

# **FARNHAM & DISTRICT MODEL RAILWAY CLUB**

## **CONSTITUTION**

**December 2016**

# FARNHAM & DISTRICT MODEL RAILWAY CLUB

## Version History

Major revision to replace version dated March 2006	December 2016

# **FARNHAM & DISTRICT MODEL RAILWAY CLUB**

## **1. NAME**

The name of the Club is Farnham and District Model Railway Club.

## **2. OBJECTIVES**

To promote an interest in all aspects of railway modelling.

To construct and exhibit layouts in the various gauges and eras.

To organise an Annual Model Railway Exhibition and various Club Open Days.

To encourage members to develop their knowledge and skills through lectures, demonstrations, workshops and visits to other clubs and exhibitions.

## **3. MEMBERSHIP**

Membership of the Club is open to those who have sympathy with the objectives of the Club and who desire to actively further them.

Applications for Membership must be supported by two current Club Members and is subject to acceptance by the General Purposes Committee. Membership will then commence on payment of the relevant fee.

Full Membership is open to those aged 18 years or over. Only Full Members are entitled to vote at Club General Meetings.

Junior Membership is open to young persons aged between 12 and 18 years and requires parental consent. Junior membership will be granted in accordance with the Club's Safeguarding Policy.

Associate Membership is available in specific cases at the discretion of the General Purposes Committee. Such cases would include, for example, former Members who now visit the Club infrequently.

An Annual Membership Fee is payable in advance. The Membership Year runs from the 1<sup>st</sup> of November to the 31<sup>st</sup> of October. The fee rates for each membership class are determined annually by a General Meeting of the Club. Failure to pay the Annual Membership Fee within

## **FARNHAM & DISTRICT MODEL RAILWAY CLUB**

3 months of the due date will result in the automatic termination of Membership.

Reduced fees for certain Full Members may be agreed on a case by case basis by the General Purposes Committee. Examples of such concessions would include: the levy of the junior fee for Members aged over 18 but in full-time education; and a reduced rate for a Member unable to benefit from a proportion of the Club's facilities.

The Secretary will maintain an up to date list of Members. In order to comply with the Data Protection Act each member on joining the Club will be asked to give written consent to their personal details being stored in an electronic form. The Secretary is the Club Officer responsible for ensuring the security of such data and distributing it only in accordance with the directives of the General Purposes Committee. Personal details will under no circumstances be passed to a third party without the specific authority of the Member concerned.

The Club will provide every Member with a Handbook which includes details of the benefits, conventions and responsibilities of Membership. Any Member who, in the opinion of the General Purposes Committee, has abused the privileges of the Club, behaved inappropriately, or brought the Club into disrepute may have their Membership terminated.

#### **4. Management**

The day to day management of the Club will be undertaken by the Executive Committee which will consist of the Chairman, Secretary and Treasurer.

The Executive Committee has the powers to expel from the Club Premises any Member who is abusive, drunk or is deliberately abusing the privileges of Club membership.

Executive Committee Members will be elected at the Annual General Meeting and will serve for a period of one year. Executive Committee Members will not normally be permitted to serve for more than three consecutive years unless it is in the interests of continuity that they serve a further period of one year.

## **FARNHAM & DISTRICT MODEL RAILWAY CLUB**

The general and long term management of the Club will be undertaken by the General Purposes Committee which shall normally consist of the Executive Officers plus the Exhibition Manager and one representative from each of the Gauge Groups.

The General Purposes Committee is empowered to co-opt further members to undertake a specific role.

The General Purposes Committee will meet at least four times a year. Each member except the Chairman will have one vote. In the event of a tied vote the Chairman will have the casting vote.

The quorum for the General Purposes Committee is 5 members present.

### **5 Trustees**

Trustees shall be appointed by the General Purposes Committee, as required, to represent the Club in any lease negotiations or other legal matters that may arise.

Normally, the Trustees shall be the Executive Committee Officers. Other Club Members can be appointed in place of, or in addition to the Officers as required. A minimum of three Trustees shall be appointed at all times.

### **6 General Meetings**

The Annual General Meeting shall be held within 2 months following the end of the Club year.

A minimum of 28 days' notice shall be given for the Annual General Meeting. Members wishing to submit items for inclusion on the Agenda for the Annual General Meeting must do so in writing to the Secretary at least 14 days prior to the Meeting.

Nominations for the Executive and General Purposes Committees must be submitted (Proposed and Seconded) to the Secretary at least 14 days prior to the Meeting.

## **FARNHAM & DISTRICT MODEL RAILWAY CLUB**

A General Meeting may be called by the General Purposes Committee if required giving a minimum of 28 days' notice.

A General Meeting can also be called by any 5 Members. Any items for discussion must be submitted to the Secretary in writing who will then call the meeting giving the requisite 28 days' notice.

Only Full Members who have paid their membership subscription for the current Club year are eligible to vote at General Meetings.

The quorum for General Meetings will be 25% or more of the paid up Full Members.

The Secretary shall prepare minutes of any General Meeting recording the decisions made and the numbers for and against any vote taken.

### **7. Finance**

The Club is a non-profit making organisation.

The assets of the Club shall only be used for the furtherance of the objectives of the Club.

No Club Member shall receive payment, directly or indirectly, for services to the Club or for other than legitimate expenses incurred in its work.

### **8. Accounts**

The Treasurer shall make up the Club Accounts to 31<sup>st</sup> October each year and such accounts shall be examined by a person, or persons, appointed at the Annual General Meeting. A summary of the accounts, in the form of an income and expenditure statement, shall be presented at the Annual General Meeting.

The Treasurer shall advise the General Purposes Committee of any tax liabilities the Club may incur.

## **FARNHAM & DISTRICT MODEL RAILWAY CLUB**

All expenditure of Club funds must be authorised by the General Purposes Committee. Officers should manage and control expenditure within the budget(s) approved in advance by the General Purposes Committee. Any unapproved expenditure that becomes necessary must be sanctioned by two members of the Executive Committee and reported to the next meeting of the General Purposes Committee.

### **9. Health & Safety**

The General Purposes Committee is to ensure that the Club maintains a Health & Safety Policy.

Members are responsible for ensuring that their actions on Club activities preserves the health and safety of themselves, fellow members and members of the public.

### **10. Insurance**

The Treasurer will ensure that the Club maintains a current Insurance Policy covering both members and third party liabilities and the assets of the Club. The policy shall also include indemnity insurance for the Club's Officers.

### **11. Changes to the Constitution**

No alteration to this constitution shall be made except at a General Meeting. Any proposed changes shall be included with the General Meeting notification. A majority of voting members present at the General Meeting is required to approve any changes.

### **12. Dissolution**

The Club shall only be dissolved by resolution passed by a majority of at least 75% of the members present and voting at a General Meeting called for the purpose of considering such dissolution. In the event of dissolution

## **FARNHAM & DISTRICT MODEL RAILWAY CLUB**

any assets remaining after the meeting of all liabilities shall be distributed equally amongst other local model railway clubs as determined by the General Meeting. In the event of dissolution assets may be sold to individual club members but remaining cash assets cannot be distributed amongst the members.

### **13. Interpretation**

The General Purposes Committee shall have the power to decide any questions or interpretations of this Constitution and all matters connected with the Club other than those which can be dealt with only by the Club at a General Meeting.