

West Huntspill Model Engineering Society Limited

A company limited by guarantee
Company Number 3203600

Constitution & Rules

Amended April 2017

Constitution

1. Name: The name of the Society is West Huntspill Model Engineering Society Limited (The Society).
2. Objectives: The Society is run for the benefit of its members in pursuance of an interest in all or any aspects of model engineering.
3. Assets: The Society is a non-profit making organisation and accordingly its assets shall only be used for the furtherance its objectives. No part of the Society's assets shall be for the benefit of any individual member. If the Society is wound-up then any assets remaining after the settlement of any debts or liabilities shall be passed to another society, club or institution having similar interests to the Society.
4. Membership: Membership is by subscription and by sponsorship of an existing member and approval of the committee. Full membership is open to persons over the age of 18, junior membership for those up to age 18 and senior membership for those over the age of 65. Membership runs annually from January to December.

Partners of deceased members shall be regarded as Honorary Members.

Members must comply with the Rules of the Society at all times, available on request
5. Subscriptions: Subscription rates for each of the categories of membership shall be fixed at each Annual General Meeting for the forthcoming year and shall then become due.

Any member being in arrears by more than three months in payment of their subscription shall cease to be a member.

New applications for membership paid after 31st October shall benefit from 14 months membership.

6. Management: The management of the Society shall be vested in a Committee elected from the membership at the Annual General Meeting. The officers will consist of:

- i) Chairman
- ii) Secretary
- iii) Treasurer
- iv) Social Secretary
- v) Membership Secretary
- vi) Editor of News

together with other elected Committee members so that the number of Committee Members is at least six and not more than ten.

The duties of the committee shall be:

- a) To conduct the general affairs of the Society
- b) To control the finances of the Society
- c) To report the closing year's activities to the Annual General Meeting
- d) To further the interests of the Society
- e) To make such rules and regulations as it sees fit in order to govern the conduct of the club and its members
- f) To apply the rules and constitution of the Society in a fair and consistent manner

7. Annual General Meeting: The Annual General Meeting of the Society shall be held in the month of January of each year for the purposes of:

- a) Receiving the audited accounts of the Society
- b) To receive reports of the closing year from the Committee of Officers
- c) To elect the Committee of Officers and Boiler Testers for the following year.
- d) To determine the subscription rates for the ensuing year
- e) To transact any other appropriate business

Quorum: A quorum of (10) Members in Good Standing is required at Annual or other General Meetings.

Election of Officers: At each Annual General Meeting the officers shall all resign but are eligible for re-election. An officer or committee member may not serve as for more than three years. Without re election

The club shall nominate and elect a long standing member of the Society to be The Honorary President. The role of Honorary President is a life time position and shall remain so until either their wish to resign from that position or until they are deceased.

Boiler Testers: A minimum of two experienced model engineers will be elected at the Annual General Meeting with the authority to issue boiler certificates in accordance with the Southern Federation of Model Engineering Societies' boiler-testing code.

Rules of the Society

Membership

- Application to become a member of the West Huntspill Model Engineering Society Limited must be made on an application form available from the Membership secretary.
- Applications cannot be received from any person under the age of 18 unless an assurance can be given that they will always accompanied at any Society meeting or event by a parent or guardian. Ideally the parent or guardian should also become a member.

On Site

- Members are required to "sign in" in the day book on arrival and track logbook if they are running their loco's on each occasion they are at the track site.
- Members and visitors who operate or assist at the track are required to observe the rules of the club. They must carry out any requests or emergency ruling made by an official of the Society.

- All gangways in the steaming bays etc must be kept clear of trip hazards, extension leads etc. A culture of 'good housekeeping' is paramount to provide a safe environment for members and visitors.
- Visitors may enter the steaming bays area by invitation only. Children must always be accompanied by a parent or guardian.
- A minimum of two persons must be present when visiting the club site at all times.
- It is the responsibility of each member to ensure that any equipment he/she uses is in safe working order, is aware of the safe system of working and that the safe system of working is being used. Ignorance of safe practices is not a valid excuse and is unacceptable.
- All members using the track and running shed are duty bound to leave the premises in good order. Report any defects or damage to a committee member or the secretary and if possible make good. It is the responsibility of members to ensure that all equipment is correctly stored away, all locks are securely in place and all water taps are turned off.

