



# Inter City Railway Society

founded 1973

[www.intercityrailwaysociety.org](http://www.intercityrailwaysociety.org)

---

## Name:

1. The Society will be known as '**Inter City Railway Society**'.

## Objectives:

2. The objectives of the Society are to promote the interests of railway enthusiasts by producing a regular magazine known as **TRACKS** for members, maintaining a Society website and providing discounted Society publications to its members.

## Membership:

3. (i) Membership is open to all railway enthusiasts from age 10 upwards, subject to clause (ii) on payment of an annual subscription dependent on the category, details of which are posted on the Society website and in the Society magazine **TRACKS**. Membership entitles the member to either a hard paper copy or an electronic version of the Society magazine **TRACKS** as a Standard or eMember respectively. Membership rates other than an annual subscription may be offered if deemed appropriate.  
  
(ii) Members between the ages of 10 and 16 must be accompanied by another adult member on any organized Society visits.  
  
(iii) New members will maintain the date of joining as the annual renewal date.  
  
(iv) The Society reserves the right to refuse any application for membership or renewal of membership and has the right to terminate membership of any member whose actions are deemed to be harmful to the successful running of the Society. Any member who brings the Society into disrepute will automatically forfeit his/her membership.  
  
(v) Any member of the Society may resign his/her membership by providing the Membership Secretary with written notice, postal or email. A member will be deemed to have resigned from the Society if his/her membership subscription remains outstanding for more than one month after the date of their renewal.  
  
(vi) Under normal circumstances, no refund of any unexpired subscription is due if membership of the Society is terminated or forfeited under clauses 3 (iv) or (v). A refund of the unexpired subscription may be made at the discretion of the Committee.  
  
(vii) The Society's name shall not be used for any individual's private gain or purpose whatsoever.

## Management:

4. (i) The affairs of the Society are conducted by the Management Committee ('the Committee') which consists of a Chairman, see 4 (iii) and elected Officials ('the Officials') from the following posts, filled as required: Treasurer, Membership Secretary, Publications Manager, **TRACKS** Editor, Website Manager, Sales Manager, Visits Co-ordinator and Secretary.

- (ii) The positions of Treasurer and Publications Manager should normally be appointed from existing Officials to ensure that the holders of these posts are experienced and competent in the administration of Society affairs.
- (iii) The position of Chairman will be undertaken by one of the Officials as agreed between them.
- (iv) All Officials must be over 18 years of age and be elected at the AGM to serve for one year, or part thereof if appointed mid-term as a replacement. Any Official may be removed from office by a vote of 'no confidence' at a Committee meeting or Extraordinary General meeting.
- (v) To run the Society as effectively as possible, Committee members must keep in regular contact via email and/or telephone. This is the most cost effective means of communication, with little or no cost to the Society. A permanent record of emails should be kept by individual Officials by whatever means deemed appropriate.

The Committee will hold regular formal meetings with an Agenda, which can be face to face or via a telephone conference call and which should be not less than once a quarter at which minutes must be taken. One of these meetings can be in conjunction with the AGM. These meetings should be held as cost effectively as possible.

- (vi) Any number of other non-elected members can be co-opted as deemed appropriate to help with Officials in the pursuance of their roles e.g., Editorial Assistants, Social Media Co-ordinator, Yahoo Administrator.
- (vii) Any fully paid up member of the Society may be nominated for election to the Committee, subject to the approval of the nominee. All nominations must be seconded. Nominees shall be elected individually to the Committee by a simple majority of votes at the AGM. Nominations for new candidates for Officials positions must be submitted in writing to the Secretary by 1<sup>st</sup> December of the year preceding the next AGM.
- (viii) Officials will be entitled to claim any legitimately incurred and reasonable expenses in carrying out their duties for the Society, see 6 (iv).
- (ix) A President of the Society can be determined as appropriate and appointed at the discretion of the Committee. The office of President is an honorary position and if they were a Member, the requirement to pay an annual subscription is waived for the duration of his/her term of office.

The President is invited to attend the AGM and Committee Meetings but has no voting rights at these meetings.

### **Duties of Officials:**

5. (i) The duties and responsibilities of the Officials are as follows:

**Chairman:** To chair all meetings.

**Treasurer:** Upkeep and preparation of Society accounts. Regular review and annual renewal of Society's Public Liability Insurance.

**Membership Secretary:** Maintenance of a membership database, processing of applications and renewals of membership and co-ordinating **TRACKS** distribution.

**Publications Manager:** To plan and co-ordinate the production, printing and distribution of spotting books with responsibility for book compilers, artwork and advertising.

