

THE RULES OF THE SOUTH WESTERN CIRCLE

adopted January 2012

1 TITLE

1.1 The name of the organisation shall be 'The South Western Circle', hereinafter called the Circle.

2 OBJECTS

2.1 The objects of the Circle shall be:

(1) mutually to assist members to enhance their knowledge of the London & South Western Railway and its successors.

(2) to encourage members to research into all aspects of the LSWR and its successors, and to provide facilities for the publication of their findings.

(3) to locate and record the whereabouts of all statistics, photographs, drawings and relevant information pertaining to the LSWR and its successors.

(4) to encourage more accurate modelling through the provision of information, scale drawings and components.

(5) to arrange meetings and other facilities in furtherance of these aims.

3 MEMBERSHIP

3.1 Membership shall be open to all persons interested in upholding the objects of the Circle.

3.2 All members shall pay an annual subscription the amount of which shall be as determined from time to time by the Committee.

3.3 Subscriptions are payable on or before 1st September. Any member who has not renewed his or her subscription by the 30th November shall be deemed to have resigned.

3.4 The committee shall be empowered to grant honorary membership at its discretion.

3.5 The Committee shall have the power:

[a] to refuse membership to any applicant

[b] to reject renewal of membership:

[c] to suspend or terminate the membership of any member whose presence or activities constitute an obstacle to the efficient running of the Circle.

3.6 Any person ceasing to be a member of the Circle shall forfeit all rights in, or claim upon the Circle, its funds or property.

4 MANAGEMENT

4.1 The management of the Circle shall be vested in a Committee elected annually, which shall consist of a Chairman, Secretary, Treasurer and 9 other members.

4.2 The Committee shall have the power to co-opt members to the Committee.

4.3 At any meeting of the Committee one half plus one of the elected members shall form a quorum.

4.4 A member may hold more than one post on the Committee.

4.5 One or more Independent Examiners shall be elected annually, but will not be members of the Committee.

4.6 All members of the Committee and all Officers shall act in an Honorary capacity and shall be members of the Circle.

4.7 The Committee shall have the power to appoint members to undertake specific duties as required. Such members would normally not be co-opted on to the Committee.

5 FINANCE

5.1 The Treasurer shall hold the monies of the Circle, and shall keep them in the Circle's bank accounts. He shall, as part of his duties keep the accounts up to date, and shall present them for independent examination at the end of the financial year which shall run from 1st September to 31st August. All withdrawals from the Circle's bank accounts shall be countersigned by one other officer of the Circle.

5.2 Funds may be expended only on the objects of the Circle, and on necessary administrative expenses.

6 GENERAL MEETINGS

6.1 A General Meeting of the Circle shall be held each year, such a meeting to be held within six months of the end of the financial year. All members shall receive notice of such meeting, together with the Agenda and any proposed alterations to the Rules, at least 21 days in advance. The notices of the meeting shall be deemed to have been delivered seven days after they have been posted.

6.2 The annual accounts shall be completed and presented to the A.G.M. for adoption.

6.3 Business to be conducted at the meeting shall include:

- (1) Reception of the reports of the various Officers.
- (2) Reception of the accounts and report of the Independent Examiner(s).
- (3) Election of the Committee.
- (4) Election of the Independent Examiner(s).
- (5) Any other business the meeting is competent to discuss.

6.4 Only members shall be entitled to vote at the A.G.M.

6.5 An Extraordinary General Meeting shall be convened by the Secretary at the request of the Committee or on receiving a written request for such a meeting from not less than 10 members. All members shall receive written notice and the Agenda of such meeting at least 7 days in advance.

6.6 A meeting called under rule 6.5 shall only deal with the subject matter for which it is called.

6.7 At any General Meeting 40 members or 10% of the membership, whichever is the lesser number, shall form a quorum.

7 PORTFOLIOS & PUBLICATIONS

7.1 Although the Circle holds the copyright of some material published, most belongs elsewhere. The Circle negotiates the publication of such material on the basis that it is not for further transmission and is only for personal study.

7.2 A detailed schedule of the Circle's holdings and their copyright is to be maintained as an appendix to the Assets Register, both of which are updated regularly.

7.3 Original Portfolios are to be safeguarded by the Organiser and by Members who borrow them. They are to be kept in good order and secure, and returned to the Organiser as soon as possible. If posted, then proof of posting should be obtained.

7.4 Digitised portfolios or other materials are subject to the same clauses regarding copyright, but a copy may be retained.

7.5 Any query about copyright, or advice if the member wishes to use the material for publication should be directed to the Secretary.

8 DISSOLUTION OF THE CIRCLE

8.1 In the event of the dissolution of the Circle the funds, if any, remaining shall be reported to the members and disposed of as directed by the majority, e.g. to a LSWR charity.

8.2 The circulating portfolios together with all drawings and records acquired by the

Circle are considered to belong to all members jointly and severally and in the event of the Circle ceasing to function, the disposal of such items is to be decided by a simple majority of members provided that their preservation is assured before transfer of ownership. Where, for any reasons, a clear cut decision relating to the disposal of Circle records cannot be obtained, then such records etc. are to be transferred by the Committee to a selected club, society, museum or library for preservation.

9 REPRESENTATIONS ON BEHALF OF THE CIRCLE

9.1 Representations on behalf of the Circle to other organisations or individuals may only be made by members of the Committee or by a member who has received written authorisation from the Secretary

10 COMPLAINTS

10.1 All complaints shall be made in writing to the Secretary, who, if he cannot remove the cause, shall submit the complaint(s) to the Committee, whose decision shall be final.

10.2 Any member damaging or losing the property of the Circle, or any item loaned to the Circle, shall make good the damage and/or loss at the discretion of the Committee.

11 GENERAL

11.1 No responsibility can be accepted by the Committee in any connection with any transaction entered into by members between themselves, nor for any loss or damage arising from the circulation of the portfolios, or in pursuance of the objects of the Circle.

11.2 The Circle together with the Committee shall not be responsible for any loss or injury however sustained by any member or guest participating in any activity of the Circle. All persons taking part in the activities of the Circle will be held by this rule to have accepted this condition and the onus for acquainting guests with it rests upon the members inviting them.

11.3 Any member wishing to participate in the sale of goods at meetings administered by the Circle must obtain the approval of the Committee, who reserve the right to charge a fee as appropriate if such approval is given.

11.4 Membership of the Circle implies acceptance of the rules of the Circle.

11.5 In the event of anything occurring not within the scope of these rules, the Committee shall deal with the same and their decision shall be final.

12 ALTERATION OF RULES

12.1 These rules may only be altered by the Annual General Meeting, or at an Extraordinary General Meeting called under rule 6.5.

12.2 Any proposals to alter these rules at an Annual General Meeting should be sent to the Secretary to arrive no later than 1st September in order that they may be included in the Agenda.