



# The Gravesend Model Marine and Engineering Society

Hon. Secretary      P. Letchford      01474 741047  
22 Napier Rd,  
Northfleet, Kent      DA11 7BY

Welcome, and thank you for your interest in the Society.

The membership application pack contains this letter, a copy of the Society Constitution (rules) and should you want to proceed, also Application forms for both adult and junior Membership.

You will see from the rules that the membership process is straightforward. A prospective member submits a completed Application Form and attends three formal meetings held at 8pm on the fourth Saturday of most months at our Clubhouse which is at our track site. The dates of these meetings and the topic for each evening are available on our web site. You are most welcome to come along if you are able. Acceptance is decided by a vote of Members. A one off joining fee of £5 is then payable with the annual subscription, currently of £30 for 'standard' adult members. Please see the rules for family / junior / country membership details.

You will probably have seen from our web site that the Society has a dual gauge track of about 370 metres (1200 feet) situated at the Cascades Leisure Centre, Thong Lane, Gravesend. If you would like to have a chat, some members are usually present at the track on Wednesdays (about 10am to 2pm, weather permitting). We also run for the public every Sunday afternoon from 2pm until 5pm during British Summer Time (approximately April to October). This is a good time to see what we do and speak to members.

As with most clubs the major interest of Members is related to locomotives, although some have traction engines or stationary engines and most have a broad spread of interests and expertise.

Should you require any further information, please don't hesitate to get in touch either by email to [geoff@gmmes.co.uk](mailto:geoff@gmmes.co.uk) or by post / phone to the above address / number..

We look forward to meeting you in the near future.

Yours sincerely

The Gravesend Model Marine and Engineering Society.



# The Gravesend Model Marine and Engineering Society

A Company limited by Guarantee – Incorporated 1996

Registered in England, Number 3263621

Track at Thong Lane, Gravesend

Web Page [www.gmmes.co.uk](http://www.gmmes.co.uk)

## Society Constitution

### 1. Name and Purpose

The name of the Society is The Gravesend Model Marine and Engineering Society. It exists to bring together people interested in marine and model engineering and to promote and encourage the construction and running of engineering and marine projects.

### 2. Constitution

The Society operates as a private company limited by guarantee. It is a non-profit making organisation. Our Company Number is 3263621.

### 3. Health and Safety

The Society conducts its affairs so that there is no unacceptable risk to the health and safety of any member, visitor or others. Members must be aware that their acts or omissions could affect the health and safety of other people including other members of the Society. They must therefore, comply with the Society's rules and regulations as defined in this document and with any formal written documents.

### 4. Child Protection

All Members must be conversant with the Society's Policy Statement on Child Protection and the Practices and Procedures statement through which that policy is implemented. These documents are displayed prominently in the Clubhouse and are kept under review.

### 5. Insurance

The society carries+ Public/Products Liability Insurance of £3,000,000 for liability to third parties. It provides cover in the UK and Europe for the Society and its Members.

Cover applies to the use of model railway locomotives, rolling stock and trackwork, miniature road vehicles not exceeding six inch scale and model water borne craft, owned by and/or operated by our Society. Road Traffic Act cover is not provided for any miniature road vehicle.

The full terms of the policy are displayed in the Clubhouse.

### 6. Meetings

Smoking is not allowed in the clubhouse.

The Society's formal meetings are held on the fourth Saturday of each month, except December when the meeting is held on the third Saturday, at 8.00 p.m. at the Society's Clubhouse.

The Annual General Meeting is held on the fourth Saturday of October at 8.00 p.m. at the Society's Clubhouse unless otherwise notified.

Any proposal or matter for discussion to be placed on the Agenda for the Annual General Meeting must be received in writing by the Hon. Secretary not less than twenty-one days prior to the meeting.

The Agenda for the Annual General Meeting and the Minutes of the previous AGM will be placed in the Society's Clubhouse at least fourteen days before the AGM.

At all the Society's formal meetings, one third of the Society's voting Members form a quorum.

## **7. Management of the Society**

The management of the Society is vested in a Committee consisting of Chairman, Vice Chairman, Hon. Treasurer, Hon. Secretary, Marine Section Representative and up to three other Members, Honourary President is for two years and is nominated by the Committee, all elected at the Annual General Meeting. Committee Members hold office for one year, but are eligible for re-election.

Three Committee Members, including at least one Officer, form a quorum.