Loading/Unloading Locomotives etc

- Ramps are provided for the loading and unloading of locomotives from vehicles. Persons involved in any lifting (including locomotives) must not lift more than 25 Kg each at waist height.
- The traverse must be used when moving locomotives or riding trolleys at all times.

On the Track

- Locomotives and passenger trolleys must be in good working order, have an efficient braking system and be in a safe condition. They may be subject to random inspection in pursuance of this requirement.
- All locomotives using the track must have a current/valid boiler certificate issued in accordance with the testing scheme in current use. Members' locomotives are to be tested by the Society's appointed inspectors. The Society's appointed inspectors may not test boilers for non-members nor may they impart advice, design or specification details in exchange for a fee.
- Locomotives must be fitted with an efficient coupling. Towing pins are to be one quarter of an inch ($\frac{1}{4}$ ") in diameter steel and fitted with a retaining clip ("R" clip or similar). Lighting up and preparation of engines must be done in the steaming bays with the engine in mid-gear with the drain-cocks open. All drivers must ensure that their locomotive is properly prepared before coming onto the track

including having a “bright” fire and sufficient coal and water. Any excess oil must be wiped from wheels and valve-gear etc to avoid contaminating the rail surfaces.

- Fire dropping” must not be carried out on the track except in an emergency.
- On each occasion, before running commences, the track and adjacent areas must be visually inspected to ensure there are no hazards that might impede the safe operation of the railway. The carrying out of this inspection must be recorded in the track logbook.
- Engines and trolleys must not be placed on the running line without permission from the signal box. If the box is closed then permission is required from the stationmaster. In either event permission is only given when trains are stopped in the station.
- Members must obey the speed signs at all times, Members who persist in ignoring them will be asked to leave the track.
- Where several trains are running special warning to drivers shall be given to ensure a safe distance from the train in front is maintained. Drivers must make themselves familiar with the signalling system. Signals must be obeyed when they are in use.
- Members leaving the track via the traverser must inform the stationmaster, the signalman (if the box is open) and the driver of the locomotive behind of his intention.
- Drivers of locomotives must not stop at the steaming bays without notifying the driver of the train behind.
- In the event of a derailment the driver of the derailed train must warn the driver behind. However the ultimate responsibility lies with the driver of the train at the rear not to collide with the train in front.
- Any locomotive repeatedly holding up public running due to loss of steam pressure, low water level etc will be asked to retire to the steaming bays.
- It is the responsibility of all attending members to ensure that passengers are seated correctly and are advised to remain so for the duration of the ride. Passengers may not ride facing the rear of the train.
- It should be ensured that neither passengers’ limbs nor clothing are at risk of becoming entrapped causing injury or damage.
- Drivers pulling more than one trolley must ensure that a guard is sitting at the rear of the last trolley at all times. Where used the guard must be over 18 years of age and be a club member.

Visitors with locomotives

- Visitors to the track with locomotives must provide a valid boiler certificate. The visitor's name, boiler certificate number and the name of his/her society must be entered in the track logbook.
- Visiting and new drivers must be made aware of the signalling procedures.

In the event of an incident

- Full details of any incident must be recorded together with the names and addresses of any witnesses. Forms are kept on site and may be used either directly or for guidance. No member will at any time admit liability in the event of an accident nor disclose any information regarding the society's details whatsoever.
- The details of any incident must be reported immediately to the Southern Federation.
- If members of the public are taken to hospital for treatment as a result of an incident there is a legal requirement to also report this to the local enforcing authority, the local HSE office or otherwise the Incident Contact Centre, Caerphilly Business park, Caerphilly, CF83 3GG.

