

Rules of the Banbury & District Model Railway Club

(revised March 2011)

1. NAME

1.1 The Club shall be called the Banbury & District Model Railway Club (hereinafter referred to as the Club).

2. OBJECTIVES

2.1 To foster, develop and further the interests of all members in all aspects of railway modelling, prototype railways and allied pursuits.

3. COMMITTEE

3.1 The Committee of the Club shall comprise of elected Officers plus two other elected members. The Officers of the Club shall consist of the Chairman, Treasurer, Secretary, Membership Secretary, and Exhibition Manager.

3.2 The Officers and Committee shall be elected at the Annual General Meeting (AGM) to be held in March.

3.3 All nominations must be of Full Members and shall be in writing on the prescribed form. The nomination shall be proposed and seconded, with the agreement of the nominee and the nominee MUST stand for Office.

3.4 All nominations for the various Officers and members of the Committee shall be submitted to the Secretary not later than 28-days before the date of the AGM. The Secretary will post the list of nominees in the clubroom 14 days before the meeting. The list will also be posted on the Club website.

3.5 That any committee, or committee member, can be required to stand down with immediate effect at any time within its, or their, one year term by a majority vote of 'no confidence' at an Extraordinary General Meeting (EGM). In the case of a committee being stood down refer to Rule 7.1.

3.6 The Exhibition Manager term of office shall be for a term of two years subject to annual re-election (a rolling two year term) to allow continuity in organising the Club's annual show.

3.7 That the Exhibition Manager can stand down at any time within each two year term by providing three months notice in writing to the committee at which time a caretaker Exhibition Manager will be nominated by the committee to stand until the next AGM.

3.8 Although a change may be made at the AGM, the position of a new Exhibition Manager does not become effective until after the current year's exhibition.

3.9 A committee meeting shall be quorate if five committee members are present. They may nominate a chairman for the time-being in the absence of the Club Chairman.

3.10 The Committee shall meet a minimum of 8 times per year, subject to the needs of the Club.

3.11 The Committee may create a sub-committee for whatever reason and may co-opt any Club member to same. A Rules Sub-Committee shall consist of not less than three Full Members of the Club.

4. MEMBERSHIP

4.1 There are five classes of membership:

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| i) | Ordinary Member | (aged 18-years and over); |
| ii) | Life Member | (as elected at either the AGM or an EGM); |
| iii) | Honorary Member | (as elected at either the AGM or an EGM); |
| iv) | Junior Member | (aged under 18-years); |
| v) | Friend | (aged 16-years and over) |

4.2 Full Members are Ordinary and Life Members. Full Members and Junior Members aged 16-years and over, are entitled to vote at any AGM or EGM.

4.3 Junior Members aged under 16-years must be accompanied by a guardian who need not be a member of the Club. If however a guardian becomes actively involved in the hobby then it would be reasonable to expect that guardian to apply for membership.

4.4 Subscriptions; (payable by Standing Order or In Advance, see Rule 6.4) shall be set at an AGM (or EGM) and all members shall be advised. Junior Membership shall be ½ of Full Membership rounded up to the next whole pound. Levels of subscriptions will be posted on the Club notice board and on the Club website. If subscriptions are for whatever reason increased part way through a financial year then a pro-rata increase will be applied to both Standing Order and In Advance payees.

4.5 Any member of the public may apply for membership of the Club on the prescribed form. The applicant shall be proposed and seconded by two Full Members of the Club. All applicants shall give an undertaking to abide by the Rules of the Club.

4.6 Life Members are expected to be active in the Club and are expected to attend the AGM. Life Members who do not attend a reasonable number of Club nights and who do not attend the AGM summarily forfeit their Life Membership by default and shall be invited to become Ordinary Members. If Life Members have valid reasons for not being able to attend regular club nights or the AGM they may be awarded Honorary Membership in lieu of becoming Ordinary Members.

- 4.7 Friend (of the Club) may be any person who wishes to attend the Club but not on a regular basis. A visitor may attend the Club gratis but if a visitor makes frequent visits to the Club (more than 3 in any 8-week period) then he/she will be 'invited' to become a Friend. A Friend of the Club shall pay a £5 fee on each and every occasion they attend the Club. A Friend may apply for Ordinary Membership at which time the £5 fee will be waived until Ordinary Membership is ratified and subscriptions become payable by Standing Order (or in advance by prior arrangement with the Club Treasurer (see Rule 6.4)).
- 4.8 The Committee shall have the power to reject an application for membership and shall not be required to give reasons for such rejection.
- 4.9 The Committee shall take action against any member whose conduct appears to be contrary to the best interests of the Club. The member shall be informed of this action in writing. The member will have 14-days to respond in writing to the allegation. After duly considering the reply, or failure to receive a written reply within the specified time, the Committee may direct the member's name to be expunged from the membership list and will inform the member in writing.

