

The Internal Regulations/Bye-laws must be used for the day to day operation of the Association



U3A Teulada–Moraira
Internal Regulations of the Association

(Approved at the General Meeting June 2023)

These Internal Regulations of the U3A Teulada - Moraira (the Regulations), are pursuant to Article 8, sub-section (e) of the Constitution ratified and adopted by the members of this Association in General Meeting on 5th June 2023.

These Regulations are binding on all members of the U3A and are in addition to the information, rules and regulations contained in the said Constitution having been themselves approved and adopted by the members on 5th June 2023.

SECTION 1- AMENDMENTS TO THE REGULATIONS

1. The Management Committee is responsible for drafting amendments or additions to the Internal Regulations, proposals for which may be prepared for approval by an appointed sub-committee.
2. Following confirmation or amendment by the full management committee, additions, deletions or proposed changes will be published on the U3A website and subsequently be subject to approval and adoption by fully paid-up members at a properly constituted General Meeting.

SECTION 2 - MEMBERSHIP CONDITIONS

1. Membership is intended primarily, but not exclusively for those not engaged in full time employment.
2. Membership year runs for 12 months, from January to December.
3. The Management Committee will annually consider a budget for the forthcoming year prepared by the Treasurer or delegated to another competent member, and set a proposed subscription for the ensuing year in the light of anticipated income, expenditure, planned capital expenditure and appropriate funds retained for contingencies. The proposed subscription will be published on the U3A website and subject to approval by a duly constituted General Meeting of fully paid up members.
4. Renewal of membership is required to be made by the date of the Annual General Meeting in March.
5. New members may apply for membership by completion of the online application form and payment of the full annual subscription which will be valid for the remainder of the calendar year.
6. Membership will be deemed to have lapsed if not renewed in accordance with (2.4) above.
7. Notwithstanding (6) above, members are permitted to *renew membership* between the date of the March Annual General Meeting and the following December 31st, but until they do so, they are not permitted to participate in any activities of the Association. Membership will in any event lapse at the following December 31st unless renewed by that date.
8. Members must be paid-up members of the U3A Teulada- Moraira before joining activities of the Association, except as provided for in (9) and (10) below.
9. Non-members being guests, may attend groups 'on a trial basis' of up to two occasions at the discretion of the group leader, who may also require a 'visitors fee' at their discretion subject to approval of the Management Committee.
10. At the discretion of the Management Committee, guests of members are permitted to attend social events open to the general membership upon payment of a visitors fee in addition to any admission charge for the event.

SECTION 3 - MEMBERS' DUTIES AND RESPONSIBILITIES

1. Members must comply with all terms and conditions of membership as defined in the U3A Constitution as well as within the Internal Regulations or bye-laws of the Association, and by joining agree to abide by all those rules, regulations and bye-laws as required by the Constitution of this U3A and as required within these Internal Regulations as amended and approved in a General Meeting from time to time. In addition, members agree to conduct themselves in all interactions either verbally or within communications with other members or office holders of the Association with due courtesy and respect as required by the spirit of our Constitution and Internal Regulations.
2. Members by joining, agree to undertake all activities at their own insurance risk with regard to personal injury, loss or damage to themselves or others.
3. Members have a duty to report changes of e-mail address to the Membership Secretary.
4. The membership as a whole will indemnify the President/Vice President as legal representatives against any liability arising from a third party legal claim made against the Association.
5. Members should be aware that the Teulada-Moraira U3A has a zero tolerance policy towards
 - (a) Disruptive and/or antisocial behaviour or conduct likely to bring the Association into disrepute
 - (b) Discrimination on grounds that are illegal, including harassment or bullying
 - (c) Verbal or other mistreatment of fellow members by use of discourteous language, actions or communications of any kind.

Any such actions or conduct by members will be subject to procedure under Section 12 - Code of Conduct

SECTION 4 - COMMUNICATIONS

1. Communication to the members will be via E-news, Newsletter, the web site and the local press.
2. All members must provide an up to date e-mail address to the Membership Secretary to ensure they receive communications from our U3A.
3. Any member without e-mail facilities should arrange with a friend or fellow member to receive communications on their behalf.