Minors and the Child Protection Act (Including Vulnerable Persons)

1. **The Society wishes visitors of all ages to share in our enjoyment of the**
Before requesting permission to go on the running line (see 4), drivers must have ready a passenger trolley with seat, brake handle and coupling pin. Drivers must also ensure that the fire is properly maintained and steam pressure is adequate. A non-stop run of two laps may be required of the locomotive before its first stop at the station.
hobby of model engineering in a safe environment. Many visitors will be children who are vulnerable to the risk of abuse and are therefore afforded protection in law. In our desire to foster interest in our hobby we must observe certain protocols in order to protect visitors under the age of 18 from any risk of abuse. Ideally unaccompanied children would not be accepted as visitors to the railway however as the railway is situated in a public space that isn't practicable nor does it correlate with our desire to share our hobby with all who are interested. The following rules are intended to protect visitors under the age of 18 from the risk of abuse and also to protect society members from false allegations that might otherwise arise from misunderstandings.

- Members must never be alone with children
- Members must not photograph children without the knowledge and consent of the parent(s)/guardian(s)
- Except in an emergency or to prevent danger all physical contact with children must be avoided. Do not lift or help children board trains: parents or guardians should be asked to assist their own children and where possible to accompany them.
- Clear and concise instructions must be given before the commencement of each ride.
- It is the parent or guardian's responsibility to supervise the behaviour and language of their own children. Where a child's behaviour creates a potential risk to itself or others, or is using unacceptable language the parent(s) or guardian(s) must be asked to supervise the child appropriately.
- In the event of distress or injury only the parent or guardian may console and administer any initial treatment.
- Members must refrain from inappropriate behaviour or language when children are present.
- Any allegation of misconduct or abuse made against the Society and/or its members must be recorded and immediately reported to the committee.

Disabled Persons

- The Society and its members will take all reasonable steps to ensure than visitors and/or Society members with disabilities are able to use and enjoy the Society's offerings and facilities without disadvantage but with due regard to safety.

WEST HUNTSPILL MODEL ENGINEERING SOCIETY SOMERSET & DORSET MEMORIAL RAILWAY

Every member is responsible for the safe running of the railway and must report any potential hazard to a committee member.

PROCEDURE FOR ADOPTION BY DRIVERS

1. Before requesting permission to go on the running line (see 4), drivers must have ready a passenger trolley with seat, brake handle and coupling pin. Drivers must also ensure that the fire is properly maintained and steam pressure is adequate. A non-stop run of two laps may be required of the locomotive before its first stop at the station.
2. A locomotive in steam should never be left unattended.
3. Engines and trolleys must not be placed on the running line without prior approval from the signalman. This will be shown by the ground signal opposite the traverser. If the signal box is not in operation, (which is indicated by the absence of its name board); approval will be given by the Station Master or his deputy. In either case it will be when the trains in service are stopped in the station for passengers.
4. During any period of public running, the driver of any locomotive which is found unable to complete a minimum of two laps at a time without stopping (due to loss of steam pressure, low water level, etc.) should advise the Station Master or his deputy and retire to the steaming bay as soon as possible, to rectify the situation.
5. Trains must not depart from the station without verbal permission from the Station Master or his deputy. Whistle blasts from the station are used for warnings only. Note that the starter signal only shows whether the line ahead is clear – not whether the train and its passengers are ready to go.
6. Locomotives in service must take on coal, water and lubrication at the station. Whenever possible this should be restricted to the time when trains are stopped for passengers.
7. The start and finish of each locomotive's time on the track must be recorded in the running register, together with the name of the driver/s.
8. Please remember the comfort and safety of your passengers at all times.

VISITING DRIVERS

ALL VISITING DRIVERS (NON-MEMBERS WISHING TO DRIVE) MUST conform with the following:

RULE 1.

Before driving any train, a visiting driver must satisfy the Manager or a delegated member that he/she is competent to undertake passenger carrying.

- Rule 1 may be waived if the visiting driver holds a certificate of driving competence from a recognised Society, details of which shall be entered in the Running Register.
- Rule 1 may also be waived if the visiting driver has, on a previous visit, satisfactorily driven a passenger train, details being entered in the Running Register at that time.