

Rules of the Great Western Study Group

1. NAME

The name of the Group shall be “The Great Western Study Group” (hereinafter called “the Group”).

2. OBJECTS

The main Objects of the Group are: -

- (a) To bring together persons interested in the Great Western Railway, including its predecessors, constituent companies, the Western Region of British Railways and any other successor (all of which are collectively referred to below as “the GWR”),
- (b) to promote and encourage research into all aspects of the GWR,
- (c) to publish information of interest to its members and others relating to the GWR, and
- (d) to promote and encourage the manufacture of scale models, kits and components representing rolling stock and other equipment of the GWR.

3. MEMBERSHIP

- (a) Membership shall be open to all persons over the age of 16 years interested in the Objects of the Group. Any person under the age of 16 may join at the discretion of the Committee if sponsored by an adult member.
- (b) A joining fee may be charged at the discretion of the Committee, to cover the cost of admitting new members.

4. SUBSCRIPTIONS

- (a) The amount of the annual subscription shall be determined by the Committee and shall be notified to the membership in writing at least 60 days before the next subscriptions are due for payment.
- (b) Subscriptions shall be payable on the 1st January in each year. Members who fail to renew their subscriptions within three months of the due date shall be deemed, at that time, to have resigned their membership of the group.

Rules of the Great Western Study Group

5. MEETINGS

- (a) An Annual General Meeting shall be held not later than the 30th June in each year at a time and place to be determined by the Committee. The EC may suspend or amend the time or date of the AGM should any circumstances arise that prevents the holding of a safe meeting.
- (b) Not less than twenty-one days written notice of the Annual General Meeting shall be given to every member of the Group, provided that publication of the Notice in the Group's newsletter in sufficient time to comply with this rule shall constitute good service of such notice.
- (c) The business to be transacted at the Annual General Meeting shall be: -
 - (i) to receive the Minutes of the previous AGM,
 - (ii) to receive the Minutes of any EGM held since the last AGM,
 - (iii) to receive a Report from the Committee on the Group's progress
 - (iv) to receive the Treasurer's Report and the Audited Accounts for the last financial year,
 - (v) to elect the Officers and Committee in accordance with Rule 6,
 - (vi) to appoint an Honorary Auditor (not being a member of the Committee),
 - (vii) to consider any other business of which prior written notice shall have been given to the Secretary.
- (d) An Extraordinary General Meeting shall be held whenever the Committee think it expedient or within 28 days of the receipt by the Secretary of a request in writing stating the business to be transacted and signed by ten members or by ten per cent of the membership, whichever is less.
- (e) Twenty-one days' notice (calculated from the date of posting) of an Extraordinary General Meeting, stating the business to be transacted, shall be given to every member; and no business other than that stated in the Notice shall be brought before the meeting.
- (f) No business shall be transacted at any General Meeting unless there is a quorum of ten members or ten per cent of the membership (whichever is the less) personally present and entitled to vote.

Rules of the Great Western Study Group

- (g) At any General Meeting, a resolution put to a vote of the meeting shall be decided on a show of hands, unless before or upon the declaration of the result of the vote, a postal ballot of all the members of the Group shall be demanded by the Chairman of the meeting or by at least ten members present in person and entitled to vote.
- (h) The Chairman of the meeting shall have one personal vote only, which may be used only at the same time as other votes are cast. In the event of an equality of votes the question or motion before the Meeting shall be deemed to have been lost.
- (i) Informal meetings of the Group may be held at such other times and places as may be agreed, provided that no business of a formal nature shall be transacted at any such meeting.

6. OFFICERS AND COMMITTEE

- (a) There shall be a Chairman, Secretary, Membership Secretary and Treasurer and two other Committee Members each elected by a simple majority vote at each Annual General Meeting, who shall hold office until the next AGM (but shall be eligible for re-election if so nominated). In the event of a vacancy occurring in the Committee otherwise than at the AGM, the remaining members of the Committee may appoint a replacement of that officer or committee member to serve until the next AGM.
- (b) The Group shall be managed by the Committee, which shall meet at such times and places as it shall consider expedient. The quorum of the Committee shall be not less than one-third of the number of members of the Committee. The Chairman shall have a casting vote at committee meetings.
- (c) The election of Officers and Committee members shall be conducted as follows: -
 - (i) No person shall be eligible unless he or she is a member of the Group at the date of the AGM.
 - (ii) Every candidate shall be proposed and seconded by persons who are members of the Group at the date of nomination. Nominations shall either be sent to the Secretary in writing or made orally at the AGM.