5. MEETINGS

- 5.1 The AGM of the Club shall be held during the month of March of every year.
- 5.2 An AGM shall be quorate if 50% of the membership is present.
- 5.3 Only those members who are fully paid-up members and eligible to vote by age shall be entitled to vote.
- 5.4 The purpose of the AGM shall be to:
- i) receive the Minutes of the previous AGM;
 - ii) receive the reports of the retiring officers;
 - iii) receive the accounts of the previous financial year;
 - iv) elect a Committee;
 - v) appoint 'Auditors' (see Rule 6.2);
 - vi) elect two Trustees (see Rule 7.3);
 - vii) review subscriptions;
 - viii) conduct any other business (see rule 5.5) as requested by the members.
- 5.5 The AGM agenda item of Any Other Business shall only discuss 'tabled' motions submitted in writing to the committee not less than 21-days prior to the AGM. Any motions not tabled in this manner will not be discussed.
- 5.6 Two calendar months notice of the date of the AGM shall be posted on the Club website, Club noticeboard, by e-mail where available, and given in writing to any member who does not have internet access.
- 5.7 Any motion tabled by any member pursuant to rule 5.4(viii) shall be posted on the Club website, Club noticeboard, by e-mail and circulated to those members who do not have internet access, not less than 7-days prior to the AGM.
- 5.8 An EGM may be called at any time. Fourteen-days written notice must be given, detailing the reason for the meeting. The EGM may be called either by the Committee, or, by not less than 50% of members who have submitted their request in writing to the Secretary. This may be a single letter with pre-requisite signatories.
- 5.9 All voting will be by a show of hands. In the case of elections of Officers/Committee, voting will be by a single ballot vote, allowing for one vote per vacant position. All unopposed nominations will be automatically elected. All eligible members will receive a nomination paper. A majority vote will decide the election. In the event of a tie, the Chairman will cast the deciding vote (see Rule 7.2).

6. FINANCES

- 6.1 The financial year shall run from April to April in line with the fiscal year for that year.
- 6.2 The annual accounts shall be audited by two Full Members who are nominated by the Committee. The Auditors may not include the Treasurer and must include one member not on the Committee.
- 6.3 Subscriptions shall be reviewed and decided at the AGM (see rule 5.4(vi)), or an EGM called for that purpose.
- 6.4 All full subscriptions shall become payable with immediate effect by monthly Standing Order on any person being elected as a fee-paying member. Those members who cannot set up a Standing Order for whatever reason shall pay subscriptions on a pro-rata basis in advance before the AGM. Any member who is not paid-up will be issued with a reminder and, if any subscriptions are outstanding at the time of the AGM will not be eligible to vote. **Any member not having paid their subscription by the due date after the issue of a reminder will be deemed to have resigned from the Club.**
- 6.5 All purchases for the Club must be sanctioned by at least two officers, one of whom MUST be the Club Treasurer.
- 6.6 No Club member will be entitled to receive reimbursement other than of previously authorised expenditure.

7. GENERAL MATTERS

- 7.1 The Club shall appoint a President who shall be an individual of good character and reputation and have long-standing involvement in the Club and who shall be a Full Member of the Club. Whilst the President shall not have 'power of committee', the President shall have the right to attend any Committee meeting of his/her choosing but shall not have the right to vote at any said Committee meeting but shall have the voting right of an ordinary member at any meeting held in connection with the running of the Club. The President shall also have an 'Executive Power' whereby, in the case of the Committee running the Club apparently in violation of its written Constitution or Statute law, or both; the President shall be empowered to circumvent the Committee and rule 5.8 and call an extraordinary general meeting (EGM) of members to summarily dissolve an incumbent Committee. On any incumbent Committee being so dissolved, the President shall be empowered to appoint a Secretary and Treasurer in a caretaker role until such a time as a new Committee can be formed through the due process of these Rules.
- 7.2 The Club Chairman will not normally vote at any meeting of Committee, AGM or EGM but will only vote in the event of an impasse whereupon the Chairman may cast the deciding vote.
- 7.3 All Club property shall be held in trust by the Committee until such time as the Club may be dissolved by an EGM. Two Trustees, who shall be appointed by the AGM and who shall be fee-paying members of the Club, shall be responsible for the disposal of the assets of the Club. After due settlement of any debts, the balance shall pass to a charity chosen at the last meeting of the Club.
- 7.4 The Committee shall have the power to deal with all matters not provided for in the Rules.
- 7.5 Neither the Club nor its Officers shall be held liable for any loss, damage or injury, howsoever caused, in respect of any persons or property present, at or participating in, any other Club activity.
- 7.6 Guests may be introduced and signed in by any member, but no guest may be introduced whose application for membership has been declined, or who has been expelled from the Club.
- 7.7 Key-holders shall be Officer Members of the club. Any Full member may request a set of keys on loan from an Officer member of the club in order to open the club for pursuit of the Objectives of the club, or for any matters relating to the day-to-day business of the club.
- 7.8 If the club is to be opened outside of the usual opening time (in this case Tuesday evenings) by any Full member then there shall be at least two persons present, a Full club member and person(s) who may not necessarily be a club member(s).
- 7.9 The Committee is empowered to convene a Rules Sub-Committee to review Club Rules at any time deemed necessary. In addition; Club Members may present to the Committee proposed amendments to Club Rules if a proposal is submitted in writing with not less than 50% of the paying membership as signatories. The Committee shall then re-convene a Rules Sub-Committee to review the proposals but no amendment or alteration to the rules can be ratified other than by EGM (see rule 5.8 above).