

# HILLINGDON RAILWAY MODELLERS

## RULES

### 1 Name and objectives.

- 1.1 The name of the Club shall be:  
“**HILLINGDON RAILWAY MODELLERS**” hereinafter referred to as The Club.
- 1.2 The objectives of the Club shall be to promote feelings of fellowship and goodwill amongst its members and the community at large by furthering interest in the art of railway modelling.

### 2 Powers.

The Club shall have the power to do anything which will properly further the foregoing objectives, in particular:-

- a. To raise, spend and hold funds in a bank or otherwise.
- b. To promote and provide for the dissemination and exchange of knowledge and information.
- c. To take out membership of such organizations as are considered to be in the interest of and compatible with the objects of the Club.

### 3 Membership.

- 3.1 The Club shall consist of **Members, Guest Members** and **Honorary Life Members**.
- 3.2 Membership shall be signified by the issue of an annual membership card; bearing the year of issue.
- 3.3 Applications for membership shall be submitted to the committee on the club membership application form or in the case of juniors the junior application form. The committee have the power to refuse applications without explanation. On acceptance the Member will be issued with a copy of the Club Rules.
  - 3.3.1 Should a rule be added, removed or modified then every Member will receive a revised copy of the Rules
- 3.4 Candidates for full membership shall be aged 16 years or over on the date of application. Juniors (ie under 16) may be admitted but must be accompanied for the duration of each attendance by a full member (over 18) who will be required to sign a form of indemnity releasing the Club from any responsibilities for the individual. The observance of this rule is at the discretion of the committee.
  - 3.4.1 Guest Members may attend meetings but are not entitled to vote or borrow Club equipment.
- 3.5 Nominations for Honorary Life Membership shall be submitted to the Club at the Annual General Meeting for approval with a two thirds majority vote of the total membership required for acceptance. Honorary Life Members may attend meetings but are not entitled to vote.
- 3.6 Member's relatives and friends may visit or attend any club function unless otherwise decided by the committee; providing that any fees required are duly paid. In the case of visitors under the age of 16 they must be accompanied by an adult who will be required to sign a form of indemnity releasing the Club from any responsibilities for the individual.
- 3.7 All disciplinary matters shall be at the discretion of the committee who would inform the member of their decision.
- 3.8 Members will be required to sign an “Acceptance of the Rules” Slip.

### 4 Fees and Subscriptions.

- 4.1 Fees and subscriptions are payable by all members of the Club. These shall be as follows:
  - 4.1.1 The Annual Subscription per person shall be as decided by the Committee and ratified at the next GM.
  - 4.1.2 An Attendance fee shall be payable at each visit at a sum decided by the Committee and ratified at the next GM.

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- 4.1.3 Guest Members will not be required to pay an Annual Subscription but shall pay an Attendance fee as decided by the Committee and ratified at the next GM.
- 4.2 Annual subscriptions are payable by the 1st January each year. The attendance fee is only payable on attendance.
  - 4.2.1 Any Member whose Annual Subscription is unpaid within 4 weeks of being due shall become a Guest Member and pay the Attendance fee as in Rule 4.1.3. The Member can return to ordinary Membership on payment of the Annual Subscription.
- 4.3 A prospective member may attend one meeting as a guest of the Club where no attendance fee will be required. The payment of an attendance fee by a prospective member shall not imply their acceptance as a member. Fees paid thus shall not be returnable in the event that their application is rejected by the committee.
- 4.4 A prospective member shall submit the payment of the Annual subscription, as defined in rule 4.1.1, within 4 weeks of their application; such payment representing their first annual subscription. If the application is rejected this payment will be repaid in full.
- 4.5 A member whose application is submitted after the 30th November, of the year of application, shall be deemed to have paid the next full year's subscription.

## **5 Management.**

- 5.1 The management of the Club shall be the responsibility of the committee.
  - 5.1.1 The committee shall comprise: The Chairman, the Hon-Secretary, the Hon-Treasurer and two other Committee members.
  - 5.1.2 In addition Mr. Steve Toal, the "founder" and life president will serve as a permanent ex-officio member of the committee; this does not preclude Mr. Toal from election to any committee position.
- 5.2 The quorum for committee meetings shall be three to meet at least six times between each annual general meeting.
- 5.3 If at three successive meetings of the committee a quorum is not present, the Hon-Secretary shall call a Special General Meeting in order that this fact may be brought to the notice of all members.
- 5.4 The committee shall be empowered to accept the resignation of any member of the committee and, if they consider it necessary, to fill the vacancy from within the club until the next AGM. Details of any such resignations and appointments shall be given to all the members.
- 5.5 The committee may appoint "officials" and "sub-committees" from the membership as required to assist them; these members are excluded voting rights in committee meetings. Only one representative of a "sub-committee" may report to The Committee.
- 5.6 An emergency committee consisting of The Chairman, The Hon-Secretary and The Hon-Treasurer are empowered to deal with any urgent business which cannot wait until the next club or committee meeting.

