

WELCOME TO BOURNE u3a

This Handbook will tell you what the u3a is, how it started and how the evolution and diversity of our U3A is governed and controlled by our own membership.

So if you want to learn something, teach something, play something or simply make new friends, please read on.

Our u3a was established in the early 2000s and we currently have around 500 members and about 50 interest groups. These cover a wide range of. Each interest group is run by members for other members and has a leader. Please contact the Group Co-ordinator groups@bourneu3a.org.uk for details of group leaders. Without our leaders and the co-ordinator there would be no u3a in Bourne – they are much valued by us all.

WHAT IS THE u3a?

.....quoted from the main u3a Website www.u3a.org.uk

*"Make the most of life once you're no longer in full time work
by exploring new ideas, skills and interests with your local u3a"*

First Age learning – at school, college, university

Second Age learning – the skills at work or at home.

Then there is the – **Third Age** – being the period of time after the first age of childhood dependence and the second age of full-time employment and/or parental responsibilities. Interest Groups come together to participate in a subject members all find interesting.

U3a is a learning cooperative for people who are in their Third Age which enables members to share many educational, creative and leisure activities. Activities are organised mainly in small groups that meet regularly, often in each other's homes. Members, through sharing their knowledge, skills and experience, learn from each other

A u3a is set up whenever a group of individuals want to enjoy that sort of learning. With help from the National Office they set up a u3a in their area and their u3a becomes a member of the Third Age Trust.

Everyone can play a part.

U3a members are typically busy people, leading at least as full and satisfying lives as when they worked full time. They have a continuing sense of achievement with something to look forward to every day.

Without members willing to give their time, energy and commitment, nothing can be achieved in our u3a.

The unique self-help ethos in every u3a means that they are only successful and sustainable if members are all willing to offer their services. There are many ways to contribute; everyone can do something. It may be helping to set up and run an interest group, co-ordinating interest groups, helping to manage the website,

volunteering for the committee, organising speakers for the monthly meetings, , putting out chairs or planning trips, outings and social events – the list is endless.

A u3a thrives because all its members are willing to pull their weight and put in as much as they get out. 'By the members, for the members' is the u3a Movement's mantra.

A u3a does not provide services for its members – members provide them for each other.

THE NATIONAL u3a

The u3a was conceived and introduced in France in 1973, its aim being to further educate and stimulate retired members of the community. Universities were directly involved, hence the original title, University of the Third Age, and the concept has now become worldwide.

However, in 1982 when the scheme was introduced into the UK the direct link with a University was not maintained. Instead, it was acknowledged that many people retired with a lifetime of knowledge and experience which they should be encouraged to share with their neighbours. u3as were set up around the country and there are now over a 1000 u3as and over 400,000 members. Group leaders with specialist knowledge run their own meetings on specific subjects ranging from Art to Zoology, over 300 are covered across the country. They aim to satisfy the widest range of interests: educational, cultural, recreational, physical and social. Membership for individual u3as can vary from 20 to 2000 people. Local u3as are self-supporting charities run by elected committees and require a yearly subscription. The head office of The Third Age Trust address is 156 Blackfriars Road, London, SE1 8EN and provides educational and administrative support to all UK u3as and their members and assists in the development of new u3as across the country. The website address of the National u3a is www.u3a.org.uk Tel: 020 8466 6139

THE THIRD AGE TRUST

There are over 1000 u3a's in the UK supported by the National Office of the Third Age Trust. Our Membership fee pays for a range of services including group insurance for our activities, a magazine, Third Age Matters, a wide range of resources, which can be borrowed by interest groups, and access to a comprehensive national website which is full of information and advice. In addition, the National Office organises various events, online study courses, seminars and other events. www.u3a.org.uk

MEMBERSHIP

Membership of Bourne u3a currently stands at around 500.

Our membership year runs from 1 February to 31 January each year. Membership costs £10 but see the Membership Form for reductions if joining after 1 September.

Your membership will lapse if you have not renewed by 30 March annually.

Renewal is defined as the receipt of both the Membership Renewal Form plus the correct payment having been received by the Membership Secretary.

Visitors* are allowed to attend two meetings before having to join.

Members of another u3a wishing to join Bourne u3a may do so at a lower rate with details on the Membership Form.

No Membership cards are issued but you will be advised of your membership number. This information will enable you to update your own personal record on the database, if you wish, without reference to the Membership Secretary by accessing via the Members Portal on the website www.bourneu3a.org.uk.

Renewal/Membership Forms are available online at www.bourneu3a.org.uk or from the Membership Secretary.

Membership forms include a Privacy Statement regarding the use of personal details by Bourne u3a. Records are held on a database supported by the Third Age Trust.

*Visitors are defined as anybody not currently a Bourne u3a member even if they are a member of another u3a.

WHAT DO YOU GET FOR YOUR SUBSCRIPTION?

