

# **SWANSEA RAILWAY MODELLERS' GROUP**

## **CONSTITUTION v.2.1**

### **1] NAME**

The club shall be called 'The Swansea Railway Modellers' Group' – 'SRMG'.

### **2] AIMS AND OBJECTIVES**

- a] To provide a social atmosphere in which to foster the modelling of railways and associated activities through the exchange of knowledge, experience and ideas.
- b] SRMG may raise funds by way of contributions, donations, subscriptions, legacies and any other legal or ethical method. Part of those funds may be held in a savings account, if deemed prudent, to provide for unusual expenses or cover unforeseen occurrences.
- c] SRMG, whilst associated with any charity, may make distributions, from time-to-time, by way of donation or gift.
- d] SRMG aims to promote and foster a better understanding of the impact of railway development upon the industrialisation of Swansea and the region, and to help members improve their modelling skills in those areas.
- e] SRMG may seek to do other things as deemed necessary, provided that such actions are legal and ethical.

### **3] MEMBERSHIP**

Membership of SRMG is open to anyone with an interest in railways, and their families. Those under the age of 16 should be accompanied by a parent or identified carer.

Should a member's conduct become undesirable or problematic, and a warning not be deemed appropriate, he or she could be asked to resign their membership and leave, providing that such a decision has been approved by more than 50% of the Committee.

### **4] THE MANAGEMENT OF SRMG**

- a] A Committee formed from within SRMG's membership shall manage the activities and affairs of the group. Committee members shall be elected each year, from amongst the paid-up membership, at the Annual General Meeting [see c]. below].

- b] The Committee shall comprise seven members, and shall include a Chair, a Secretary, and a Treasurer as Officers, with four ordinary members. The frequency of Committee meetings is at the Chair's discretion, but will normally be bi-monthly. A quorum of at least four Committee members will be required for each meeting, two of whom must be Officers.
- c] To retain a level consistency and stability in the management, financial control and decision making of the club, it is anticipated that only two Committee members would stand-down at each AGM, an Officer and an Ordinary member. Committee members are expected, in the normal course of events, to provide a commitment to serve for three years. Those who stand-down may stand for re-election if they wished, but would be subject to the same voting procedures as any other member of the club would be if they chose to stand as new Committee members.
- d] In the event of the retirement or death of an elected Committee member, the vacancy will be filled through nomination by the Committee until the next Annual General Meeting.
- e] Committee meetings shall be minuted by the Secretary, those minutes reflecting a summary of the discussion around agenda points, the decisions subsequently taken and identifying those who have been tasked with delivering the decisions.
- f] No Committee member shall be allowed to enter into contractual obligations on behalf of SRMG without the prior approval of the membership.

## **5] THE ANNUAL GENERAL MEETING**

The Annual General Meeting [AGM] shall be held in February each year, with the accounts finalised and audited to the 31<sup>st</sup>. December of the preceding year. Fourteen days' notice shall be given of the agenda, date and time of the meeting. At each AGM, the Committee shall:

- a] Report of the previous year's activities.
- b] Report on the financial state of SRMG.
- c] Conduct an election of Committee members, the candidates' names having been submitted as part of the agenda fourteen days previously.
- d] Ensure that all AGM decisions shall be made by simple majority of those present.
- e] The quorum for the AGM shall be at least 40% or, in number, at least 20 of the membership, whichever is the lesser.

## **6] EXTRAORDINARY GENERAL MEETING**

The Committee, or any group containing at least one third of the full membership, may call an Extraordinary General Meeting [EGM] at any time, giving fourteen days' notice

of the date, time and venue for the meeting, together with a summary of the business to be discussed.

## **7] THE CONSTITUTION**

The Constitution will be reviewed [but not necessarily amended] annually by the Club's secretary.

The contents of the Constitution remain binding on all new and existing members. Any additions or alterations to it may only be made at the AGM or an EGM, and will require two-thirds of the membership to support the proposal.

## **8] FINANCE**

- a] All funds raised by or on behalf of SRMG will be used to further the aims of the Group and for no other purpose.
- b] The Treasurer will keep a proper record of the finances of the Group and, in addition to the AGM, will allow independent checking of these records if requested.
- c] All cheques, payments and disbursements shall have two signatories from amongst the Committee.
- d] SRMG shall hold its funds in a bank or building society account as shall be decided from time-to-time by the Committee.
- e] The accounts for the year to the end of December shall be prepared by the Treasurer, separately audited by an appointed examiner who has no other connection with the Committee or the management of the club, and then presented to the membership at the February AGM.
- f] No SRMG member shall either personally benefit or materially gain from SRMG's funds. Legitimate expenses only will be reimbursed and only upon the provision of an appropriate receipt.

## **9] DISSOLUTION**

Should the Committee consider that it is necessary or desirable to dissolve SRMG, either on the grounds of finance or for any other reason, it will call an Extraordinary General Meeting of the membership, giving not less than fourteen days' notice of the dissolution to be considered. Such a meeting will require one third of the existing membership to be quorate.

If such a decision is approved by a simple majority of those present and voting, SRMG shall be dissolved.

In this event, any assets remaining after the payment of proper debts shall be returned to each remaining paying member, in proportion to the amount of subscriptions each has paid and to the length of time that each individual has been a member of SRMG.