Rules of the Great Western Study Group

- (iii) Each person so nominated shall, before election, indicate his or her willingness to serve.
 - (iv) If no more candidates are nominated than there are vacancies to be filled, those nominated shall be declared elected by the Chairman.
 - (v) If more candidates are nominated than there are vacancies for any position on the Committee, an election for that position shall be held by secret ballot at the AGM, unless a postal ballot is demanded in accordance with Rule 5(g).
- (d) The Committee shall have the power to co-opt not more than two members in addition to those referred to above for a stated purpose or purposes. Such co-opted member or members shall serve until the next AGM.
- (e) The Committee may appoint sub-committees, consisting of at least one of its members and such other members of the Group as it sees fit. Any such sub-committee shall report to and be regulated by the Committee.

7. FINANCE

- (a) The Treasurer shall be responsible to the Group for the good management of its finances and shall maintain such books and records as may be necessary for the proper discharge of his duties.
- (b) As soon as may be after the end of the Group's financial year (such date to be determined from time to time by the Committee, but so that no change shall be made which would result in any one financial year being less than nine months or more than fifteen months duration) the Treasurer shall deliver the books and other financial records of the Group to the Honorary Auditor, together with a Revenue Account and a Balance Sheet as at the close of the financial year.
- (c) A copy of the Revenue Account and Balance Sheet together with the Auditor's certificate shall be handed to each member of the Group attending the AGM and shall also be published in the next available issue of the Group's Newsletter.
- (d) The funds of the Group shall be kept in the name of the Group at a bank or building society to be nominated by the committee. Cheques drawn on the Group's funds shall be signed by such person or persons and to such limits as shall from time to time be authorized by the Committee.

Rules of the Great Western Study Group

8. AREA GROUPS AND STEWARDS

- (a) The Committee may appoint Area Organisers and may empower them to establish Area Groups or to organise informal meetings in their area.
- (b) Area Organisers shall be responsible to the Committee for the proper organisation of activities in their area in accordance with the stated Objects of the Group and its Rules, and any directions of the Committee.
- (c) The Committee shall have the power to give financial assistance from the Group's funds to Area Groups or regional activities, but no expenditure on behalf of the Group shall be incurred by Area Organisers without the prior authority of the Committee. Area Organisers disbursing funds in accordance with such authority shall keep all receipts and vouchers and shall account for every item of expenditure to the Treasurer and shall deliver all such receipts and vouchers to him as soon as practicable.
- (d) The Committee may appoint Stewards to co-ordinate research into specified areas of interest and to assist members in obtaining information on such subjects.
- (e) Such Stewards shall be responsible to the Committee for the discharge of the functions allocated to them, in accordance with the stated Objects of the Group and its Rules, and any directions of the Committee.
- (f) Upon ceasing to act as a Steward, the member concerned shall forthwith deliver to the Secretary any records or research materials or other property belonging to the Group.

Rules of the Great Western Study Group

9. GENERAL

- (a) Neither the Group nor its Officers or any other person acting on behalf of the Group shall be liable for any loss, damage or injury, howsoever caused, in respect of persons or property present at or participating in any meeting or other activity of the Group.
- (b) Subject to the proviso to Rule 5(b), any notice or other matter required to be sent to or served upon any member of the Group shall be deemed to be adequately served if sent by ordinary first class post to the address of that member last notified to the Membership Secretary.

10. DISSOLUTION

The Group may at any time be dissolved with the consent of two-thirds of the members voting in a postal ballot held for that purpose, and consequent on a resolution to dissolve the Group first having been carried at an Extraordinary General Meeting of the Group. The assets remaining after satisfying all debts and liabilities of the group shall be disposed of in accordance with a further resolution taken at the end of the said Extraordinary General Meeting.

11. AMENDMENT OF RULES

These Rules or any of them may be rescinded, amended or replaced by a resolution duly passed at an Extraordinary General Meeting held in accordance with these Rules, subject to a postal ballot if one is demanded.