**TRACKS Editor:** Production of the Society magazine **TRACKS** with responsibility for the Editorial Assistants and distribution.

**Website Manager:** To maintain and develop a Society website and other online services as required e.g. PayPal, Social Media and Yahoo News Group.

**Sales Manager:** Maintain the stock of Sundry items for sale. Responsibility for arranging and the running of the sales stand at Open Days, Preservation Galas etc.

**Visits Co-ordinator:** To plan and co-ordinate Society visits to railway facilities.

**Secretary:** General administration, assisting other Officials as required. Arranging the AGM venue and taking minutes at the AGM and Committee meetings.

- (ii) The overall strategic direction of the Society will be decided collectively by the Committee.
- (iii) The individual duties and responsibilities of each Officer may be varied or combined from time to time such that Society affairs are managed effectively and efficiently.

#### **Finance:**

- 6. (i) The Society year runs from the 1<sup>st</sup> January to the 31<sup>st</sup> December.
- (ii) The Society will maintain a bank account with online and cheque banking facilities and any relevant account e.g. PayPal that facilitates members and non-members to subscribe to membership or purchase books and sundry items.
- (iii) The Treasurer and two other officials will be signatories to the bank account though only one signatory need be used to sign a cheque.
- (iv) The Treasurer bears overall responsibility for the upkeep of Society accounts and must authorise all purchases. Any Official or member incurring costs on behalf of the Society will provide documentary evidence of each activity and send these, with appropriate money and/or receipts to the Treasurer, unless otherwise agreed.
- (v) Any member may request a statement of the Society's current financial position and full accounts will be presented for approval at the AGM.
- (vi) If the difference between assets and liabilities becomes less than £1000 and this was not anticipated through normal Committee meetings, the Treasurer must inform the Committee who will discuss remedial action

#### **Annual General Meeting:**

- 7 (i) An Annual General Meeting (AGM) will be held to present the reports of the Officials and accounts for the year just ended and to appoint Officials for the next year. It should be held as reasonably practicable following the end of the Society year and no later than three months after the end of the Society year.
- (ii) Notice of the AGM will be given as soon as reasonably practicable in the Society magazine and on the website but no later than two months in advance of meeting.
- (iii) All fully paid up members of the Society may attend the AGM and may submit items for discussion. Any items for discussion at the AGM must be received by the Secretary no later than two weeks before the date of the meeting.
- (iv) Members attending the AGM must sign their name and membership number on the register and produce identification or their membership card if requested to do so.

**Extraordinary General Meeting:**

8. (i) Any three Society Officials or fifty fully paid up members may call an Extraordinary General Meeting (EGM) by giving the Secretary at least eight weeks notice in writing and setting out the reason(s) for calling the meeting.
- (ii) Notice of the EGM will be given in the Society magazine and on the website as soon as practicable after it is called, but at least one month in advance of the meeting.
- (iii) In the event that the Society magazine is not in production then all members must be contacted by post.
- (iv) The quorum for this Extraordinary General Meeting will be fifty.
- (v) Members attending the EGM must sign their name and membership number on the register and produce identification or their membership card if requested to do so.

**General:**

9. (i) Changes to the Society's Constitution can only be made with the approval of a two-thirds majority of members present at the AGM or an EGM that has been convened specifically for the purpose of proposing amendments to the Constitution.
- (ii) In accordance with the Data Protection Act 1998 members are advised that their addresses, telephone numbers, e-mail address and membership numbers will be placed on computer file, which will also be programmed to give precise geographical locations. Any member has the right to request deletion of his or her information which is kept on the computer file, but any deletion would seriously hamper the efficient working of the Society.
- (iii) The Society will hold a Public Liability insurance policy with a minimum limit of indemnity of £1,000,000 for authorised activities, including trips and meetings, carried out by the Society. The Treasurer is responsible for reviewing the insurance at least annually and ensuring the policy is renewed.
- (iv) The Society will not be held liable for any loss or damage to any property of a member and any damage caused by a member will be that member's responsibility.
- (v) The Committee has sole responsibility for interpretation of the meaning and effect given by the Constitution and shall be empowered to make decisions on matters which are not provided for herein.

**Dissolution:**

10. (i) In the event of the dissolution of the Society all tangible assets will be sold and the funds held will be distributed as follows:
  - (a) Firstly, to repay all outstanding creditors of the Society;
  - (b) Secondly, any surplus funds retained after the discharge of (a) will be donated to suitable railway causes as seen fit.

This constitution was adopted at an AGM held at Railway Institute, York on the 14<sup>th</sup> March 2020.