



Britain's Leading Railway Society

RULES OF THE SOCIETY

2nd November 2016

*A Charitable Incorporated Organisation
Registered with the Charities Commission
Number 1169995*

1. RULES OF THE SOCIETY

- INTERPRETATION, AUTHORITY AND COMMENCEMENT

a) The following words and phrases shall have the following meanings:

“Annual General Meeting” (AGM) means the Annual General Meeting of the Society usually held in April of each year in accordance with the provisions of the Constitution.

“Charity Trustee” has the meaning assigned to it under the Constitution.

“Constitution” means the constitution of the Society adopted at the Society’s AGM held on Saturday 16th April 2016 and any amendments thereto and which comes into effect from Tuesday 2nd November 2016.

“Management Committee” (MC) means the organising committee of the Society as more particularly described in Rule 2 below.

“National Officers” means those persons appointed by the Society members to the MC as more particularly described in Rule 4 below.

“Rules” means these rules and any amendments hereto.

“Society” means The Railway Correspondence and Travel Society.

“The Railway Observer” (RO) means the monthly magazine published by the Society.

- b) These Rules were adopted by in excess of 75% of the Society’s members present and voting at the AGM in Coventry on Saturday 16th April 2016.
- c) These Rules will be subordinate to the Constitution of the Society when this comes into effect as a Charitable Incorporated Organisation (CIO) with effect from Tuesday 2nd November 2016 and shall supplement but not replace any of the provisions of the Constitution. In the event of a conflict between the Rules and the Constitution, the Constitution shall prevail.
- d) Changes to these Rules can only be made at an AGM, or Extraordinary General Meeting (EGM), of the Society held in accordance with the provisions of Rule 12 below and may supplement but shall never replace any of the provisions of the Constitution. In the event of a conflict between the Rules and the Constitution, the Constitution shall prevail.

2. MANAGEMENT COMMITTEE

- a) The MC, which will be elected by members attending the AGM, shall consist of nine members, of whom four shall be respectively the Chairman, Secretary, Treasurer and Branch Liaison Secretary; the remainder of the elected members will hold another office within the Society.
- b) The MC shall have the powers to co-opt up to three additional members.
- c) Not less than seven days' notice shall be given of any meeting of the MC, of which four shall form a quorum.
- d) Each elected member of the MC shall remain members of the committee for a period not exceeding three years but may seek re-election at the AGM of the Society immediately before the termination of that period of office. The retirement of members of the MC shall be by rotation; viz: the Chairman and two other elected members in year one, the Secretary, Branch Liaison Secretary and one other elected member in the next year, the Treasurer and two other elected members in the last year of each three-year cycle.
- e) The co-option of an officer to fill a vacancy on the MC, under the powers of Rule 2b above, will apply for the remaining period of tenure of office for the vacancy so filled. Other co-opted members shall serve until the end of the Society's administrative year.
- f) The MC's decision in all matters affecting the Society shall be final.

3. FORMATION AND RUNNING OF BRANCHES

- a) The Society shall have the power to form and support the continued running of local branches.
- b) Each branch shall be administered by a committee comprising a Chairman, Secretary, Treasurer, and from one to not more than four additional members, elected annually from amongst its members.
- c) Each branch committee shall conduct itself in accordance with the guidelines issued by the Society's Branch Liaison Secretary (see Rule 4e), usually via the medium of a document referred to as the "Branch Officers Handbook".
- d) A branch committee shall meet at least four times in each year (one of which must be an AGM) and minutes shall be recorded of its deliberation at all meetings.
- e) A branch committee has the authority to arrange indoor and outdoor meetings, to represent the Society at appropriate functions and to raise funds, to within any limit set by the MC, for the benefit of members and the furtherance of the objectives of the Society.
- f) Any member may partake of facilities provided by any branch on payment of any local fees or charges, subject to any restriction on the size of parties imposed by the various authorities, although if necessary, first consideration will be given to members of the organising branch.

4. ROLES OF NATIONAL OFFICERS

The officers of the Society are responsible as follows:

- a) **Chairman** – Chair meetings of the MC, AGM, Officers' Conference, co-ordinate the appointment to MC vacancies and other senior Society sub-committee vacancies and to ensure smooth running of the Society.
- b) **Deputy Chairman** – Assist and deputise for the Society chairman when necessary. Promoter and co-ordinator of the library and photographic archives facilities.
- c) **Secretary** – for the general administration of the Society.
- d) **Treasurer** – for the management of the financial affairs of the Society as authorised by the MC.
- e) **Branch Liaison Secretary** – for working with and facilitating communication between the MC and the branches and to ensure the smooth running of the Regional Meetings and the Officers' Conference.
- f) **Managing Editor** – for the production of the RO and its supplements.
- g) **Membership Secretary** – for the maintenance of the Society's records of current and past members.
- h) **Web Editor** – for the maintenance and development of the Society's website.

