

PETERSFIELD U3A – BYELAWS

These byelaws shall apply to all members of Petersfield u3a unless stated otherwise.

They are complementary to, but not in conflict with, the Petersfield u3a Constitution dated 10 October 2022. In the case of a potential conflict, the Constitution will prevail.

These byelaws are to be read in conjunction with the Constitution of Petersfield u3a dated 10 October 2022. The Management Committee may from time to time make, amend, or repeal byelaws, not inconsistent with the Constitution, for the internal management of Petersfield u3a.

They should also be read in conjunction with the Policies of Petersfield u3a.

TERMS

1. 'Member' means any person who has paid the appropriate subscription to Petersfield u3a and has not been refused.
2. 'Trustee(s)' as defined by the Charity Commission are the people who share ultimate responsibility for governing a charity and directing how it is managed and run.
3. 'Ordinary Member' means a Petersfield u3a member who is not a Trustee of Petersfield u3a.

MANAGEMENT COMMITTEE

Duties of the Management Committee

1. In addition to those duties contained in Clause 18 of the Constitution, the Management Committee shall agree the annual membership fee for Petersfield u3a.
2. The Management Committee may from time to time set a fee for Petersfield u3a events including, but not limited to, attendance at General and Special Interest Open Meetings.
3. The Management Committee may at its sole discretion waive or otherwise amend the fees for any individual.
4. A confidential register of members shall be maintained in accordance with the Data (Use and Access) Act 2025 by the Membership Secretary or by any other person delegated to do so by the Management Committee. All members of the Management Committee are entitled to view and act on the register of members, but only for the purpose of conducting u3a business, in accordance with the Beacon Access Policy¹.

Meetings and Proceedings of the Management Committee

1. Elected and co-opted Trustees form the Management Committee of Petersfield u3a.

¹ Beacon is the membership database of Petersfield u3a.

2. The newly elected Committee shall take office at the conclusion of the Annual General Meeting.
3. The Management Committee shall hold at least 4 meetings each year which shall be conducted in accordance with the Constitution. These meetings may be held in person or virtually or in a combination of both. The Secretary shall maintain a record of attendance.
4. Additional meetings may be called at any time by the Secretary, or any other trustee, as set out in the Constitution Clauses 20 (iii) and (iv).
5. The Chair of the Committee shall chair the meetings, and, in his/her absence, the Vice-Chair shall take over or, if there is no Vice-Chair present, the Management Committee shall choose one of their number to be Chair of the meeting before any business is transacted.
6. The Management Committee shall ensure that Minutes are taken of all its meetings and are posted on Petersfield u3a's website when approved at the subsequent meeting.
7. Minutes relating to sensitive or private matters discussed at a Management Committee meeting that are classified as Confidential by the Chair at his/her sole discretion shall be noted as having taken place as a discussion "in camera" and the details shall be excluded from the Minutes of the meeting. A record of the discussion and any decisions taken must be filed in a discreet Confidential folder and retained in the sole custody of the Chair, to be disclosed only at his/her discretion.
8. The Management Committee may from time to time agree revisions to the Byelaws. In such cases, the revisions shall be documented in the minutes, and consequential amendments made to the Byelaws by the secretarial team prior to the subsequent meeting. All revisions must be referenced and dated. The Management Committee will additionally conduct a full review of the Byelaws on a periodic basis.

TRUSTEES

General Responsibilities of Trustees

1. Trustees shall have collective responsibility.
2. Trustees shall read the Charity Commission leaflets on the responsibilities of Charity Trustees CC3 and CC3a, which can be downloaded from the Charity Commission website.
3. Trustees must always act in the best interests of Petersfield u3a.
4. Trustees shall reflect the current organisational policy of Petersfield u3a, regardless of whether it conflicts with their personal views.
5. Trustees shall abide by Petersfield u3a's governance procedures and practices.
6. Trustees must never derive any pecuniary benefit from being a Trustee of the Petersfield u3a and must notify the Chair of any gifts received as a Trustee of the Petersfield u3a.
7. Trustees shall use Petersfield u3a's resources responsibly.
8. Trustees shall request the consent of the Chair before accepting an invitation to speak on behalf of Petersfield u3a.

