

# **Activity in Retirement (AIR Macclesfield)**

## **Rules and Working Practices**

### **1.Introduction**

These are derived from or are compatible with AIR's formal constitution as a registered charity and as approved by the Charity Commissioners. The constitution may be inspected by any member on application to the General Secretary. Amendments to the rules and working practices are notified in the AIR newsletter.

### **2.Membership**

Membership of AIR is open to all who have retired or semi-retired, those who have been awarded life membership for their services to AIR or those who have paid the annual membership fee. The membership year is from the 1<sup>st</sup> October to 30<sup>th</sup> September and the annual subscription is determined by the Management Committee. Membership ends if a renewal subscription is not paid by the 31<sup>st</sup> October.

Records of membership are stored in a database held on computer by the Membership Secretary. Information is shared by the Membership Secretary within the organisation as needed for activity groups to be effectively administered. AIR is registered with the Information Commissioner and complies with the provision of the General Data Protection Regulation (GDPR) Act 2018. Details held are used solely for use within AIR activities, for no other purpose and are not shared with any other person or organisation.

### **3.Officers and Committees**

The Executive Officers, Management Committee members, Activity Leaders and organisers of AIR are all unpaid volunteers, however if the expertise necessary for an activity is not available from within the membership payment may be made for professional tuition or leadership from a non-member at the discretion of the Management Committee.

The Executive Officers are the Chairperson, Vice Chairperson, General Secretary, Treasurer, Membership Secretary and Minutes Secretary. The Management Committee includes the Executive Officers and five other elected members. All are elected to serve for up to three years and may be re-elected for one further term of up to three years after which they must be re-elected annually.

The Management Committee may co-opt members until the next Annual General Meeting to fill interim vacancies or for special duties. Co-opted members may not exceed four in number.

The Management Committee appoints leaders or sub committees who are responsible to it for the organisation and financial control of activities and events.

The currently serving Executive Officers, Management Committee members, sub committee members and activity leaders are listed in the AIR information booklet and on the AIR website.

#### **4.Meetings**

The Annual General Meeting is held in January each year members being given 21 days' notice of the date time and venue. This meeting receives the Annual Report and Accounts and elects officers and committee members as necessary. Nominations duly proposed and seconded and with the consent of the nominee must be received by the General Secretary at least five clear working days before the Annual General Meeting. A special general meeting may be called at any time by the management committee or upon a written requisition signed by at least 20 members.

General meetings shall consist of a quorum which is defined as the presence of 50 members or 5% of the membership whichever is the greater.

#### **5.Finance**

The annual AIR subscription of £10 is valid from the 1<sup>st</sup> October to 30<sup>th</sup> September. New members joining in May, June and July will pay just £5 and the subscription will be valid until the end of September of the same year. During August and September, the full £10 will apply but the subscription will be valid until the end of September in the following year.

Annual subscriptions will be used to defray costs such as rent (AIR has no premises of its own), equipment and general expenses. A further activity charge (see note below) of £1 is made at each session for those activities using rented premises. A non-member who joins an AIR activity as a guest will pay a fee of £2 and may attend for two trial activities prior to membership application. (For a trial period during the year 2022 the activity charge will be suspended.)

Where meetings take place in a member's home members attending are expected to contribute towards any refreshment provided.

The size of parties for some events usually enables organisers to negotiate discounts and free places in the case of holidays. Such savings are distributed equally among participating members, organisers receiving no personal benefit from them.

For a holiday activity, or an activity involving payment for travel, meals, admission charges, theatre tickets etc. the non-member pays an agreed extra fee.

A member who cancels an advance booking for an activity, having paid a deposit, must eventually pay the amount due. However, if the organiser can find a replacement a refund will be made less any charges made by the tour operator, agent, or insurer in accordance with their conditions. There will also be an amount retained per person as an administrative charge (£1 for Gadabouts, theatre visits and other regularly organised activities and £5 for holidays). Refunds are usually made when the final accounting has taken place.

