



## U3A Limerick Terms of Reference

The purpose of this document is to set out the aims, objectives and operating procedures of U3A Limerick.

### 1.0 Vision

The vision/purpose of the U3A Limerick group is:

- 1.1 The benefit and enjoyment of its members through the advancement of education of older people by all means including associated activities conducive to learning and personal development.
- 1.2 U3A Limerick will be a democratic, non-sectarian, non-party political and non-profit-making organization.

### 2.0 Role of U3A Limerick

- 2.1 To organize events on education and social learning activities.
- 2.2 To communicate, liaise and collaborate with other relevant older adult groups.

### 3.0 Aims and objectives

- 3.1 To meet the needs of its members through educational and social events in a positive and enjoyable manner.

### 4.0 Membership

- 4.1 Each member is required to pay the annual subscription, the amount to be decided at each AGM.
- 4.2 U3A is open to all mature adults.

4.3 Decisions will be made on a majority basis, but consensus will be encouraged where possible.

## **5.0 Structure**

5.1 U3A Limerick committee will work to an agenda which the chair will co-ordinate and make available through a variety of channels at least 5 working days prior to the meeting.

5.2 U3A Limerick will elect a committee of 8 officers and 4 committee members from its membership to administer U3A Limerick, i.e., chair, vice-chair, secretary, assistant secretary, 2 events coordinators, treasurer, vice-treasurer.

5.3 Officers may not serve in the same capacity for more than two consecutive terms without unanimous consent from the committee/members.

5.4 To validate an AGM half the committee plus one is required, to include the chair or vice-chair.

5.5 The committee will nominate a member to chair a meeting in the absence of the chair and vice-chair.

## **6.0 Confidentiality**

6.1 All e-mails to be blind-copied when sending group messages.

6.2 In order to instill trust from the members of the committee, confidentiality should be maintained at all times and integrity of members must be respected.

## **7.0 Guiding principles**

7.1 The work of U3A Limerick will be open and transparent.

7.2 Any member with a personal interest must declare it and abstain himself/herself from any related decision making.

7.3 Statements on behalf of the group will be made by the chair as agreed by the committee.

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

7.5 Decisions will be made on a majority basis, but consensus will be encouraged where possible.

7.6 The quorum for committee meetings will be half the committee including the chair.

## **8.0 Expenses**

8.1 Organised U3A outing expenses will be paid for by the participating member.

8.2 Prior permission for expenditure must be sought.

*Terms of Reference approved by U3A Limerick Committee in 2019.*