

CONSTITUTION OF THE EASTERN MODEL RAILWAY INTEREST GROUP



Issue 2 dated 12th March 2017

1 NAME

The club will be known as the Eastern Model Railway Interest Group hereafter referred to as EMRIG

2 OBJECTIVES

- 2.1 To promote the modelling of railways including the locomotives, trains and infrastructure at all levels.
- 2.2 To promote the building of modules suitable for assembling with others to form a large modular layout.
- 2.3 To provide the opportunity for members to learn, enjoy, assist, give advice and help each other with their model trains and relevant equipment by passing on technical and modelling information and skills.
- 2.4 To provide opportunities to encourage interests in railways model and prototype in general.

3 MEMBERSHIP

- 3.1 Membership is granted on the approval of the committee to any person over the age of 12 (twelve) years who has a genuine desire and interest in model railways. Children of members may also join provided that they are accompanied by the parent member.
- 3.2 Membership becomes valid upon receipt of membership subscription fees.
- 3.3 The applicant will be notified in writing of the approval, or not, of membership. Copies of the constitution, appendices, module standards and membership badge will be given to the new member.
- 3.4 The committee may grant honorary membership to any member that according to the committee deserves that honour. This may be cancelled by a two third majority vote at a committee meeting.
- 3.5 Membership of an ordinary member who has allegedly transgressed or has brought the club into disrepute by any act or deed considered to be, will be required to attend a review meeting with the committee to discuss his alleged transgression and any action to be taken. Minutes of this review meeting will be recorded. His membership may be suspended or terminated by the committee with a simple majority vote.

4 COMMITTEE

- 4.1 The management of EMRIG's affairs shall be the responsibility of the committee. The members of the committee shall include but not be limited to the portfolios of Chairman, Past Chairman, Treasurer, Secretary, Layout Technical Manager, Web Master, Publicity man, Events Manager, Swap Meet Organiser and Newsletter Editor and Publisher.
- 4.2 The committee will be made up of members of good standing to fill the portfolios of a Chairman, Past Chairman, Secretary, Treasurer, and 3 others who between them can fulfil the other portfolios. If agreed to by the members one person may take 2 or more portfolios but the committee must comprise a minimum of five persons plus the past Chairman.
- 4.3 The committee members will be nominated and elected by the club members at the Annual General Meeting (AGM). In the case where there is more than one nomination a vote will be taken by a show of hands.
- 4.4 A member will be elected to the Committee for a term of one (1) year with a maximum term of two (2) years; however a Committee member can be reinstated for a further term if elected at an AGM.
- 4.5 The committee will have the power to second any member of EMRIG to serve on the committee as a result of resignation or dismissal of an elected member during his term of office.
- 4.6 The committee will have the power to appoint any other member, sub-committee or workgroup to achieve the aim of EMRIG where further expertise is needed.

- 4.7 Membership of a committee member who has allegedly transgressed or has brought the club into disrepute by any act or deed considered to be, will be required to attend a review meeting with the committee and other invited and concerned members to discuss his alleged transgression and any action to be taken. Minutes of this review meeting will be recorded. His membership may be suspended or terminated by the committee with a simple majority vote.
- 4.8 The committee will draw up House Rules and review them from time to time. Members will be notified of the decisions and House Rules by means of a newsletter that will be sent out at least every second month.
- 4.9 The committee will meet at least once a quarter for a formal meeting to monitor and record the progress of projects, membership statistics, club assets etc. A summary of the meeting and any decisions made will be sent to all members. The committee may meet informally when required to discuss any matter to do with the club.

5 ACTIVITIES OF THE CLUB

- 5.1 The activities of EMRIG will be organised by the Committee.
- 5.2 The activities will include
- 5.2.1 The design and setting up of the layout(s), and ensuring reliable and stable operation thereof
- 5.2.2 The setting up of a roster of persons to be on duty and to be responsible for operation and security during his time.
- 5.2.3 The organisation of visits to other layouts at members homes and other model railway clubs
- 5.2.4 Arranging of workshops, clinics or similar meetings where modelling techniques, technical issues, or talks of general interest, viewing of videos etc takes place.
- 5.2.5 Organising of any other activity that could be of benefit to the club and its members, such as attendance at the Benoni HobbiTech Expo.

6 ANNUAL GENERAL AND OTHER MEETINGS

- 6.1 Annual General Meetings will normally be held in January. At this meeting the chairman's annual report and Treasurers financial report will be presented and committee members will be elected.
- 6.2 At the Annual General Meeting one third of the previous years members will form a quorum. If the members present do not form a quorum then the meeting will be adjourned and be recalled within 2 weeks. If the required quorum is not met then the meeting will continue anyway.
- 6.3 Each paid up adult member present at the AGM will be entitled to one vote. Child members do not have a vote
- 6.4 The committee will convene an Extraordinary General Meeting within one (1) month after they receive a written request from any EMRIG member and the request has been approved by at least half of the committee members. The request must detail the subject of the meeting and the meeting will be limited to that topic. At least fourteen (14) days notice must be given to all members for an Extraordinary General Meeting by means of a newsletter or special notice.

7 FINANCE

- 7.1 The financial year of EMRIG will be from 1 January until 31 December.
- 7.2 Membership fees will be determined at the Annual General Meeting in January and be payable not later than 31 March of that year.
- 7.3 The Committee at the Annual General Meeting will after submission of financial statements of the previous year and budget for the New Year, propose the yearly membership fees. Notice will be given in the newsletter with regard to any changes thereof. Increase of membership fees will be from the new membership term after approval by the Annual General Meeting.
- 7.4 No club monies may be spent without authorisation. For small amounts less than R100 verbal approval by the chairman will suffice but for larger "Capital Expenditure" amounts the approval of the committee is required .
- 7.5 The Treasurer who is fully responsible for all club monies may keep them in a safe place that suites his situation. It is recommended that they be kept in a bank account of his choosing that incurs high interest

or zero bank charges. He may open a separate bank/savings account but while the value of the cash is below R10,000 he may keep it in his own personal bank account.

- 7.6 The treasurer must keep a record of all financial transactions either in a manual ledger, cash book or computer based spreadsheet whichever is suitable for his means. A copy of this transaction history record must be available for inspection by any committee member within 24 hours of a request.
- 7.7 The treasurer must submit a letter to the committee advising them of the bank account or safe place where the money is kept so that it can be retrieved legally should he suffer any misfortune that incapacitates him.

8 EMRIG ASSETS

- 8.1 It is not the clubs intention to own tangible equipment but some items are essential as one cannot rely on the generosity of members to supply and use their own personal property such as DCC equipment. Consequently some equipment belongs to EMRIG. It is the treasurers' duty to record and value these items. A list of current assets is included in Appendix A

9 CHANGES AND APPENDIX

- 9.1 Any change(s) or appendices to this constitution or its appendices can only be implemented by a majority of two thirds of the members present at a General Meeting that has been called for this reason.

10 DISSOLUTION OF EMRIG.

- 10.1 EMRIG can only be dissolved by a not less than two-thirds majority of members present at an Extraordinary General Meeting. Any assets after outstanding responsibilities have been met will be distributed on a pro-rata basis between members who have been fully paid up members for at least two (2) years.