



G SCALE SOCIETY

Constitution and Rules

Issued: 20th March 2016



CONSTITUTION AND RULES OF THE G SCALE SOCIETY

1. NAME

- 1.1. The name of the Society shall be the “**G SCALE SOCIETY**”, hereinafter referred to as “The Society”.

2. OBJECTS

- 2.1. The objects for which the Society is established are: -
 - 2.1.1. The advancement of railway modelling in Scales and Gauges associated with the designation “G”.
 - 2.1.2. To promote and hold either alone, or jointly with other associations, clubs or persons, meetings, exhibitions and such other functions as the Committee may decide.
 - 2.1.3. Free publication and circulation of a quarterly Journal, dealing with items of interest to its members.
 - 2.1.4. To support or organise any other activity, which, in the opinion of the Committee is likely to further any or all of the above objects and which may be conveniently dealt with by the Society.

3. MEMBERSHIP

- 3.1. Application for membership shall be open to all persons interested in the objects of the Society and shall in the first instance be made on the appropriate form and submitted with the appropriate remittance, to the Membership Secretary. If the Membership Secretary has reason to believe that to accept a particular application could bring the Society into disrepute, or could in any other way be disadvantageous to the Society, he shall refer the matter to the next meeting of the Committee, who shall decide whether or not the application shall be accepted. Their decision in this respect shall be final, and they shall not be obliged to give reasons.

3.2. Subscriptions;

- 3.2.1. An annual subscription shall be payable by all members on the first day of January each year, of such amount as the membership in General Meeting may from time to time, upon the recommendation of the Committee, decide.
- 3.2.2. Members under the age of 18 years shall pay such reduced annual subscription as the membership in General Meeting may from time to time, upon the recommendation of the Committee, decide.
- 3.2.3. Applications for new membership received by the Membership Secretary after 1st October in any year shall be accompanied by an amount by way of reduced subscription for the year in question determined by the financial and administrative arrangements established by the Committee. Existing members shall, whenever renewing, pay the full annual membership subscription.
- 3.2.4. Upon application by any existing full subscription member of the Society the Committee may agree, at its entire discretion, to accept as an Associate Member of the Society any person who normally resides at the same address as the said full subscription member. Such associate members shall: -
 - 3.2.4.1. Enjoy all the benefits, including full voting rights, of the Society except that they will not be entitled to receive the Society's Journal or any other publication issued free to the Members by the Society.
 - 3.2.4.2. Pay a reduced subscription as recommended by the Committee and approved by the Society in General Meeting. Such subscription shall not be subject to any reduction for part year associate membership.

- 3.3. Members failing to renew their membership and pay the subscription for the year in question before the publication date of the spring issue of the Society's Journal will be deemed to have terminated their membership.
- 3.4. Members desiring to terminate their membership shall give notice to the Membership Secretary in writing, but shall not be entitled to the return of any part of their subscription.
- 3.5 The Committee shall have total discretion to terminate the membership of any member. Should the Committee intend to terminate membership of any member he will be so informed in writing by the Secretary and shall be allowed six weeks from the date of the notification in which to make any relevant representations in writing to the Committee through the Secretary.
- 3.6. If, after consideration of any such representations, or in their absence within the time limit, the Committee determine that membership shall cease, the member will be informed immediately in writing. In such event the member, whose membership is thus terminated, shall be entitled to the return of a portion, if any, of any subscription he may have paid, calculated by reference to the number of issues of the Society's Journal despatched to him in the subscription year.
- 3.7. Any person ceasing to be a member of the Society shall forfeit all rights or privileges or claims upon the Society, its funds or its property forthwith.
- 3.8. Without the prior authorisation of the Society Committee, to be obtained through the Secretary, no member shall hold himself out as officially representing the Society, or use the Society name or logo in any dealings outside the Society. The Society Logo will not be used in any trade advertisement or in any promotion without the written permission of the Society.
- 3.9. The Society may recognise outstanding service on behalf of the Society by conferring "Life Membership" on any individual so nominated.
Nominations should be made in writing to the Secretary signed by two fully paid up members. Acceptance will be by a simple majority of the committee and ratified by the next Annual General Meeting, when the award will be made.
- Life members so elevated will be entitled to full membership for life and be exempt from paying any membership fees.
- Only one award will be made in any one calendar year.
- 3.10 The Society encourages members to form Area Groups, to enhance their enjoyment of their membership. Area Groups will be self-administered, financially independent, providing the Group follows the Society's Constitution and Rules.
- Guidance for Area Groups is available from the Society Secretary.