## **6 Meetings.**

- 6.1 The Club shall meet weekly at the Baptist Church Hall, Colham Avenue, Yiewsley, Middlesex on Thursday evenings or any other time or venue approved by the committee.
- 6.2 An Annual General Meeting shall be held in the month of February (to be fixed at the preceding AGM) and shall be open only to paid up members of the Club. At least 21 days notice shall be given to members by a notice on the Club Notice Board. One third of the paid up members shall be a quorum.
- 6.3 The business to be conducted at the AGM shall be as follows.
  - 6.3.1 To receive the Chairman's report.

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- 6.3.2 To receive The Hon-Secretary's report.
- 6.3.3 To receive the Hon-Treasurer's report together with the accounts of the club in respect of the preceding financial year ending 31st December.
- 6.3.4 To elect from nominations received beforehand, the committee officers who will hold office until the succeeding AGM.
- 6.4 An Extra-ordinary General Meeting may be called as below when deemed necessary to acquaint members with the work of the committee or to discuss or consider items that affect the state of the club.
  - 6.4.1 by the Committee.
  - 6.4.2 by 25% of the Club membership (a list of signatories is required).
- 6.5 Such special General Meetings shall be held within 28 days. Where possible at least 14 days notice shall be given to all paid up members of the club.
- 6.6 Acceptance of proposals at Extra-ordinary General Meetings and Annual General Meetings will only be passed when a majority of club members accept said proposal. Any vote that results in a minority acceptance, i.e. if more than 50% of the club abstain from voting, the proposal will either be put to a second vote or be rejected.
- 6.7 A member attending less than 6 ordinary club nights in any one year will not be entitled to vote at the next Annual General Meeting or any Extra-ordinary General Meeting in that year. Junior members may not vote at these meetings.

## **7 General.**

- 7.1 The Committee shall arrange for a suitable independent person to audit the Club's Books.
- 7.2 The duties of the Hon-Secretary shall be to keep a Minute book in which shall be recorded the formal proceedings of the Club at both committee and General Meetings and to carry out the instructions of the committee and to deal with the day to day business of the club.
- 7.3 The duties of the Hon-Treasurer shall be as follows:
  - 7.3.1 To keep proper books of accounts which shall be submitted to the Hon-Auditor before the AGM.
  - 7.3.2 To prepare the accounts of the club for presentation to the Members at the AGM.
  - 7.3.3 To receive and pay into the Club's approved accounts all fees, subscriptions, donations and other moneys receivable by the club.
- 7.4 All cheques drawn on the Club's approved banking account shall be signed by members nominated by the Committee
- 7.5 The funds of the Club shall be devoted entirely to its stated objectives. Expenditure will be at the discretion of the committee, having regard to the wishes of the membership. To ensure the financial stability of the Club an annual budget will be set at the start of each financial year. The funds available for the purchase of assets shall be allocated to the group(s) nominally in proportion to the size of the group in relation to the total membership. The budget will be monitored by the Committee who may exercise discretion as to the final disposition of funds between the groups. Any expenditure must be agreed by the group concerned, be within budget and if over £25.00 have the prior approval of the Committee.

Re-imbusement for items purchased on behalf of the Club will be conditional upon presentation of a receipt. Where there are extenuating circumstances that prevent a receipt being obtained the Committee may authorize reimbursement for specific purchases subject to the submission of clear evidence as to the sum involved. Any reimbursements made shall be subject to the timely presentation of receipts; other than where agreed, a time limit of eight weeks shall apply, after which the item(s) concerned will be considered as having been donated to the Club.
- 7.6 The Club shall not be responsible for any loss sustained by any member, however the Club is indemnified against injuries sustained whilst on club premises (in line with the terms of the Club insurance). Each member should adequately insure their own models. No member of

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the management Committee shall be liable for any loss incurred by the Club provided the action that led to the loss was made in good faith.

- 7.7 Additions to or alterations of these rules shall only be made at a General Meeting of the club, or by the committee if empowered to do so.
- 7.8 The dissolution of the club may only be agreed at a General Meeting by at least a two thirds majority of members casting their vote.
- 7.9 Any funds or assets remaining after the proper payment of all debts and liabilities shall be given to any other recognized organization having similar objectives to those of the Club.

Revised February 2016

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### Safety Rules

- 1 All tools should be inspected **before** use to ensure they are in a fit condition for use and are the right tool for the job.
- 2 When appropriate safety goggles **must** be worn.
- 3 Hold work piece securely - use the Workmate.
- 4 Use a powerbreaker with electric tools.
- 5 Examine all extension leads for damage before use and route the lead so that other people do not trip over it and so that the lead will not be cut.
- 6 Ensure drill chucks and blade holders are securely tightened.
- 7 Do not wear loose clothing or ties.
- 8 **In case of accident:-**
  - (a) There is a First Aid Kit on the top shelf of the Club cupboard
  - (b) Inform a Committee Member
  - (c) In emergency call **999** or Hillingdon Hospital on **01895 238282**

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### Hillingdon Railway Modellers

#### Acceptance of the Rules

I, the undersigned, have read, and undertake to abide by, the Club's Rules in particular the Safety Rules

Signed .....

Print Name.....

Date .....

This page should be signed, dated and returned to the Hon. Secretary without delay.