



## **The G Scale Society – Scottish Area Group**

### **G Scale in Scotland Constitution**

(First Adopted January 2007) (Revised March 2009)

#### **1: Title**

The Group shall be known as **G Scale in Scotland** (hereinafter named **The Group**) and is a single autonomous body. G Scale in Scotland has full association of and is a regional body of the G Scale Society U.K.

#### **2: Objectives**

The Group shall have as its Aim and Objective to promote and foster in Scotland, an interest in model railways in a scale of 1:22.5 or thereabouts on a track gauge of 45mm.

#### **3: Membership**

Membership is open to anyone who accepts The Group Aim and Objective.

Membership will be by payment of the appropriate fee as set annually by the recommendation of the Group treasurer and passed by the membership at its Annual General meeting by a simple majority.

The annual membership year is for the period 01<sup>st</sup> January until 31<sup>st</sup> December each year. Applications to join the Group, received by the Secretary, between January and September (inclusive) will be subject to the full membership fee. Applications received by the Secretary between October and December (inclusive) will be exempt from payment until the beginning of the next period. i.e. 01<sup>st</sup> January.

Cessation of membership will happen if;

A) Payment of the annual fee is not received by the 31<sup>st</sup> March each year.

B) The Group shall reserve the right to exclude anyone who is deemed to be acting inappropriately, and this will be determined by the governing committee, whose decision will be final.

Individual membership of The Group does not give or imply membership of the G Scale Society; Membership of The G Scale Society is by separate fee.

There will be no upper or lower age limit for membership of G Scale in Scotland, nor is there a difference in fees for same. However, in respect of membership by any person under the age of 16 years, that person or persons must be accompanied by an adult relative, or family representative, as so arranged by the child's parents/guardian, details of which must be made known to at least two Committee members on arrival at all events, at all times. In the event of there being no Committee members present, the said details should be made known to the host or person in charge of the event.

There must be no exceptions to this requirement at any time.

The adult relative or family representative need not be, nor require to be, a member of G Scale in Scotland in their own right.

Members under the age of 16 years shall not be allowed to vote.

#### **4: Data Protection**

The Group shall hold on record membership data. This basic information will be received initially by application details, and will then be collated on a data base. This data will be held and maintained in accordance with the Data Protection Act 1998. The Group shall hold only personal contact details. The Group will not share details or transfer Data with any other groups for marketing purposes, nor will it provide to the membership, details of a fellow member out with the governing body.

On the occasion of anyone ceasing to be a member, their details will be deleted from the membership data base in accordance with the Act.

#### **5: Government**

The Group shall be administered by a committee which shall comprise of Chairman, Secretary and Treasurer and two ordinary members.

The committee shall also appoint from within itself the task of Area Group Leader of the G Scale Society.

The Group leader must be a G Scale in Scotland committee member and a G Scale Society member.

The Committee will meet as often as deemed necessary with not less than 4 meetings per annum of which one will be the AGM.

A quorum for committee meetings and decisions will be 3 members present. In the event of a tied decision, the Chairman will have the casting vote.

The Treasurer will prepare a full statement of accounts for the AGM.

The Committee will appoint a suitably qualified person to Audit the accounts although this person does not have to be a member of the Group.

Communication of the decisions made by committee will be brought to the attention of the membership by the Group Secretary either verbally at the next appropriate Group meeting, or by writing, either electronically, or by inclusion in the Group Newsletter.

The committee may from time to time set up a sub committee to work, or pursue a specific task, on behalf of The Group, and any Sub committee so appointed will be responsible to the Group Committee and will only act on instructions from the Committee.

### **6: Election**

The committee will be elected from within the membership at an annual general meeting (AGM) which shall be held in March. The office bearers and members are eligible for re-election each year. Any vacancy occurring in the committee during the course of the year shall be filled by the committee co-opting another member. Any member so co-opted will serve until the next AGM and will then be eligible for election.

Each member will have a vote at any Group meeting and a simply majority of the members present will carry any business.

A notice calling the AGM shall be included in the preceding Newsletter, prior to 01<sup>st</sup> March with a further notice appearing in any additional publication before the due date. An additional calling notice will be sent out electronically to all members during March.

Items to be included in the Agenda should be sent to the Secretary, either by post or e mail not later than 14 days prior to the date set for the AGM.

### **7: Accounts**

The treasurer will be responsible for recording all financial transactions of The Group and for preparing an annual Income and expenditure account, which will be duly audited by the appointed auditor for The Group.

The Treasurer will maintain a Bank account in the name of G Scale in Scotland. The account cheques will operate on any two from three signatures of the Chairman, Secretary and Treasurer.

The Treasurer will submit a summary, either verbal or in writing, to each Group Winter meeting stating the current financial position.

In the event of a function or fundraising project the treasurer will provide a statement of account showing receipt and expenditure for the said event within two months of the event happening.

### **8: Assets**

The Group is a non profit making organisation. All profits and surpluses will be used to improve or maintain the Group.

Any assets of the Group which are in place at the time both physical and financial shall in the event of The Group's demise, be distributed amongst the current members at the time.

**9: Alteration**

No alteration shall be made to the foregoing Constitution except at the AGM or at an EGM expressly called for that purpose. The notice calling such a meeting shall state the alteration proposed, and be received by the Secretary not less than 14 days prior to the date calling the AGM or EGM. No alteration to the foregoing constitution shall take effect unless it is passed by a two thirds majority of those present, and entitled to vote at such General Meetings.

**10: Constitution**

A Copy of this Constitution will be given to all members when they join the G Scale in Scotland and they will be given any amendments duly made in writing should they occur. A copy given electronically will be deemed adequate.