4. ADMINISTRATION AND MANAGEMENT

- 4.1. The Honorary Officers of the Society shall comprise: -
 - 4.1.1. Chairman
 - 4.1.2. Vice Chairman
 - 4.1.3. Secretary
 - 4.1.4. Treasurer

- 4.2. The management of the Society and control of its assets and property shall be vested in a Committee comprising: -
 - 4.2.1 The Officers
 - 4.2.2 Membership Secretary
 - 4.2.3 Journal Co-ordinator
 - 4.2.4 Publicity Organiser or Organisers
 - 4.2.5 Event Manager
 - 4.2.6 Group Coordinator
 - 4.2.7 Further Committee Members, up to 2 in number.

- 4.3. Nomination and election:
 - 4.3.1. The Society Chairman shall be nominated by the Committee for election by the Membership in the Annual General Meeting.
 - 4.3.2. The Group Coordinator will be elected annually by the Group leaders, from the Group Leaders, at their annual meeting and be eligible to attend committee meetings while in office.
The Annual General meeting will be informed of who is in position at the time of the meeting.
 - 4.3.3. The remaining Officers and other Committee members shall be elected annually by the Membership in the Annual General Meeting.

- 4.4. Nominations for elections to the Committee must be submitted in writing to reach the Secretary not later than forty-two days before the date of the Annual General Meeting and be signed by the proposer and a seconder. The nominee must indicate on the form his willingness to serve and he, the proposer and the seconder must be fully paid up members of the Society.

- 4.5. The Committee shall have the power to co-opt not more than 3 further members of the Society either to fill casual vacancies or as additional members of the Committee. Any person so appointed shall hold office only until the next Annual General Meeting and shall then be eligible to stand for election in the normal way.

- 4.6. The Committee may, from time to time, invite any other member to attend a Committee meeting on such conditions as the Committee may think fit, but such an invited member shall not have a vote.

- 4.7. The Committee shall meet from time to time to conduct the business of the Society and all proceedings shall be entered in the Minutes. Decisions arising at any Meeting shall be determined by a majority of votes and when necessary the Chairman shall have a second or casting vote.

- 4.8. The Committee shall hold not less than four meetings in each calendar year.

- 4.9. A quorum for transaction of Committee business shall be four, which quorum must include at least two Officers.

- 4.10. The Society Chairman, will take the Chair of any Committee Meeting. In his absence another Officer will assume the Chair.

- 4.11. The Committee may delegate any of its powers to subcommittees consisting of such Committee and other members as it thinks fit. Any sub-committee so formed shall, in the exercise of the powers so delegated, conform to any terms and conditions that may be imposed by the Committee. Membership of all sub-committees shall include at least one of the Officers.

- 4.12. The Committee may also nominate a President and Vice-Presidents, from within the membership, in recognition of services rendered to the Society, such nomination to be subject to ratification by the Membership in General Meeting.
- 4.12.1 The President and Vice President(s) are non-executive positions of the Committee (non-voting) and should be seen as “Figure Heads” within the Society, to provide advice, guidance and assistance to the Committee and/or Members.
- 4.12.2 The President and Vice President(s) are entitled to attend Society meetings and will be circulated the agenda and minutes of all meetings in the same way as the Committee.
- 4.13. Officers and other Committee Members are not entitled to receive payment for any services they may render to the Society unless in the normal course of business, except for the reimbursement of their reasonable expenses incurred on behalf of the Society with the prior sanction of the Committee
- 4.14 Any person who uses computer software on behalf of the society will ensure that the software is correctly licensed for its use.

