



## CONSTITUTION

1. The Society shall be called the Hazel Grove and District Model Railway Society.
2. The object of the Society shall be to promote interest in model railways and railways in general.
3. The management of the Society shall be carried out by a committee consisting of Chairman, Secretary, Assistant Secretary, Treasurer and Social Secretary. A new Position of Honorary President has been created by the Committee

The Committee shall be elected annually at the Annual General Meeting. Candidates shall be members of at least one year's standing, to be proposed and seconded by members of the Society, and be elected by a simple majority of the members present at the meeting. In the event of no one member obtaining a simple majority, then a second ballot shall take place between the two members receiving the highest vote. All such officials shall serve in an honorary capacity.

4. The Committee's responsibilities shall be as follows:-
  - (a) The Chairman to preside over the General Meetings of the Society and to present the Annual report of the Committee at the Annual General Meeting.
  - (b) The Secretary to be responsible for communication with members and prospective members and general public relations activities.
  - (c) The Assistant Secretary to be responsible for the general upkeep of the Society's headquarters and other duties as assigned by the Secretary.
  - (d) The Treasurer to be responsible for the finances of the Society.
  - (e) The Social Secretary to be responsible for the organisation of a programme of events for the entertainment of the members.
  - (f) The Committee shall meet at regular intervals not exceeding eight weeks to discuss the management of the Society. The quorum for such meetings shall be three Members. The minutes of the Committee meetings shall be available for inspection to all members of the Society.
  - (g) Members wishing to resign from the Committee during their term of office shall give written notice to the Secretary. In the event of such a vacancy, the remaining members of the Committee may co-opt a replacement member, who shall serve until the following Annual General Meeting. In the event of a Committee member suffering a long term illness the remaining members of the Committee may co-opt a replacement member who shall serve until the next Annual General Meeting
  - (h) For the running of the Society, the Committee shall be aided by voluntary members to carry out Tasks as determined by the Annual General Meeting. These tasks may include safety, auditing, newsletter, library, web site and any others as required by the Committee.

5. a) The Treasurer shall produce at the Annual General Meeting and subject to being given four week's notice at any other General Meeting, a financial statement for the approval of the membership.
- b) The Treasurer shall be empowered to authorise without consultation the following expenditure:- Rent for the Society's headquarters or their meeting place, stationary and postal costs and Miscellaneous expenses up to the sum of £250 per annum.
- c) At any General Meeting, funds shall be allocated by agreement of the majority of voting members present at the meeting to:-
  - Each sub- committee for the furtherance of their projects.
  - The Social Secretary for the cost of social events.
  - Any other expenses.
- d) The Main Committee shall have delegated authority to purchase any item not exceeding £500 per item and not exceeding £1000 per annum, without calling a General Meeting. They shall be required to notify the membership within seven days of the expenditure in writing or verbally.
- e)The Committee shall be entitled at all times to inspect the books of account and all other documents relevant to the finances of the Society.
- f)The Society's financial year shall start on 1<sup>st</sup> April and run to 31<sup>st</sup> March of the following year.

6. **Sub-Committees**

- (a) The Committee may nominate sub-committees of members for the management of creative projects. Such sub-committees may include any member who will be classed as a volunteer. Sub-committees will include the Exhibition sub-committee.
- (b) Sub-committees shall be responsible for the funds allocated to their projects by the General Meeting. This will exclude the Exhibition Sub Committee. Their funding is derived from Traders Charges, Admission Charges, and deficits will be met from the Society Funds.
- (c) One member of each sub-committee shall be designated Project Manager, and shall be leader of the sub-committee.
- (d) The sub-committee project leader shall prepare reports for presentation at the Annual General Meeting and when required, to the Main Committee meetings on at least a quarterly basis.
- (e) Any sub-committee shall cease to function at the direction of the Committee, in which case no further funds shall be expended on the project.

7. **Membership**

- (a) Membership of the Society will normally be by payment of a subscription as set out in Article 8.
- (b) The normal minimum age for admission to the Society shall be sixteen (16) years.