#### **6.Insurance**

The insurance policy covering AIR's activities only covers public liability and not individual members. For this reason, any member or non-member participating in an AIR activity may only do so at their own risk. Non-members must sign as having read, understood and accepted this condition on the Disclaimer Acceptance Signature Form to be found together with the week

activity registers. Non-members (guests) are limited to two attendances at any one activity. Further attendance requires formal membership of AIR.

## **7.Transport**

For activities involving travel by road, rail or air, the travel cost is usually included in the overall charge. Travel to a coach pick up point, rail station or airport is normally the members responsibility. Travel to the venues for AIR's regular activities is also the members responsibility. However, members without a car who cannot avail themselves of public transport may approach an activity leader for help in finding another member who may be able to offer a lift.

Some activities, especially walking, involve the use of cars to reach the start of the walk. In such cases AIR's policy is to use as few cars as possible for environmental reasons and because parking is often limited. Car sharing is usually arranged on the spot at the activities normal assembly point for members attending without cars.

When a coach is used for an activity such as a Gadabout or theatre visit a member must choose to meet it at one of several specified pick-up points. Because there are several such points coaches will not wait for late arrivals. Members are urged to allow plenty of time to reach their chosen points. This also applies to return journeys. Where more than one coach is operating under no account should members return on a coach other than the coach they came on. If members intend to return by any other means they MUST inform the party leader before coach return time.

On the return journey members will only be allowed to alight at one of the specified points. There will be no intermediate stops.

Members participate at their own risk. Leaders have the discretion to discourage any member who they feel may be unsuited to take part in an activity. The onus is on the member to determine the suitability of an activity or event to their physical condition. We do not provide carers and consider it unfair to impose on others for regular assistance.

## **8.Newsletter**

The AIR Newsletter is published in the first week of February, April, June, August, October and December and is distributed to members by e mail or by post. Households with more than one member receive one copy unless otherwise requested. It contains details of all forthcoming events and activities together with any necessary booking forms. It is also the Management Committee's main channel of communication with the membership who are urged to read it CAREFULLY so as not to miss important announcements or information.

Any member wishing to insert an item in the Newsletter should get in touch with the Newsletter Editor. Normally items for insertion should reach the editor a minimum of one week before the next publication date.

The Membership Secretary should be told immediately of any change to address or other relevant information (e.g., no longer qualifying for Gift Aid status) Any member who does not receive a Newsletter should also report this to the Membership Secretary.

## **9.Communication and Correspondence**

Correspondence and other communications should be addressed to the General Secretary except for membership related matters mentioned in paragraph 7.3 above and which are the Membership Secretary's responsibility. Those mentioned in paragraph 7.2 above are the responsibility of the Newsletter Editor.

Membership numbers must be quoted when attending activities and when involved in transactions for AIR matters (holidays, coach journeys, membership renewals etc.)

When telephoning committee members or activity leaders please do so, if possible, between 10am and 5pm avoiding weekends where possible.

## **10.Activities outside AIR**

Within the membership of AIR are individuals and groups who organise activities which, though similar to AIR are not, in fact, arranged by AIR. While everyone has a right to do this as long as they are not using AIR resources, members who participate in such activities should be aware that the organisation and financial arrangements for them do not pass through the AIR management and financial systems and are therefore outside the safeguards provided by AIR's financial resources and insurance policy. Official AIR activities are advertised in the newsletter and payments for them are made through the AIR Treasurer.

If an activity is NOT in the newsletter or the AIR Information Booklet it is not an AIR activity.

## **11.Accidents and Incidents**

Should an accident or incident occur during an AIR activity the activity leader must immediately be informed of the circumstance with full details and of any personal injury if sustained. The leader must report the event to the General Secretary who will maintain an appropriate record and ensure the matter is dealt with in compliance with AIR Health and Safety Policy.

## **12.Starting a new activity**

Members who are joining a new activity or returning after a break in attendance are advised to contact the leader or other member in charge in case of a change in activity details.

## **13.Membership Cards**

Membership cards are to be carried by members when attending any AIR activity. Leaders are entitled to ask for them to be shown and the membership number should be included on the activity register.

Reviewed June 2022