- Annual 'capitation' fee to the Third Age Trust, group insurance cover, PPL licence (allowing us to play music and sound recordings in a public place such as the village hall); MPLA Licence (Motion picture licensing company) for the right to show films publicly; a wide range of resources, National events; Committee Reference File. You may opt to receive the Third Age Trust magazine, Third Age Matters.
- meet and socialise with like-minded people
- opportunity to attend monthly General meetings where visiting speakers talk on a vast array of interesting subjects.
- choose to attend from a selection of 50 Interest groups.
- participate in events
- a copy of our monthly newsletter which contains up to date news from the groups, the committee and plenty of friendly banter and recollections from members.
- access to a regularly updated website specifically relating to membership matters, which also includes 'members only' pages allowing you to update personal information if you wish.

GENERAL MEETINGS

General meetings are held on the first Monday of the month in the Corn Exchange, Bourne (now labelled as South Kesteven Community Access Point and Library) starting at 2.15 pm with doors opening at 1.45pm. At the meetings you can listen to a variety of interesting professional speakers, keep up to date with events and groups, meet other members and enjoy light refreshments. A general Notice Board displays details of events, minutes of Committee meetings etc. Usually around 60 - 100 members attend General meetings.

Attendance is optional limited by the size of the hall, on a first come first served basis. Bourne members are expected to pay a **£2 entrance fee**, towards the cost of the speaker And hall hire.

We welcome Visitors to our General Meetings and upon payment of a £2 entrance fee. This payment goes towards the cost of the speaker and the hall. However, if visitors attend in excess of two meetings, either General or Group they are then required to join Bourne u3a by making the appropriate annual subscription.

OTHER MEETINGS AND EVENTS

Annual General Meeting (AGM)

The AGM is held at the start of the General Meeting in May. The business of the AGM is defined in the Constitution but includes reports from the Chair and Treasurer, election of the Executive Committee and any proposed changes to the Constitution.

The examined Accounts are usually sent to all members prior to the AGM.

It is the responsibility of each member to be aware that the AGM is held in May and, to ensure that any business to be raised or a nomination for Committee, is done in line with the notice required in the Constitution and Calling Notice.

Special General Meeting (SGM)

A SGM can be called if circumstances dictate other than at an AGM. See the Constitution for details www.bourneu3a.org.uk.

In addition, the National u3a also organises events, which are announced on its website. Booking is made direct to the National u3a. You can receive information by email direct from The Third Age Trust at u3a.org.uk/email.

For those wishing to extend their learning even further there is the Future Learn programme. This is endorsed by the u3a and offers a diverse selection of subjects to study free of charge. These high-quality internet courses are run by a private company wholly owned by the Open University. Courses run for 3 to 6 weeks and involve about 2-3 hours study a week. Again, further details are on the website.

<https://www.futurelearn.com/courses>.

EXECUTIVE COMMITTEE

Members have an opportunity to vote for all Committee members annually at the AGM, held in May. The Committee consists of a Chair, Vice Chair, Secretary and Treasurer, who are Officers, plus a maximum of six other Committee members who take on allotted duties. The Executive Committee may co-opt up to two other members if necessary. As Bourne u3a is a Registered Charity all Committee members are also Trustees.

Names and contact details for members of the Executive Committee can be found on the website www.bourneu3a.org.uk or in the Newsletter.

Executive Committee meetings

The Committee usually meets on the second Monday of each month in Wake House, Bourne starting at 10am.

Minutes are taken and are available on the website www.bourneu3a.org.uk and at the monthly General meeting. Members are always welcome to attend Committee meetings as observers but are advised to contact the Secretary to ensure the room has sufficient capacity.

CONSTITUTION

The latest version of our Constitution is on our Website www.bourneu3a.org.uk but copies are available on request. All members are strongly advised to read this document as part of their membership.

INTEREST GROUPS CO-ORDINATOR

This is a vital role that acts as a central point to coordinate existing groups, support Group leaders, encourage membership of existing groups and assist with the development of new groups. Members should contact the co-ordinator with ideas and suggestions for new groups or to be added to a waiting list of groups that are currently full.

INTEREST GROUP LEADERS

All Interest Groups have a Group Leader (or small committee) responsible for it. Group Leaders are responsible for ensuring that each member of their group is a fully paid-up member of Bourne u3a. Group Leaders are supported by the Groups Coordinator and the Executive Committee to which they should refer for any query, advice or support in the running of their group. Group Leaders should maintain a register of attendance of each meeting and a record of the subscription paid by each member.

All Interest Groups that incur running expenses such as room hire, refreshments etc. will be self-funding by way of the subscription paid by members of that Interest Group to ensure all the group's costs are fully covered.

Some Group Leaders will supply refreshments at their meetings for which attending members may be asked to make a small contribution towards the cost.

