

# **The Policies of the University of the Third Age Denia.**

**(25<sup>th</sup> February 2023)**

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## Introduction

This document describes policy decisions made by the various Committees of the U3A Denia, The Association, and serves as additional information and/or clarification to The Statutes. Changes to this document will be made when policies are changed, added or deleted by subsequent Committees without having to go through a formal change of The Statutes.

## 1 Honorary members

The President and Committee, may at their own discretion, and without the approval of the Members of The Association, appoint Honorary Members of The Association. Such Honorary Members may include, but not be limited to:

- Past Presidents of The Association.
- Past Vice Presidents of The Association
- Any member of The Association who is deemed to have provided outstanding service and commitment to The Association
- Any Non-member of The Association who is deemed to have provided outstanding service and commitment to The Association.

All Honorary Members of The Association shall be exempt from the annual membership fee of The Association and their membership shall be valid for their lifetime.

## 2 Disciplinary procedure

Any member of The Association, who, in the opinion of The President and Committee has been deemed to be in serious breach of The Statutes and Rules of The Association, may be called by The Committee to provide an explanation of such breach.

Any Member of The Association considered by The President and Committee to be in breach of The Statutes and Rules of The Association, and refusing to meet with The President and Committee shall be subject to exclusion from The Association.

Breaches of The Statutes and Rules may include, but not be limited to:

- Verbal or physical abuse of any member, speaker or non-member at Association meetings. □ Misappropriation of the funds of The Association or of any Group affiliated to The Association.
- Slandering The Association or its officers to the larger community □ Bringing the Association into disrepute.

## 3 Expenses

The President and Leaders of Groups affiliated to The Association, may, with the prior approval of The President and Committee, purchase such articles and equipment considered to be solely and reasonably required for the efficient operation of The Association and affiliated Groups.

Expenses incurred with such purchases shall be reimbursed from the funds of The Association on production of receipts.

Such purchases may include, but not be limited to:

- Printer Cartridges.
- Printer Paper.
- Stationary Items.
- Software Packages.
- Specialist Equipment.
- Publications.
- Professional Subscriptions.

Committee Members and Group Leaders shall be reimbursed at the rate of €0.50 per kilometre when using private transport on U3A business.

Unless otherwise approved, refreshments purchased at meetings of groups shall not be considered for reimbursement.

## **4 Newsletter**

The Newsletter shall contain articles and information wholly and exclusively related to the function and operation of The Association.

The Newsletter shall not, under any circumstances, contain advertisements from any company, organisation, or individual not connected with The Association,

## **5 Minutes of General Meetings**

The minutes of the general meetings of The Association shall be compiled by The Secretary and posted on The Association website.

Any Member of The Association may request through The Secretary a printed copy of the minutes.

Minutes of Committee meetings may also be published on the Association website.

## **6 Membership renewal**

Members of The Association shall renew their membership subscription by the January 31st each year.

Members shall be considered as having left The Association, if, except due to exceptional circumstances, the subscription has not been renewed by the 1st of March. Those who have not paid will be considered in suspense, until such time as they pay again for membership.

## **7 Finances**

The Treasurer shall prepare an annual budget for The Association. The budget statement shall be submitted to The President and committee for approval.

Following approval by The Committee, The Treasurer shall present the budget statement to The Members of The Association at a general meeting.

The Treasurer shall post the approved budget statement on The Association website.

Any Association Member may, through The Treasurer, request a printed copy of the budget statement.

Any Group affiliated to The Association, that collects and disburses an amount greater than 75 euros per meeting can be subject to audit by The Treasurer.

## **8 Group guests**

The Leader of any Group affiliated to The Association may allow guests to attend their meetings. Should the attendance of guests at meetings occur more than twice, they will be expected to join The Association.

## **9 Mass Emails**

The following Members of The Association will have access to the mass e-mail facility:

- Secretary.
- Groups Co-ordinator
- Travel Group Leader

Mass e-mails will conform to the following guidelines:

- Contain information relevant to the majority of The Membership
- Not contain any derogatory remarks
- Not be sent too frequently for minor matters.

## **10 Required age for membership**

The minimum age required for Membership of The Association is 50 years. Where one Spouse or Partner is under the required minimum age He or She will be considered to be a full Member of The Association.

## **11 Entertaining**

The President may, at his/her discretion, and without the prior approval of The Committee, entertain and/or provide gifts to external bodies and organisations.