SECTION 5 - MEETINGS

1. These consist of General Meetings, including Annual General Meeting, Extraordinary General Meetings and Management Committee Meetings.
2. Notice of all General Meetings, including Annual General Meeting, and Extraordinary General Meetings will be issued 15 days prior to the date of the said meeting.
3. All paid up members of the Teulada-Moraira U3A are entitled to attend General, Annual General or Extraordinary General Meetings.
4. At the beginning of each General or Management Committee Meeting, the previous meeting's minutes as posted on the U3A website will be subject to approval.
5. Voting at meetings will be by those present or by proxy.
6. For General Meetings, the Annual General Meeting and any Extraordinary General Meeting, a quorum will be 5% of the membership. At the Annual General Meeting or General Meetings a simple majority of those present is required for the approval of accounts, election to the Committee and other motions arising from the Agenda requiring adoption by a majority.

7. The Annual General Meeting will be validly constituted after two announcements announcing the start of the meeting, the first one being one hour before the meeting is due to start and the second call must be thirty minutes after the first call.
8. The quorum for Committee meetings is one half of its members plus one.

SECTION 6 - MANAGEMENT COMMITTEE MEMBERS' RESPONSIBILITIES

1. The Management Committee as a whole will be responsible for the management of the Association.
2. If a Committee member is unable to attend any Committee meeting, they must notify the Secretary.
3. All confidential matters discussed by the Management Committee must be treated as such at all times, whether during or after cessation of membership of the Management Committee.
4. The Committee will ensure that Third Party Insurance will be renewed annually to take account of members of the Association.
5. If a Committee member has a personal interest in any matter which comes before the Committee, then they must declare that interest and desist from voting on the same, and/or retire during discussion of that item.
6. Annual and periodic accounts prepared by the Treasurer, Deputy Treasurer or an appointed substitute will be considered by the Committee and published on the U3A website following approval by the Management Committee. The Annual Accounts subject to audit will be placed before the members in General Meeting for their approval. Final audited accounts will be posted on the Association website on completion of the audit.
7. The Committee will appoint an auditor each year.
8. A member unable to attend a meeting may appoint a proxy which may be another member of the Management Committee or the President/ Vice President. The proxy may be given as a vote as specified or left to the discretion of the proxy member, or may be placed at the President's discretion.
9. The Committee will ensure monthly accounts are produced and published for the Association's accounts and travel accounts.

SECTION 7 - THE EXECUTIVE COMMITTEE

1. The function is to deal with matters of urgent and sensitive nature which includes financial, complaints, disciplinary issues, or any other matter which affects the smooth running of the Association.
2. This is made up of the President, Vice President, Secretary, Treasurer, plus one other, (for example the Membership Secretary or other experienced member of the Committee).
3. Meetings of the Executive Committee may be called at the discretion of the President, or if unavailable the Vice President, a quorum being one half the total number plus one (i.e. four).
4. In the event that either a quorum not being possible, or a member/s is/are required to recuse themselves for any reason, the Management Committee may appoint any other of its members or any suitable experienced U3A member/s to temporarily fill the vacancy/vacancies for the purpose of a specified meeting or meetings.

SECTION 8 - BANK ACCOUNTS

It is the Teulada - Moraira U3A policy that the opening, operation and closure of bank accounts is subject to effective control. The following procedures should be followed.

1. The opening of a new bank account will require the approval of the Management Committee.
2. All accounts operated by Teulada-Moraira U3A require dual signatures for all payments and transfers. In the event that online banking does not permit dual authorisation of payments, then evidence of the second signatory must be obtained by the first signatory prior to any transfer being made.
3. The use of pre signed cheques to cover absences is not permitted
4. Lists of authorised signatories will be kept up to date and filed with each bank annually by the Secretary.
5. The closure of a bank account will require the approval of the Management Committee, following confirmation from the Treasurer that all funds have been utilised or transferred into another account.
6. The negotiation of any facilities for Teulada - Moraira U3A will require the approval of the Management Committee in the first instance and must subsequently be brought to the attention of the members at the next scheduled General Meeting.

SECTION 9 - GIFTS POLICY

Corruption in business is an offence under the Spanish Criminal Code. Organisations have procedures regarding gifts and hospitality.