The expense of general equipment used by the entire group e.g. table tennis tables etc, may be reimbursed by the Treasurer who in turn will need to consult the Committee for approval.

Equipment used by individuals of Interest Groups are considered a personal expense and will not be reimbursed.

Outings and events arranged by Interest Groups will be self-funding and budgeted to break even. The u3a is not allowed to pay for such events, but rules allow the advance of money for deposits etc, to be repaid by the members of the relevant Interest Group. Full financial records must be kept and details given to the Treasurer before 31 March annually.

INTEREST GROUPS

These are the lifeblood of any u3a and are dependent on members offering to share their skills, expertise and enthusiasm with others. We depend on our members to suggest ideas for new groups and to support existing groups.

The formation of new groups is encouraged and any member wishing to start one should approach the Group Co-ordinator with his or her suggestion.

Group leaders organise various activities. Meetings are often held in members' houses or, where the groups are too large or needs specialist equipment, in another venue. The

aim is to share and expand one's knowledge or interest, be it a hobby, sport, academic, social or simply a recreation, in an informal and friendly atmosphere.

There may be a charge for each session if it involves extra costs such as hall hire etc.

There are currently around 50 groups, covering a wide and diverse range of Interests, available to members where vacancies exist.

Full details of all groups can be found on the website www.bourneu3a.org.uk or consult the Groups Co-ordinator.

Often a group may be full simply because the meeting place cannot accommodate any more people.

Non-members of Bourne u3a (*visitors) considering joining an Interest Group may attend a total of two meetings of any interest group or General meeting before deciding to join Bourne u3a by making the appropriate subscription.

Attendance at our Interest Groups is only allowed, subject to room in the group and that attendance would not displace a Bourne u3a member.

*Visitors are defined as anybody not currently a Bourne u3a member even if they are a member of another u3a.

INFORMATION, POLICIES AND RESPONSIBILITIES:

BOURNE u3a

Our u3a is bound by the rules of the Charity Commission, HMRC and the Third Age Trust. However, it is an autonomous charity with its own Constitution, Policies and Procedures which are available to members on the website www.bourneu3a.org.uk

Accessibility

The u3a promotes accessibility of all venues and events where this is practically possible. Events that require transport should use coaches/buses that can accommodate disabled travellers.

General meetings must be held in a venue that is fully accessible and has appropriate facilities.

Interest Groups that hire a venue for their groups should aim to hire an accessible venue with appropriate facilities.

Interest Groups that meet in members' own homes may not be able to offer full accessibility.

ACCOUNTS

The accounts for all central Bourne u3a Income and Expense activities that are authorised by the Executive Committee are maintained by the Treasurer. The monetary needs of Individual Interest Groups vary between those groups that meet in members' homes often not incurring any costs and those who meet in venues that charge a hire cost and have to keep full details of their financial transactions.

As Bourne u3a is a registered charity, all financial transactions carried out as part of Executive Committee or Interest Group activities on behalf of Bourne U3a are governed by the Charities Commission of England and Wales. Our Financial Year runs from April 1 to 31 March. The Charities Commission requires details of all monies related to Bourne u3a activities and so all Interest Groups must now report annually to the Treasurer the grand totals of their financial transactions for the current year to ensure that not only

the monies controlled by the Executive but all monies in the Interest Groups are included in the accounts. The Executive accounts are entered, maintained and reported from the u3a supported "Beacon" system as are some of the Interest Group accounts. All information related to the Bourne u3a procedures governing Financial Transactions and requisite forms can be viewed on-line on the Bourne u3a website in the "Documents" section. Alternatively, or if in any doubt as to which form to use, please check with the Treasurer.

Gift aid

Bourne u3a may claim Gift Aid on membership fees, entrance fees, **interest group subscriptions and ticket sales** for events. Members that are tax payers and pay sufficient tax to allow for Gift Aid are asked to authorise its collection by ticking the relevant box on the Membership Form.

Note: You may opt out of Gift Aid at any time by informing the Membership Secretary.

INFORMATION HANDBOOK

This Handbook is a living document, updated regularly and the latest version is always available on our website www.bourneu3a.org.uk.

NEWSLETTER

Our monthly Newsletter is sent to all members with e mail one week before the General Meeting. Hard copies are available at General Meetings or by a link to the Website www.bourneu3a.org.uk. Members without e mail may submit a supply of stamps to the Newsletter Editor who will post a copy. It features articles and anecdotes from the membership – including brief reports from Interest Group Leaders about their Interest Group activities, and stories from members about their outings or experiences.

We have various articles and the latest information about Interest Groups.

The Newsletter is a local publication edited by one of our members.

WEBSITE

Our website www.bourneu3a.org.uk is regularly updated with events, information about Interest groups, reports of monthly meetings and Committee meetings and any information relevant to our u3a. There are also links to local websites and the National u3a, the Third Age Trust.