



Mount Edgcumbe Railway & Model Society

Constitution & Members Handbook

This document describes the constitutional, organisational and management mechanisms of the Society and can be modified by the management group and communicated to the membership.

MERMS exists to popularise small scale indoor model railways, garden railways and miniature steam railways and model making for its members and the public. in a safe and managed environment..

It does this through its indoor sites in the Mount Edgcumbe Sawmill and the Great Woodland Railway (GWR).

The Sawmill houses the smaller scales from OO to G Scale & Gauge 1 model railways and display space for models .

The GWR is a 5" gauge railway for steam and electric engines.

All sites are for member use and on specific dates are open to the public either for observation or offering rides.

Our Vision

Our sites at Mount Edgcumbe offer room for growth and it is our intention to grow, both in number of members and breadth of the member and public experience.

We would like to see more members making use of the `Sawmill and expanding the number of models and scales represented. Also increase the frequency of use and be open to the public on specific days.

Our GWR site has already increased in size to offer a second loop on the 5" railway and we now have a club steam locomotive for member use and an introduction to steam operation for the public. There are plans in place to do more to ensure a vibrant steam and electric offering to help the financial viability of MERMS and increased operating days for the public while encouraging people into the surrounding park. As well as railway models we would like to encourage a wider interest in all aspects of model making.

Within the GWR site we plan to build a raised garden railway with 45 and 32mm track to accommodate the garden gauges representing mainline and narrow-gauge operations.

This vision is built on continuing development of the Society based on a thriving and committed membership.

Membership

- a) Members can be:
 - any person 16 or over,
 - a complete family household,
 - under 16 accompanied by an adult
 - any organisation located in the locale of MEP, which is interested in helping the Society to achieve its aims, willing to abide by the rules of the Society and willing to pay an appropriate agreed subscription
- b) Annual membership fees from April to the March will be set by the Management Group.
- c) A member or organisation shall have one vote at General Meetings.
- d) Membership may be terminated for good reason by the Management Group, However, the member has a right to be heard by the Management Group before a decision is made.

Society Management.

MERMS Management Group

The Management Group comprises six senior members representing the main organisational characteristics of Chairman, Vice Chairman, Treasurer, Secretary and two Project Coordinators

Project Coordinators

The Sawmill and the GWR shall each have a designated Project Coordinator responsible to the Management Group for the project's safety, daily operation, development and maintenance.

Within the Projects of the Sawmill and GWR there will be individuals who will take responsibility for appropriate aspects of the overall project. Within the Sawmill these might be different scales of model railway, while in the GWR these aspects may include maintenance, health & safety, oversight of public operation. These aspects are given as indicative and are not exhaustive.

Supporting Officers

Supporting officers fulfil the following roles:

- Health & Safety
- Marketing & Fund Raising
- Publicity
- Membership secretary,

Finance

1. Any money obtained by the Society shall be used only for the Society.
2. Any bank accounts opened for the Society shall be in the name of the Society or clearly identified as such.
3. Any payments, made by the Treasurer, must be approved by two other officers of the Management Group and not the Treasurer. The normal process would be for an invoice to be approved by two officers with their dated signature.
4. The financial accounts are audited by two officers, not including the Treasurer of the Society, in April of each year.

Membership Details

The Society holds membership details in accordance with the Data Protection Act 2018 (DPA 2018), and the General Data Protection Regulation (GDPR). It holds this information for the purposes of communicating with its membership and the collection of annual subscriptions. On becoming a member, agreement is given to hold this information for the duration of an individual's membership. When a member leaves the society the members record will be deleted.

Members Responsibility

Members shall be responsible for the operation of their own equipment used on MERMS sites and layouts. They shall also be responsible for following all the health and safety regulations.

MERMS operates within Mount Edgcumbe Park as a tenant and as such we are bound by the general rules applied to all tenants. A copy of these rules is held by the Secretary.

Ownership of facilities.

Unless otherwise specifically agreed all fixed structures such as track including electrical connections and operating devices, platforms and layout supporting structures, shall be the property of MERMS.

Members may bring their own engines, rolling stock and buildings for use on MERMS layouts.

Annual and Extraordinary Meetings

Annual General Meeting

- a) The Society shall hold an Annual General Meeting (AGM)
- b) Members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote.
- c) The quorum for an AGM shall be 30% of the society's members.
- d) The business of the AGM shall include:
 - Receiving a report from the Chairman on the Society's activities over the year.
 - Receiving a report from the Treasurer on the finances of the Society and the result of the audit.
 - Electing a new Management Committee.
 - Any other matter as may be decided.

Extraordinary General Meeting

An Extraordinary General Meeting (EGM) may be called by the Management Group or any ten members to discuss an urgent matter.

The Secretary shall give all members fourteen days' notice of any EGM together with notice of the business to be discussed.

All members shall be entitled to attend and vote.

Alterations to the Constitution & Members Handbook

Any changes will be agreed by the Management Group and communicated to the membership.

Dissolution of the Society

- a) The Society may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up;
- b) Any assets remaining after all debts have been paid shall be offered to another society with similar aims and / or if specific material / equipment has been purchased by funds from a particular donor then that donor shall be offered that material / equipment.
- c) Registered loan equipment will be returned to the registered owner.

Annex A

Regulations specific to Sawmill

The building is a Grade 2 listed building and no work or attachments to the structure can take place without the approval of the Management Group.

Activities associated with the differing scales of model railways and other modelling have defined areas within which they can develop their activities.

Members are to pay special attention to the Health & Safety regulations applicable to the Sawmill.

Defects that may cause an injury to people entering the sawmill must be recorded.

Wheel chairs cannot access the Sawmill.

If alterations are to be made to the installations using power tools or ladders members must not do this unless another member is present.

Accidents and incidents must be recorded.

The fire door must be unlocked on arrival and locked on departure.

The fire exit must not be blocked.

Annex B

Regulations specific to the GWR

The Great Woodland railway is located within a Grade 1 listed area and therefore NO amendments or alterations to the site are permitted without the approval of the Management Group.

All activities within the site whether involving the 5" or the raised proposed layout are to be undertaken taking due appreciation of each other's commitments and plans.

All actions within the Great Woodland Railway site must be in accordance with all Health and Safety requirements.