From time to time the MC may approve the appointment of other officers of the Society. This will include the President (who shall be invited to serve for a term determined by the MC) and Vice Presidents (who shall usually be invited to serve for life), such officers not to be a member of the MC but may be invited to attend its meetings on occasion.

The MC may approve the appointment of additional Officers to improve the smooth running of the Society and the creation of sub-committees to assist the MC on specific matters.

5. FINANCE

- a) The national finances of the Society shall be controlled by the MC.
- b) Reasonable expenses disbursed on behalf of the Society may be reclaimed on application to the Treasurer.
- c) Accounts are kept by the Treasurer of all monies received and expended by the Society and a complete audited financial statement (excluding, however, the separate accounts of Branch-level income and expenditure) shall be presented to the AGM for the approval of those Society members present.
- d) At each AGM, the appointment of Auditors or other competent persons to audit the financial statement (as described in Rule 5c above) for the current financial year shall be approved by a majority of those Society members present.

6. MEMBERSHIP

- a) Applicants for admission to the Society must be over sixteen years of age.
- b) Application for membership must be made on the appropriate form, obtainable from the Society Secretary, Membership Secretary or Branch Secretary or can be made on-line via the Society's website in accordance with the instructions contained therein.
- c) Each member shall contribute an annual combined membership and magazine fee, at a rate to be determined by the MC, payable on or before 1st January each year.
- d) The MC may, from time to time, determine a variation to the published annual membership and magazine fee for the purposes of recruiting new members or retaining existing members.
- e) Life membership shall be available to anyone over the age of 50 on 1st January in the year of commencement, at a cost to be determined by the MC. Evidence of age will be required.
- f) The MC shall have the power to present any member with Honorary Membership of the Society (meaning that the person concerned is not required to pay the annual membership and magazine fee), either for the tenure of the office within the Society that they hold or for the remainder of their life in recognition of meritorious service to the Society.

7. CHANGE OF ADDRESS

Any change of address, other than temporary changes, must be notified in writing to the Membership Secretary.

8. MISUSE OF THE NAME OF THE SOCIETY

No member shall use the name of the Society either to gain private advantage or to the detriment of the Society in general. Any breach of this rule will be dealt with within the terms of the Constitution.

9. VISITS

During all Society visits, members and visitors shall abide by the requirements (as advised) of appropriate safety legislation and must obey the directions given by leaders of the party and by any appointed guide or representative(s) of the authority granting the visit. Failure to behave in a safe fashion or obey these instructions will lead to a report being placed before the MC, which may result in expulsion of the member concerned, with forfeiture of membership.

10. THE RAILWAY OBSERVER

This is the monthly magazine of the Society which will be published about the first day of each month.

11. SOCIETY COPYRIGHT

- a) Original information published in the RO is copyright and for the private use of members. Reproduction therefrom is forbidden except with the written consent of the Managing Editor on behalf of the MC.
- b) Original information published in all other RCTS publications is copyright. Reproduction therefrom is forbidden except with the written consent of the Publications Committee Chairman on behalf of the MC.
- c) Information published on the Society's website is copyright and, in certain places which are indicated, is for the private use of members.

12. ALTERATION OF RULES

The Rules of the Society as included above shall not be altered, added to or deleted from, except in the following manner:-

- a) Notice of any proposed new or amended rule shall be given, in writing, to the **Secretary** not later than 90 days prior to the advertised date of the next AGM.
- b) The text of any proposed new or amended rule shall be published in the Agenda of the AGM and also in the issue of the RO for the month prior to that in which the AGM is to be held.
- c) The rule shall be proposed at the AGM of the Society and must be adopted by a majority of 75% of those present and voting.
- d) If the proposed rule has been passed as in Rule 12c above, then either the meeting, by a simple majority, or the MC, may require that it be put to a ballot of all members before it shall take effect. This ballot shall be carried out in such a manner as the MC may determine and a simple majority of those voting shall be necessary to pass the resolution. The result must be announced within four months of the date of the meeting at which the resolution was passed.
- e) A new rule, adopted as above, shall take effect from one month after the date of the AGM unless a ballot is required as in Rule 12d above when it shall take effect from one month after the announcement of the result of the ballot.

13. GENERAL

- a) The Membership year of the Society is from 1st January in each year to the following 31st December inclusive.
- b) The administrative year of the Society is from 1st June in each year to the following 31st May inclusive. The 1st of June is the date decisions taken at the AGM are implemented.
- c) With the exception of the Treasurer's report, which shall be the financial statement for the year ending 31st October of the previous calendar year, reports from Society officers to be presented at an AGM shall be for the full calendar year prior to the one in which this meeting is being held.
- d) The financial year of the Society is from 1st November in each year to the following 31st October inclusive.