1. The policy of Teulada - Moraira U3A is to neither offer nor accept inducements
2. Small gifts or hospitality of nominal value are acceptable but must be reported to the Committee.
3. Group leaders must report these to the Groups Coordinator, who will then report to the Committee.

SECTION 10 - EQUALITY OF VOTING

1. Committee members attending meetings of duly constituted committees of this U3A, or members attending groups of which they are a member, or fully paid up members attending a properly constituted General Meeting of the Association will have an equal vote
2. The Members/Committee Liaison Officer does not have a vote at Management Committee meetings.
3. The President or Vice President or any substitute if either are absent or incapacitated, will have a casting vote in the event of a tied vote of the Management Committee or Executive Committee and proxies. In respect of General Meetings the President, Vice President or a substitute recommended for either position by the Management Committee and approved by the meeting will have a casting vote in the event of a tied vote by those present and proxies.
4. A member may, if unable to attend a duly constituted General Meeting place their proxy at the discretion of the President/ Vice President or any other fully paid up member present, or may specify how the vote should be cast.
5. An authorised proxy must be in writing, signed in the presence of a U3A member (other than the proxy holder), or must be sent from the member's email address as registered with the U3A to be received by the Secretary or President no later than 48 hours prior to the meeting.

SECTION 11 - EQUALITY OF VOTES CAST

1. All decisions made as a result of votes cast at a duly constituted General Meeting are binding on all members whether or not they have attended the meeting at which the vote is cast.
2. All decisions made at the meeting mentioned in 10.1 above are binding on the Committee.
3. All decisions made by the Committee at a Committee meeting are binding on all members of the Committee whether or not they attended the meeting at which the decision was made.

SECTION - 12 CODE OF CONDUCT

1. By becoming a member of Teulada - Moraira U3A members are deemed to agree to this Code of Conduct
2. It is the responsibility of all members to :
 - a) Act within the governing documents (Constitution and Internal Regulations)
 - b) Act in the best interest of the organisation and avoid bringing it into disrepute
 - c) Respect confidentiality
 - d) Participate in activities considerately and respectfully
3. Participants in any group or organisation will, on occasion, have concerns, perceived grievances or complaints and in such cases serious efforts should be made to resolve the issues informally
4. For all complaints and perceived grievances that cannot be resolved informally, the procedures as contained in the Grievance, Complaints and Disciplinary Procedures hereunder should be followed

SECTION 13 - GRIEVANCE PROCEDURE

1. In the event a group leader considers a member's behaviour to be unacceptable or disruptive of others' participation, he/she may in consultation with the Groups Coordinator inform the member concerned to leave the group after due warning has been given and disregarded. The member concerned will have the option to appeal to the Management Committee in writing whose decision will be final.
2. Where members are at variance or have an unresolved grievance, a meeting between the members at variance will be convened with the group leader in order to informally resolve the issue/s. If the matter cannot be resolved in this way, either party may make a written complaint to the Groups Coordinator who, with the group leader will meet both/all parties and make a decision on the issue/s. If either party at variance cannot accept this decision, they may appeal in writing to the Management Committee setting out their complaint and the reason they do not accept the decision of the group leader and the Groups Coordinator. The Management Com-

mittee will receive a report from the Groups Coordinator and the group leader, both of whom may also be interviewed for consideration along with the written complaint, and the subsequent decision of the Management Committee will be final. In the event either member does not accept this decision they will leave the group.

3. If a complaint or grievance is regarding a matter other than within a group or its activities the procedure within Section 15 applies.

SECTION 14 - COMPLAINTS AGAINST THE ASSOCIATION AS A WHOLE

1. A written complaint must be submitted to the Secretary together with detailed written evidence or of witnesses to the event/s. The Management Committee will decide if the complaint is substantial enough to warrant further action, whether to issue guidance or advice to those involved, or whether no action is necessary. The complainant will be informed of the decision taken.
2. In the event that the complaint warrants further investigation or enquiries, or the decision as above is not accepted by the complainant, an appeal may be lodged with the Secretary within fourteen days. The Executive Committee will make a further assessment examining written evidence of the complainant together with written responses, followed by interviews with the complainant, the member subject to complaint and witnesses if deemed necessary. The decision and recommendations of the Executive Committee will be reported to the Management Committee for a final determination, and the findings and any recommended action to be taken (if any) will be reported to all parties concerned.
3. The final decision will be that of the Management Committee, but after considering the Executive Committee's recommendation the decision of the Management Committee will be final as the final arbiter of appeal.