Such bodies may include but not be limited to:

- Other U3A Presidents
- Local Government Officials
- Individuals who have made a significant contribution to The Association
- Organisations that have made a significant contribution to The Association

Entertainment and the provision of gifts shall not under any circumstances be extended to either the family or friends of The President.

Entertainment and the provision of gifts by The President shall be limited to €30 per person. This cost will be met from the funds of The Association upon provision of receipts.

## 12 Role of Chairperson

### 12.1 Communicate

- Start the meeting. Welcome any new members. Make any necessary introductions. □  
Check for conflicts of interest on the items on the agenda.
- Ensure that additions or amendments to minutes are recorded.
- State the objectives of the meeting and each item.

### 12.2 Control

- Maintain control. Set out any time limits.
- Allow flexibility and freedom of expression.
- Keep to the agenda.
- Prevent personality clashes and unacceptable behaviour.
- Be aware that there are no unacceptable questions, only unacceptable answers.

### 12.3 Guide

- Ensure full participation.
- Steer members to work harmoniously and purposefully as a team.
- Encourage the quieter members and discourage those who are monopolising the meeting.
- Be prepared to highlight issues that no-one else will.

### 12.4 Compare

- Evaluate contributions impartially.
- Summarise all points in favour of an issue against all points not in favour.

### 12.5 Clarify

- Ensure everyone understands what is being discussed.
- Summarise.
- Ensure that if jargon and abbreviations are used, all present understand this.

### 12.6 Decision making

- Ensure that decisions are taken in the context of the Association's Statutes and that they are recorded, together with who is going to implement them.
- The Chairperson has no vote other than a casting vote in the event of a 50/50 split in voting. Use casting vote effectively and impartially.
- Abide by and implement the decisions of the Committee. The Chairperson has no right of veto on these decisions.

### 12.7 End of meeting

- Summarise decisions taken and action points to be followed up, who is responsible, and by when.

## 13 Donations to affiliated external groups

The Committee, may, under certain circumstances, approve a donation to a group which, while not being a U3A Denia group, is very closely affiliated to the Association and is attended by a large

number of U3A Denia members. Any such donation will be based on the merits of the request and the sum will be agreed by both parties. Under no circumstances will this be exceeded.

It is expected that any such group will also seek donations from other sources in addition to being partly self-funded.

Each request for a donation will be considered on a case-by-case basis and is not guaranteed.

## **14 Travel Group invoice payment rules**

Updated February 2023.

### **14.1 Permitted Service Providers**

The U3A Denia Travel Group will only be associated with Service Providers and Agents who are registered as Bona Fide companies. Non-registered Service Providers and Agents will not, under any circumstances, be permitted to Organise Trips and Events

### **14.2 Invoice presentation route**

To enable the Travel Group to demonstrate full accountability, auditability and transparency, all Service Providers and Agents involved in the provision of any Trip or Event organised for the Travel Group must present or send their invoice directly to the Trip Organiser. Invoices sent through any third party will not be accepted.

### **14.3 Invoice approval**

Only invoices from approved and registered Service Providers or Agents will be accepted for payment. Such payments will only be made following approval of the final invoice by the Trip Organiser and Travel Group Treasurer, plus any two of the following officials: U3A Treasurer, U3A President U3A Secretary and will only be paid directly into the Provider's or Agent's bank account. Spouses/partners will not sign off invoices.

### **14.4 Cash payments**

Cash payments to Service Providers and Agents will never be approved or paid by the Travel Group.

### **14.5 Invoice format and contents**

Detailed Invoices from Service Providers and Agents must contain the following details:

- Invoice to be made out to U3A Denia with our correct address:  
Buzon 495,  
Calle Patricio Ferrandiz, 40
- Date of trip
- Number of participants
- Date the invoice needs to be paid IVA if applicable
- Supplier's bank details
- Insurance details e.g., all coach travellers are insured while travelling on the coach
- Total sum to be paid including IVA if applicable and any additional costs, which must be itemised.

## **14.6 Proforma invoices**

Our preference is to only pay Factura invoices and any changes to the final invoice eg extra passengers/refunds should be made on a separate invoice. However, Factura Proforma invoices will be accepted for payment, as long as the Factura final follows within seven days.

## **14.7 Notice of invoice to pay**

The Travel Group Treasurer will inform the U3A Treasurer that an invoice is on the way. Invoices will be paid as soon as possible after sign off. The 4 days is an absolute maximum time to take into account if there are any changes to invoices at the last minute.

## **14.8 Dissemination of these rules to service providers**

It is the sole responsibility of the Trip Organiser to ensure that Service Providers and Agents are made aware of these rules.