Three competent Members are elected as Boiler Test Examiners at the Annual General Meeting, at least one of whom and a nominated witness are present to test each pressure vessel in accordance with the requirements of the appropriate Federation of Model Engineering Societies, and any other requirements decided by the Society. Test Certificates are issued following a satisfactory test.

All pressure vessels must be stamped with a clear identification code which will be recorded on the Test Certificate.

No model fitted with a pressure vessel can be used in public or on the land allocated to this Society at Thong Lane Leisure Centre unless it holds a current Test Certificate.

No locomotive, road vehicle or stationary model may be used at the Society site without the agreement of an Officer of the Society.

## **8. Membership**

Full Membership. A Full Member must be sixteen years or older. He/she attains acceptance into the Society by submitting an application form and by paying the entrance fee, the annual subscription and by attending three formal monthly meetings. He/she is then subject to election by majority vote at the next formal monthly meeting. During discussion regarding admission of a prospective Member, he/she must absent himself/herself from the meeting.

If the majority is against or the applicant decides to withdraw during the three month period the annual subscription only will be refunded.

Spouses or partners of Full Members can become Full Members by payment of a reduced subscription

Associate Membership. Associate Members are family relatives (including children) of Full Members and Honorary Life Members (as defined by the Society's insurers). Associate Members below the age of sixteen must be accompanied by a related Full or adult Associate Member when attending the Society Site.

Junior Membership. A person over the age of Fourteen and under the age of Sixteen may join as a junior member, without their Parents/Guardian being full members providing a full member of the Club is willing to act as a Mentor and to accompany them at all times whilst on the Club premises, a letter of consent is also required from the parents/guardian allowing them to join. A child under the age of Fourteen years who has been an Associate Member for at least one year may apply to be a Junior Member. Application for Junior Membership must be made by a Full Member who accepts responsibility for the child. On completion of a satisfactory probation period, as decided by the Committee, the Junior Member will be elected by majority vote at a formal meeting. Junior Members must be accompanied by a Full or adult Associate Member when attending the Society Site. A junior

member must not drive on the track when the public is being carried. Full Membership will be conferred on a Junior Member on reaching the age of sixteen years, subject to approval by the Committee.

Honorary Life Membership. A Member may, under special circumstances, be elected as an Honorary Life Member at an Annual General Meeting of the Society. Such a Member enjoys the privileges of Full Membership without paying the annual subscription.

Honorary Membership. The Society may elect Honorary Members for a term of one year and may extend such membership for further periods.

Temporary Associate Membership. The Society may confer Temporary Associate Membership for a period of 24 hours on any person. Temporary Associate Members will pay a fee and their names and addresses will be recorded.

Honoury President. The position of Honorary President to be added to the governing Committee. President to be elected by the Committee for a period of two years.

## **9. Voting Powers**

Full Members and Honorary Life Members are entitled to vote at meetings. Associate, Junior, Honorary and Temporary Associate Members may attend meetings but have no voting rights.

## **10. Subscriptions**

Full Members pay an entrance fee (currently £5) and an annual subscription (currently £30) as decided at an Annual General Meeting.

Spouses or partners who are Full Members, Full Members in full time education, pay an annual subscription of 40% (currently £12) of the Full Member's subscription, as decided at an Annual General Meeting.

Junior Members pay an annual subscription of 20% of the Full member's subscription, (currently £6), as decided at an Annual General Meeting.

Temporary Associate Members pay a fee of £1.00 per visit, or the sum decided at an Annual General Meeting.

All annual subscriptions are payable in January and no later than 31st March in the subscription year. Late payment of Subscriptions (after 31<sup>st</sup> March) will incur a late fee of £5, concession will be granted only at the Treasurer's discretion.

A Member (Adult or Junior) is considered to have resigned from the Society if his/her subscription has not been paid by 31st March of the subscription year. As a concession, a lapsed Member can rejoin the Society within the subscription year of default, (without penalty of payment of the joining fee), by paying the full subscription. In subsequent years this concession will be granted only at the Committee's discretion.

## **11. Disciplinary Procedures**

A complaint against a Member, or more than one Member, must be made to the Chairman who will try to resolve the issue between the parties informally (Stage 1, Informal).

If the issues cannot be resolved informally or if the Chairman considers that the case should be heard, he /she will elect two Committee Members (one being an Officer) to meet with the complainant(s) and the accused, consider the complaint, and make an appropriate judgement (Stage 2, Formal).