SECTION 15 - FORMAL COMPLAINTS OF BREACHES OF THE CONSTITUTION OR REPEATED BREACHES OF THE INTERNAL REGULATIONS OR INFRINGEMENT OF OBLIGATIONS TO OR BETWEEN MEMBERS

1. A written complaint must be submitted to the Secretary together with detailed written evidence or of witnesses to the event/s. The Management Committee will decide if the complaint is substantial enough to warrant further action, whether to issue guidance or advice to those involved, or whether no action is necessary. The complainant will be informed of the decision taken.
2. In the event that the complaint warrants further investigation or enquiries, the Executive Committee will make a further assessment examining written evidence of the complainant together with written responses, followed by interviews with the complainant, the member subject to complaint, and witnesses if deemed necessary. The decision and recommendations of the Executive Committee will be reported to the Management Committee for a final determination, and the findings and any recommended action to be taken (if any) will be reported to all parties concerned.

SECTION 16 - BREACHES OF THE CODE OF CONDUCT, CONDUCT LIKELY TO BRING THE ASSOCIATION INTO DISREPUTE, OR OTHER SERIOUS MISCONDUCT

1. Such complaints must be made to the President or Vice President. If the President and Vice President consider breaches/misconduct may have occurred and are serious enough to warrant an investigation by the Executive Committee, a meeting of the Executive Committee will be convened. If following receipt of written submissions from all parties, and witness testimonies and responses from those subject to complaint it is decided the complaint is upheld, a recommendation will be made to the Management Committee in respect of a formal warning being issued or in serious cases appropriate sanctions that should be considered. The Management Committee may interview the member subject to the findings, to hear mitigating circumstances or receive character references from other members, before taking a final decision regarding sanctions.
2. These may include a formal warning, temporary or permanent suspension from a group, or as group leader. They may also include suspension or removal from any elected U3A office, which will be subject to approval by a General Meeting (see Section 18). Any other sanction, temporary suspension or lesser sanction may in any case be applied at the discretion of the Management Committee.

SECTION 17 - APPEALS AGAINST DECISIONS OR SANCTIONS PROPOSED IN THE FOREGOING SECTIONS 15 TO 16.

1. An appeal may be lodged within seven days of notification of a decision to apply a sanction in respect of the Sections 15 to 16, or against the findings of the Executive Committee and Management Committee.
2. Following receipt of an appeal by the Secretary, an Appeal Panel will be constituted of the President, Vice President, plus two experienced members not involved in previous decisions related to the issue in question.
3. The Appeal panel will meet to hear the appeal within twenty one days of the appeal being received, unless an extension not exceeding fourteen days is deemed necessary by decision of the Management Committee.
4. In the event that any of the Appeal Panel are unavailable or are required to recuse themselves, a substitute/s will be appointed by the Management Committee from any suitably experienced U3A member.
5. The party/parties subject to complaint will submit written grounds for their appeal and will be interviewed, the written Executive Committee and Management Committee minutes and evidence previously considered will be examined and a decision made regarding the findings which will then be final and binding.

SECTION 18 - REMOVAL OF A MEMBER FROM ELECTED OFFICE OR WITHDRAWAL OF MEMBERSHIP

1. In such cases, a final appeal to a properly constituted General Meeting is available to the member subject to complaint.
2. This will appear as an item on the Agenda with due notice given.
3. Admission to the General Meeting will be to fully paid up members only
4. Grounds for the appeal will be stated for up to 15 minutes by the appellant, and/ or in writing.
5. A response on behalf of the Management Committee and the Executive Committee will also be given for up to 15 minutes.

6. At the discretion of the President or Vice President, a further 15 minutes may be permitted for open discussion prior to a proposal and vote which will be final and binding.