5. FINANCE

- 5.1. The Treasurer shall be responsible for the funds of the Society and will keep such books of account to record sums received and paid out as are necessary to give a true position of the Society's financial affairs.
- 5.2. In the event of the Society's reserves at any time being, in his view, insufficient to meet its liabilities, the Treasurer shall immediately advise, the Chairman and Secretary.
- 5.3. The Society's financial year shall run from the first day of January to the last day of December and the Treasurer will present an examined Income and Expenditure Account and Balance Sheet for the year ending on that date to the Annual General Meeting, together with an Account Examiners report.
- 5.4. The Annual Accounts shall be examined by not less than two Account Examiners, who shall be appointed from among the Membership following nomination at every Annual General Meeting.
- 5.5. An account or accounts shall be maintained with such Banks, the Post Office or Building Societies on such terms and with such authorised signatories as the Committee may from time to time determine.
- 5.6. Individual Members of the Society shall not be entitled to receive payments for services they may render to the Society unless in the ordinary course of business and with the prior sanction of the Committee, or for the reimbursement of their reasonable expenses incurred on behalf of the Society with the prior sanction of the Committee.

6. GENERAL MEETINGS

- 6.1. At such time and place as may be determined by the Committee, an Annual General Meeting shall be held once in every calendar year and within fifteen months of the preceding Annual General Meeting. All other General Meetings shall be Extraordinary General Meetings.
- 6.2 The Committee may, whenever it thinks fit, and shall, within three months of the Secretary receiving a requisition in writing signed by not less than twenty percent of the fully paid up members, convene an Extraordinary General Meeting.
- 6.3. An Annual General Meeting and any Extraordinary General Meeting shall be called by a minimum of 14 days notice. Non-receipt or late receipt of the notice by any member shall not invalidate the proceedings at any General Meeting.

- 6.4. Every notice calling a General Meeting shall specify the place, the date and the hour of the meeting and in the case of an Annual General Meeting, shall specify the meeting as such. If other than routine business is to be transacted at an Annual General Meeting, the notice shall specify the nature of such special business and if any special resolution is to be proposed, the notice shall contain a statement to that effect and the exact wording of the proposed resolution.
- 6.5. A preliminary announcement of the Annual General Meeting shall be issued not later than fifty-six days before the proposed date of the meeting. It will be accompanied by nomination forms for the election of Committee Members.
- 6.6. Routine business to be transacted at an Annual General Meeting shall be as follows: -
- 6.6.1. To approve the Minutes of the previous Annual General Meeting.
 - 6.6.2. To receive and approve the Annual Reports of the Committee.
 - 6.6.3. To receive and approve the Annual Statement of Account and Balance Sheet and to receive the Account Examiner's Report.
 - 6.6.4. To set the Membership Subscription rates for the next calendar year.
 - 6.6.5. To elect the Officers and other Members of the Committee.
 - 6.6.6. To conduct any other business of which due notice has been given. Written notice of any such Special Business to be raised, signed by at least two paid up members of the Society, must be lodged with the Secretary not less than forty two days before the Meeting in order that it may be included in the notice of the Meeting. The text of any Special Resolution to be proposed at the Meeting shall be included in the written notice to be lodged with the Secretary
- 6.7. At any General Meeting a quorum shall be 5% of the paid up members, or 50 members, whichever is the lower, as at the date of the meeting. If within thirty minutes from the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to such other time and place as the Committee may decide and, if at that adjourned meeting a quorum is not present within thirty minutes of the time appointed for the meeting, the members then present shall form the quorum.
- 6.8. The Society Chairman shall take the chair at any General Meeting. The decision of the Chairman of the Meeting on matters of procedure shall be final.
- 6.9. If the Society Chairman is absent, the President or a Vice-President shall assume the Chair, if the President or a Vice President are not available, an Officer shall then be appointed by the Meeting to assume the Chair.
- 6.10. At any General Meeting a resolution put to the vote shall be decided on a show of hands unless, upon the declaration of the result of the show of hands, either the Chairman, or not less than 10 members present entitled to vote demand a poll.
- 6.11. Unless a poll is so demanded, and the demand not be withdrawn, a declaration by the Chairman that a resolution has been carried or lost and an entry to that effect in the minutes of the Meeting, shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded for or against such resolution.
- 6.12. In the case of an equality of votes whether on a show of hands or on a poll, the Chairman of the Meeting shall be entitled to a second or casting vote.