If the accused, having been found guilty, can show that the conduct of the formal meeting was unfair, the case will be heard by the Chairman, two other Members of the Committee (not having been already

involved) and two Full Members of the Society who will consider and make an appropriate judgement. (Stage 3, Formal)

In the case of an allegation of gross misconduct, as judged by the Committee, the accused will be suspended immediately (without prejudice) until the case is heard and Stage 2 procedure implemented. In this case, the Chairman will join the panel at stage 2 and if an appeal were lodged, a person of suitable standing from outside the Society would attend Stage 3.

## **12. Drugs/Alcohol**

Under no circumstances may members of Gravesend Model Marine and Engineering Society (GMMES) operate vehicles or equipment, on the Club site, whilst under the influence of alcohol or drugs, prescription or otherwise, which may affect their ability to drive safely.

When a member is on prescription drugs and they feel that these drugs may impair their ability to transport members of the Public safely they are obliged to notify the Club Secretary, Club Chairman or Track Marshall before commencing their duties on that day.

Should members of the club express a concern that prescription medication could impair their judgement, put the general public and members of club to harm, the club holds the right to refuse any form of contribution (driving or using equipment) to the club and a temporary ban in place to protect the integrity of the club.

## **13. Behaviour**

All members of Gravesend Model Marine and Engineering Society when on the club premises, for the purpose of an event or social gathering organised or associated with the GMMES, they are expected to behave in a considerate and socially acceptable manner (i.e. no bad language etc.).

Abusive or violent behaviour towards club members and members of the general public will not be tolerated.

## **14. Dress Code**

Members, where possible should keep a clean and tidy appearance on public running days and maintain a high standard of personal hygiene.

Clothing should be considered when operating a vehicle that covers the body to prevent embarrassment to members of the public.

## **15. Amendment of Constitution**

Rules are amended, supplemented or repealed by resolutions supported by not less than two thirds majority of those present and voting at an Annual General Meeting, or at an Extraordinary General Meeting, giving not less than twenty-one days' notice in writing to all Members.

## **16. Dissolution or Amalgamation**

The Society will continue until dissolved or amalgamated by a resolution carried by not less than two third's majority of those present and voting at an Annual General Meeting, or at an Extraordinary General Meeting, giving not less than twenty-one days' notice in writing to all Members.

Should the Society be dissolved, all assets will be realised, debts paid, and any remaining balance donated to The Royal National Lifeboat Institution.

**(Amended – AGM, 22<sup>nd</sup> October 2016)**



# The Gravesend Model Marine and Engineering Society

Hon. Secretary P. Letchford 01474 741047  
22 Napier Rd,  
Northfleet, Kent DA11 7BY

## APPLICATION FOR ADULT MEMBERSHIP

NAME: (Mr / Mrs / Miss / Ms / Other title) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POSTCODE: \_\_\_\_\_

TELEPHONE: (Please include STD code) \_\_\_\_\_

OCCUPATION: (If retired please give previous  
occupation) \_\_\_\_\_

INTERESTS: Locomotives , Stationary Engines , I/C Engines , Model Boats   
Workshop tools , General engineering ,  
Other (Please specify)

SPECIAL SKILLS / KNOWLEDGE:  
\_\_\_\_\_

MEMBERSHIP OF OTHER CLUBS / SOCIETIES:  
\_\_\_\_\_

MODELS / ITEMS COMPLETED:  
\_\_\_\_\_  
\_\_\_\_\_

**If elected I agree to be bound by the rules of the Society which I have read.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return this application to the Hon. Sec. Mr P. Letchford, 22 Napier Rd, Northfleet, Kent,  
DA11 7BY.**



# The Gravesend Model Marine and Engineering Society

Hon. Secretary P. Letchford 01474 741047  
22 Napier Rd,  
Northfleet, Kent DA11 7BY

## APPLICATION FOR JUNIOR MEMBERSHIP

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POSTCODE: \_\_\_\_\_

TELEPHONE: (Please include STD code) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

PARENT OR GUARDIANS NAME: \_\_\_\_\_

(Please provide address on the back of this form if different from the above)

INTERESTS: Locomotives , Stationary Engines , I/C Engines , Model Boats   
Workshop tools , General engineering ,  
Other (Please specify)

MEMBERSHIP OF OTHER CLUBS / SOCIETIES:

\_\_\_\_\_

MODELS / ITEMS COMPLETED:

\_\_\_\_\_

\_\_\_\_\_

**If elected I agree to be bound by the rules of the Society, which I have read.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return this application to the Hon. Sec. Mr P. Letchford, 22 Napier Rd, Northfleet, Kent, DA11 7BY.**