9. Trustees shall treat fellow Trustees courteously and maintain a respectful attitude towards the opinions of others.
10. Trustees shall respect the need for confidentiality in relation to both committee and individual matters.

Trustee Responsibilities in respect of Management Committee meetings

1. Trustees shall study the agenda and all supporting papers prior to the meeting and shall strive to attend either in person or virtually, or otherwise submit apologies to the Secretary.
2. Trustees must declare any actual or possible conflict of interest at the start of the committee meeting or at the earliest possible opportunity. The Chair will then decide whether to exclude the Trustee from a particular item for discussion or from the whole meeting. If the Chair has a conflict of interest, then the Vice-Chair shall rule on the matter.

Alleged Trustee Misbehaviour

1. In the event that it is alleged a Trustee has failed to adhere to his or her responsibilities, the Chair will immediately appoint two other Trustees to establish the facts and report back within 28 days. The result of these investigations must not be disclosed to any other Trustees. If the allegation is unsubstantiated, the matter will be closed.
2. If it is confirmed that there is an issue to be addressed, the Chair shall use his/her best endeavours to resolve the matter amicably and quickly with the Trustee in question. The matter must be identified, the views of the complainant(s) and the Trustee must be heard, and the Chair must make clear the action or change required, if any, and the consequences of repeating the behaviour in question. A written record of discussions must be kept on file by the Chair and a copy given to the Trustee in question, but it must be stressed that this process is not part of any formal disciplinary procedure.
Note: If the complaint concerns the Chair, then the Trustees acting as a group shall take responsibility for addressing and resolving the matter.

FINANCIAL PROCEDURES and AUTHORITY for EXPENDITURE

Petersfield u3a is a charity and is mindful of the need to use the members' funds wisely and only in furthering the charity's purpose.

1. The Financial Year shall run from 1 September to 31 August.
2. **Regarding the funding of interest groups:**
 - a) Interest groups shall be self-funding subject to the following exceptions:
 - i) Within their first 6 months of operation, new interest groups may request start-up assistance funds. Unless otherwise agreed by the Management Committee, such funds are limited to: (i) if the group has ten or less members, £50; or (ii) if the group has more than ten members, £5 per group member up to a maximum of £100;

- ii) Any interest group may apply for an advance as set out in Advances (Section 7, below);
- iii) The Management Committee may offer and provide subsidies to interest groups from time to time where, in its sole judgement, it is in the best interests of the Petersfield u3a to so do;
- iv) The Management Committee may offer a Learning Grants scheme from time to time, whereby groups of members may apply for funding to support enhanced learning opportunities in alignment with the charitable object of Petersfield u3a.
- b) Interest groups must manage their own self-funding in a manner that is reasonably acceptable to, or is compliant with guidelines issued by, the Treasurer;
- c) Interest groups shall not incur any debt on behalf of Petersfield u3a without the Treasurer's prior approval;
- d) An interest group shall not hold funds in excess of its current monthly expenses plus £100. If the interest group's funds do exceed this amount, the excess must be transferred promptly to the Petersfield u3a bank account and notified to the Treasurer, except where specifically otherwise agreed with the Treasurer.
- e) Any money so transferred will be ring-fenced by the Treasurer for the benefit of the interest group in question and no other purpose, and shown as such in aggregate in Petersfield u3a budgetary and expenditure reports. The Treasurer will provide balance and transaction details to the interest group not less than 2 times per year, or when otherwise requested.

