

No fee may be paid to a member of ANY u3a, even if they earn their keep as a professional speaker or tutor. Reasonable expenses, such as travel, may be claimed.

It runs against the ethos of the u3a to pay tutors to help run a group, for example a Tai Chi teacher. However, recent advice is that this ruling may be relaxed if no alternative can be found and the benefit to members is deemed to warrant this exception. If a tutor is to be hired, it is essential to confirm that they have appropriate insurance and are clearly self-employed. This latter to ensure that the BFu3a cannot be held to be liable as their employer.
u3a Finance Workshop 6/11/2018

F-4 Committee Expenses

Committee members may submit reasonable expense claims to the Treasurer. Even though some Committee members may choose to bear certain costs themselves, the principle should be that no Committee member should be out of pocket.
CM 5/1/20` 15, revised CM 29/11/2018

F-5 Subsidies for Social Events

Social events may be subsidised from BFu3a funds only if they are available to all members.
Changed CM 29/11/2018

F-6 Group Finances

Each group must manage its own finances and keep a complete record. Those Groups collecting money and incurring costs are to report to the Treasurer on a basis as specified by the Committee. Wherever practicable monies collected should be paid in to the BFu3a bank account with costs being invoiced to the Treasurer. The committee recommends that no group has more than £50 as a locally-held cash reserve. Group Coordinators should provide their members with a financial statement annually.
CM 11/4/2013, rewritten CM 29/11/2018

F-7 Grants To Interest Groups

The Committee may provide a grant of up to £50 to new groups to help with start-up costs. Such a grant may also be made to an existing group, for example to help with venue hire to enable it to expand rather than close to new members due to lack of space in a member’s home.
CM 4/9/14, revised CM 29/11/2018

F-8 <u>Making Payments To Other Charities</u>

Charities must not pass their funds to another charity. Any collection for a charity, such as a raffle, must NOT go through the u3a accounts.
If a speaker wishes their fee to go to their chosen charity, it is better to pay the fee and let the speaker make that payment. If they will not do that, they should sign a disclaimer stating that the u3a donation is in lieu of or represents the speaker's fee. Alternatively, a collection bucket can be put out at the end of the presentation, so that members pay directly ie. it is never u3a money.
u3a Finance Workshop 6/11/2018