



U3A Limerick Terms of Reference

The purpose of this document is to set out the aims, objectives and operating procedures of the University of the Third Age (U3A) Limerick. The University of the Third Age (U3A) is a world-wide non-profit making movement for senior people.

OBJECTIVES:

The objectives of U3A Limerick shall reflect the aims and ethos of U3A and Age Action in empowering senior people, through education and learning, to improve their quality of life and will include:

- Promoting enjoyment and personal fulfillment through its activities.
- Sharing interests, talents, experiences and knowledge with each other.
- Organising events on education, social learning and physical activities.
- Communicating, liaising and collaborating with other relevant adult groups.
- Operating as a democratic, non-sectarian, non-party political and non-profit making organisation at all times.
- The work of U3A Limerick will be open and transparent.

MEMBERSHIP:

- U3A membership is open to all mature adults.
- Each member is required to pay the annual subscription, the amount to be decided at each Annual General Meeting.
- Some classes and activities may attract an additional charge.
- Every care will be taken to ensure the safety of members.
- Members must exercise due care and accept personal responsibility and liability at all times for their personal safety.
- U3A Limerick may take photos/videos at classes and activities for publication on U3A Limerick website/Facebook. If members do not wish for any photograph and/or video to be used by U3A they must make this known at the time the photo or video is taken.

- Members will contribute in a respectful manner whilst listening to and considering the opinions of others with a view to benefitting the majority of members.

STRUCTURE:

- U3A Limerick will elect a Chair, a Secretary, a Treasurer and not less than 7 others from its membership to form a committee at each Annual General Meeting.
- The committee may, in addition, appoint not more than 4 co-opted members who will have full voting rights.
- The committee will hold a minimum of 6 ordinary meetings each year.
- The quorum for committee meetings will be half the committee including the chair.
- The committee will nominate a member to chair the meeting in the absence of the chair and vice-chair.
- Officers may not serve in the same capacity for more than three consecutive years without unanimous consent from the committee/members.
- The committee will work to an agenda which will be made available to committee members, through a variety of channels, at least 5 working days prior to the meeting.
- The committee will carry out its general policy and provide for the adequate management and control of the affairs and finances of U3A Limerick.
- Decisions will be made by the committee on a majority basis, but consensus will be encouraged where possible.
- In order to instill trust from the members of the committee, confidentiality should be maintained at all times and the integrity of members must be respected.
- The committee will have the power to cooperate with other voluntary bodies, charities, and statutory authorities in furtherance of the objectives of U3A Limerick and to exchange information and advice with them.

ANNUAL GENERAL MEETING:

- The Committee will call an Annual General Meeting (AGM) before the end of each calendar year or in any event not later than 15 months after the preceding AGM.
- All members will be entitled to attend and be invited to make nominations for the committee members.
- Each member will have one vote.
- The committee will present a full report and financial account for the preceding year for the approval of all members.

FINANCES:

- The funds of U3A Limerick, including fees and grants, will be paid into an account in the name of U3A Limerick at a financial institution as agreed by the committee.
- The funds belonging to U3A Limerick will only be used in furthering its objectives.
- All proper costs, charges, expenses and donations incidental to the management of U3A Limerick will be approved by the committee and defrayed from the funds.
- Annual statement of accounts will be made available to any member on request.