SECTION 19 - APPLICATION TO REJOIN FOLLOWING DETERMINATION OF BEHAVIOUR DEEMED INCOMPATIBLE WITH U3A MEMBERSHIP

In the case of a member or former member found to have conducted themselves in a manner incompatible with membership of Moraira- Teulada U3A, or following findings of serious or repeated breaches of our code of conduct which have been upheld on appeal if lodged, and who has either resigned their membership or has had it withdrawn as above, in the event of re- applying for membership shall have the application placed before the Management Committee which will require the approval of a majority in order to be again accepted for membership.

SECTION 20 - INSURANCE

1. Teulada-Moraira U3A has a Third Party Public Indemnity Policy
2. We do not have a policy covering personal injury, theft of money, nor is any U3A equipment insured.
3. Members are responsible for their own insurance. U3A is not liable in any respect for any loss or injury that may be suffered by members whilst participating in the Association's activities.
4. Members are strongly recommended to take out their own travel insurance when booking any U3A trip involving flights, hotels etc.

SECTION 21 - CHARITIES

1. Money raised from members' subscriptions will not be used for charitable donations. The only exception to this are the amounts donated to the Ayuntamiento in recognition of facilities provided to this Association. It is for the Ayuntamiento to decide how they wish to apply this contribution, although suggestions for its use may be communicated by the Management Committee.
2. The Committee decides which charity to support annually through fund raising events which may be held to raise such funds.
3. This does not preclude any individual group from raising funds for a charity of their choice or undertaking activities in support of charity.

SECTION 22 - PRIVACY POLICY

1. By joining or renewing membership of the Teulada-Moraira U3A, members agree that information members provide to the U3A will be stored on computers and servers in Spain and abroad
2. Their data will be used only to communicate with members and manage their membership, and its use will be restricted within the U3A and not communicated to third parties under any circumstances.
3. If members leave the U3A or do not renew their membership, their data will be removed from our IT systems, although it may be retained in our archival records.
4. Data Protection Procedures - See Appendix 1, which is binding upon all members who should read the provisions as by becoming a member they have agreed to comply and be bound by them.

SECTION 23 - GDPR COMPLIANCE

1. The Vice President is the person responsible for monitoring the effectiveness of this policy and its contents
2. Data breach monitoring. Any breach of this policy or procedures must be notified to the President
3. The President shall contact the relevant U3A members to inform them of the data breach and action taken to resolve the breach.
4. The President shall also notify the relevant authorities if the breach is a notifiable event as described under the law.
5. If a data breach occurs, action shall be taken to minimise the harm by ensuring all Committee members are aware that a breach has taken place and take steps to identify how the breach has occurred.
6. The Committee shall then seek to rectify the cause of the breach as soon as possible to prevent any further breaches
7. The Committee will assess the risk (if any) caused to any of its members by the breach.

APPENDIX 1. DATA PROTECTION PROCEDURES

- The Membership Secretary maintains the membership database.
- A full copy of the membership list is sent to the Groups Coordinator each month.
- An abridged version (excluding email addresses and telephone numbers) is also sent to the Groups Coordinator for onward distribution to Group leaders and the Facebook administrator to enable them to check that members of their groups are members of Teulada - Moraira U3A. The abridged version is also sent to the Social Events Organiser from time to time when membership needs to be checked for participation in social events.
- A subscriber list is also held securely on the U3A's email system for those members who have provided email addresses in order to be sent communications.
- Application forms are held for a minimum of 6 years.
- Group leaders maintain lists of the membership of their own groups for the sole purpose of communication about the group's activities. Such information is required to be held securely.
- The Groups Coordinator also securely keeps lists of contact details of the members of each group.
- Communications via email with members or members of groups must be done so that members' email addresses are not disclosed. This is achieved by sending emails using bcc (blind copy)
- When group leaders relinquish their position, they must give the membership information to the incoming group leader and the Groups Coordinator. They must also delete the information from any of their devices.
- When any other members hold contact details, they must delete the information from all their devices when their official purpose has come to an end.

Official U3A email accounts should not be used for personal correspondence. Emails sent to U3A, its groups or officials can be accessed by the addressee and/or other officials. Web administrators have access to mail servers and email accounts.

From time to time photographs are taken at U3A events or meetings. If you do not wish your photograph to be published please contact the Membership Secretary.

