

North London U3A

Rules issued under Clause 31 of the NLU3A constitution

1. Disclosure of committee minutes

Any member of the association may inspect the minutes of meetings of the trustees and committees of trustees under Clause 25 of the constitution, except that the committee may withhold any part of the minutes which contains:

- confidential information about individual members of the association, or
- material which is commercially confidential, or
- material disclosed to the committee in confidence, or
- any other material which the committee judges should not be circulated beyond the committee.

2. Proxy votes

Before a general meeting, forms will be circulated to members inviting proxy votes at general meetings under clause 15(3)(a). The forms will use the template in the Annex to this rule. Separate forms will be needed for each member.

Quorum

Before the meeting, the Secretary will total the number of valid proxy forms received which nominate the Chair as the member's proxy, and their number will be added to the total in the register of those attending the meeting. A separate list will be drawn up of proxies given to other NLU3A members. Where another member is nominated as proxy, the person nominated should, on entry to the meeting, register their own name and also the names of any proxies they hold. These totals should be checked against the list of proxy forms nominating someone other than the Chair. The total of attendees and proxies can then be counted towards the total required as a quorum.

Voting

Before the meeting, a list will be prepared showing which way each member appointing the Chair as proxy has asked their votes to be cast on motions on the agenda. Where they have given the Chair discretion, their vote will be cast in line with committee policy on the issue in question. These totals will be added to the votes indicated by the show of hands on the day. If there are motions or amendments accepted for a vote on the day, the Chair will decide which way the proxy votes s/he holds should be cast.

Where a member nominates another member as proxy, a card will be produced for each proxy vote held by that member, and these will be handed to the proxy-holding member when they arrive and register for the meeting. When a show of hands is held, proxy-holding members should be asked to hold up all the cards for, against or abstaining on the motion as appropriate, ensuring that the teller can count the cards alongside the total of hands raised by others.

3. Membership subscriptions

Individual members pay an annual subscription for membership of NLU3A on 1 January of each year. The amount of the subscription shall be proposed by the committee at the preceding annual general meeting and shall be subject to the approval of the majority of members present or voting by proxy under Clause 15 of the constitution.

The subscription shall be the same amount for each member, subject to the following exceptions:

- **Honorary membership** The committee may elect fully paid-up members who have provided long and exceptional service to the association as honorary members; they will be exempt from the membership subscription. Nominations for honorary membership may be submitted at any time by any member, supported by at least two members as well as the proposer, to the committee for its consideration. The committee's decision will be final.
- **Associate membership** A reduced subscription will be set for members of other U3As on providing evidence of up-to-date membership of that U3A; the amount of the subscription will be reduced by the cost for capitation and *Third Age Matters* magazine, which is not needed from NLU3A.
- **Associate One membership** A subscription of £10 shall be chargeable for any member of another U3A whose sole involvement in NLU3A is membership of a single interest group.
- **Concessionary membership** A concessionary rate of 50% of the current individual membership subscription will be chargeable to any member providing evidence of receipt of pension credit.
- **Mid-year and late-year membership** A new member joining part-way through the year will be entitled to pay a rate of 60% of the annual subscription rate (rounded up to the nearest pound) if they join on or after 1 July. A new member joining on or after 1 November will not be required to pay any subscription for the year of joining, provided that they pay the full subscription for the next year. Part-year rates apply only to full membership and not to Associate, Associate One or Concessionary membership.
- **Other** The membership secretary shall have discretion to charge a reduced rate to any member if he or she is satisfied that exceptional circumstances exist to justify that rate. A record of the reasons for the reduced rate will be provided to the committee.

Annex: proxy form template

Annual General Meeting [date]

One form per member

Name of member appointing proxy.....

Address.....

.....

.....

I hereby appoint as my proxy to vote in my name and on my behalf at the general meeting on [date] and any adjournment thereof (please complete as appropriate):

-(Chair, NLU3A or chair of meeting, if different)

OR

- (name of member)

Proxy voting options

Tick a) or b) as required. In the case of b), indicate your desired vote on each of the resolutions by inserting a tick in the relevant column in the table below.

- a) I hereby authorise my proxy to vote on the proposed resolutions at their discretion and as they consider to be in the best interests of the NLU3A. I also authorise my proxy to vote in the same manner on any resolutions which may arise on the day, of which formal notice has not been received.

- b) My proxy is hereby authorised to vote on my behalf as follows on the proposed resolutions. I understand that, should any resolutions arise on the day, of which formal notice has not been received, my proxy shall vote at their discretion and in the best interests of the NLU3A.

	For	Against	Abstain
To accept the minutes of the meeting			
To note the accounts for the year to			
To appoint as Accounts Examiner			
To set membership fees at			
To elect to the Committee			
[any other motions]			

Signed.....

Date.....