3. Regarding expenditure and payments:

- a) All expenditure of a capital nature, one-off items, or not arising in the normal course of business must be agreed by the Treasurer before it is incurred. If the expenditure is more than £100, the Treasurer must agree its nature and amount with the Chair. If the amount is over £250 it must be agreed with the Management Committee.
- b) All cheque payments by Petersfield u3a must have 2 authorised signatures, one of which must be that of the Treasurer.
- c) All electronic payments by Petersfield u3a will be processed by the Treasurer and approved by another member of the Management Committee who is authorised to approve payments. Authorised signatories will include the Chair and the Secretary
- d) In the absence of the Treasurer, the Management Committee will designate another authorised signatory to agree and process payments.

4. Regarding financial reporting and controls:

- a) The Treasurer shall present an up-to-date financial statement at each meeting of the Management Committee.
- b) A financial examiner for the year end accounts shall be nominated by the Treasurer and approved by the trustees no later than 20 weeks before the AGM, and published in the

next available edition of Connect. The appointment should also be published in the documents section of the website.

- c) The Financial Report and examined accounts of the preceding year shall be presented for adoption at the Annual General Meeting.
5. Reasonable expenses incurred by individuals in the furtherance of the running of Petersfield u3a shall be refundable subject to approval by the Treasurer.
6. All such claims need to be made in writing to the Treasurer giving sufficient detail as to the nature of the expense. Where possible receipts should be attached.
7. Advances up to the value of £100 for Petersfield u3a purposes can be obtained from the Treasurer. All requested advances over £100 are to be agreed by the Management Committee. The terms of the advance including repayment dates are to be agreed in writing between the member and the Treasurer before the advance is made.
8. The Treasurer shall maintain an asset register.

COMPLAINTS AND GRIEVANCES

In the event of a formal complaint by a member of Petersfield u3a regarding the conduct of an issue or behaviour of another member(s), the procedure outlined in Petersfield u3a's Member Code of Conduct and the Complaints, Grievance and Discipline Policy will apply.

PETERSFIELD u3a MEMBERSHIP

1. Membership types:
 - a) **Standard membership** applies to any member for whom the Petersfield u3a is their only u3a branch or their primary u3a branch membership.
 - b) **Associate membership** applies to any member who is a full and current member of another u3a branch and who also wishes to attend any Petersfield u3a interest group or open meeting.
 - c) **Honorary membership** may be awarded by the Management Committee to persons who it deems to be providing (or have provided) exceptional services to Petersfield u3a.
 - d) No joint subscriptions are offered.
2. The joining process and current membership fees are as stated on the Petersfield u3a website.
3. The membership year runs from 1 September until 31 August.
4. Membership fees shall be a fixed amount for each membership year as determined by the Trustees.
5. Membership fees become due on joining, or, for renewing members, on 1 September (payable by 30 September). For those joining after April 30th, the annual membership fee for the current membership year shall cover membership until the end of August of the following year.

INTEREST GROUPS

Group Convenors (Leaders)

Matters relating to Group Convenors (Leaders) and the conduct of Group activities shall be detailed in the Group Convenors' (Leaders) Handbook.

Operation of interest groups

1. **Attendance:** Members are entitled to attend any of the interest groups offered by Petersfield u3a, subject to vacancies being available and the Convenor's agreement.
2. **Expenditure:** Any expense (for example, venue hire, speaker fees and study materials) incurred by an interest group must normally be shared and met by the attendees through an attendance fee or other means agreed by the interest group. See also *Financial Procedures and Authority for Expenditure*, paragraph (2c).
3. **Cessation of groups:** From time to time interest groups will cease to exist due to lack of interest in the subject or for other reasons. A group shall notify the Management Committee of its intent to dissolve the group and the date of the last group event. Any monies held by Petersfield u3a on behalf of the group can be spent on a closing down event, subject to the Chair's approval. Once the date for the dissolving of the group has passed:
 - a) the property of the group is to be handed over to Petersfield u3a and placed on the asset register;
 - b) any petty cash-in-hand must be passed to the Treasurer; and
 - c) such petty cash, together with any other funds held by the Treasurer on behalf of the group, may be applied for the benefit of the Petersfield u3a.

Next Review Date: May 2028

Chair's signature:

Date:

DOCUMENT CONTROL

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