A younger person may become a member provided that their membership application is approved by a responsible adult who is also a member of the Society and who accompanies and takes responsibility for the young person's safety and well being at all the Society activities that the young person wishes to attend. There will be no cost for the young person.

- (c) The Committee of the Society may, at its own discretion, designate individuals as Honorary Members or Affiliate Members of the Society. Such members of the Society shall be entitled to use the facilities of the Society, but shall not be entitled to vote at any General Meeting, or serve

on the Committee.

- (d) The Methodist Church Council has a Safeguarding Policy that applies to all users of their premises. The Society is a signed participant to this Policy and it requires every member to be vigilant at all times and to ensure the safety of the building, its contents and occupants, especially when young children are present within the building.
  - (e) The Committee shall reserve the right to refuse or rescind the membership of any person at any time.
- 8.
- (a) New members of the Society shall pay a proportion of the annual subscription rate dependant on the date of joining the Society. This shall be 10% per calendar month until the end of the financial year.
  - (b) Reduced subscription rates shall be available to members under 18 years of age, and members without earned income, at the discretion of the Committee.
  - (c) Payment of annual subscriptions becomes due at the start of the financial year. Those members who have not completed payment of the agreed subscription within two months, shall be given one month's written notice of lapse of membership. Those re-joining after their membership has lapsed will be required to pay a fee of £5.00 to re-new their membership.
  - (d) Non-members aged over 16 years, may attend meetings of the Society or visit the Society's headquarters not more than 6 times in any one year, excluding any meeting designated by the Committee as open to the public. Those under the age of 16 must be accompanied by a responsible adult.
  - (e) All fees shall be fixed by a majority vote of members present at each General Meeting of the Society. These fees are as follows.
    - Annual Subscriptions.
    - Reduced annual Subscriptions (see article 8b)
  - (f) Temporary membership of the Society shall be available for the Society's function and meetings.
- 9.
- (a) A General Meeting of the Society shall be a meeting at which all members may participate in the Management of the Society.
  - (b) At least one General Meeting must be held in each calendar year, designated the Annual General Meeting. This meeting shall take place within two months of the end of the financial year, on a Friday evening at 8pm. Notice of the Annual General Meeting shall be given in writing by the Secretary to all members not later than 21 days before the meeting.
  - (c) Other General Meetings may be called by written notice to the Secretary, signed by at least three members of the Society. Such meetings shall take place not later than four weeks after receipt by the Secretary of the written notice, and the date, time and purpose of the meeting shall be displayed at the Society's headquarters or otherwise advertised for not less than 21 days prior to the meeting.
  - (d) General Meetings shall be conducted by the Chairman of the Society, in whose absence the meeting shall elect a temporary Chairman for that meeting only.
  - (e) The Secretary will record the minutes of any General Meeting or Annual General Meeting in a file and that file will be in his/her possession at every Society meeting. If he/she is unable to attend a General Meeting they will nominate a member of the Committee to take the minutes. Should the post of Secretary fall vacant the file shall

pass to the Chairman. The file shall be available for inspection by Members at a General Meeting, and at other times upon receipt of two weeks' notice. Copies of the minutes of General Meetings and Committee Meetings will, after they have been approved, be available in a secure section of the web site.

- (f) At General Meetings the minutes of the previous General Meeting shall be read. At the Annual General Meeting the minutes of the previous Annual General Meeting shall be read and signed by the Chairman.
  - (g) The Agenda of the Annual General Meeting must include the following items:-
    - Annual Report (see article 4a)
    - Financial Report (see article 5a)
    - Fixing of Fees (see article 8c)
  - (h) The quorum of a General Meeting shall be 3 Committee members and 15 other members. A General Meeting at which such a quorum is not present shall be closed immediately.
10. (a) Any alteration to this Constitution must be discussed and agreed by a majority of members present at two separate General Meetings not less than four weeks apart.
- (b) Any member who has a computer may download the Constitution from a secure area of the web site. Those members without a computer may ask the Secretary for a copy.
11. In the event of the dissolution of the Society, any remaining funds shall be donated to a registered charity (or charities) chosen by a General Meeting, whose names shall be recorded in the minute file.

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