- 6.14. The Committee may whenever it thinks fit, or shall, on a requisition in writing delivered to the Secretary and signed by twenty percent or more of full members, organise a postal vote on any controversial matter, which may have a direct bearing on the Society's activities and the members' interests therein. A simple majority of those voting shall decide all matters submitted to a postal vote, except as otherwise provided within these rules [Rule 8 "Dissolution" and Rule 9 "Amendment to Rules"].

7. INDEMNITY

- 7.1 The Society shall not be responsible for any loss, injury or damage howsoever caused to any member in any activity of the Society. All persons taking part in the activities of the Society will be bound by the terms of this Rule to have accepted this condition and the onus for acquainting visitors with it rests upon the member or members inviting them.

8. DISSOLUTION OF THE SOCIETY

- 8.1. If at any General Meeting of the Society, a resolution calling for the dissolution of the Society is supported by not less than seventy five per cent of the members present, a postal vote shall be taken of all members and if the resolution is then approved by not less than two thirds of the membership the Committee shall proceed to dissolve the Society.
- 8.2. On dissolution, all assets of the Society will, where possible, be sold. Any surplus or Society property remaining after discharge of all liabilities shall be donated to one or more bodies having objects of a similar nature to those of the Society, such bodies to be determined by the Committee in office at the time of the dissolution.

9. AMENDMENT TO RULES

- 9.1 The Rules of the Society shall not be altered or added to in any way except by the passing of a Special Resolution by at least a two-thirds majority of the members present at a General Meeting.

10. DATA PROTECTION POLICY:

- 10.1. The Data Protection Policy, of the G Scale Society Committee, is reviewed annually and if updated re issued. The latest version is available from the Secretary.
- 10.2. To obtain access to the system as described in this Rule, application should be made in writing to the Membership Secretary. The Membership Secretary will confirm eligibility and on receipt of a signed acceptance on adherence to the Policy, access will be granted.
- 10.3 The Policy will be adhered to at all times by all persons. Authorised persons shall be deemed as:
- 10.3.1 Administrators:
 - 10.3.1.1 Treasurer,
 - 10.3.1.2 Membership Secretary,
 - 10.3.1.3 Membership Administrator
 - 10.3.1.4 Webmaster
 - 10.3.2 Read Only:
 - 10.3.2.1 Committee other than those indicated in 10.3.1
 - 10.3.2.2 President, Vice Presidents
 - 10.3.2.3 Group Leader/Representative and/or assistant.
 - 10.3.3 All such people must maintain current membership of the Society.
 - 10.3.4 Access to the system will be for the duration of the time they hold office, and withdrawn immediately on leaving office.

- 10.4 Members who wish anonymity will not be entered on the system, but retained separately by the Membership Secretary, which will involve them being sent their quarterly Journals and all other associated information by the Membership Secretary throughout the year.
- 10.5 Maintenance of any information held at Group Level is the sole responsibility of each Group and should be administered on the same basis as is defined in this document
- 10.6 The Administrator's will maintain the system and withdraw access to the system immediately. No reason need to be given for withdrawal of access
 - 10.6.1 When, it becomes necessary in line with this document
 - 10.6.2 At any point they become aware that the policy has not been followed

*Any enquiries regarding these Constitution and Rules
should be made in the first instance to:*

The Secretary
G Scale Society
secretary@gcalesociety.co.uk

or see the Society Journal for other contact details