



Japanese Railway Society (JRS)

Rules and Constitution

1. Preliminary

- 1.1. The name of the Society shall be 'Japanese Railway Society', abbreviated as 'JRS'.
- 1.2. The Society is based within Great Britain and will be governed by English Law as far as is practical. Any overseas sub-organisation will operate in accordance with local requirements.
- 1.3. The objectives of the Society shall be to promote fellowship, goodwill and education amongst the members by furthering interest in all aspects of Japanese railways and transportation systems.

2. Membership

- 2.1. The Society consists of:-
 1. Members.
 2. Honorary Members.
- 2.2. Applications for membership shall be made to the secretary who will normally have the power to enrol applicants as members of the Society. The secretary may, at his discretion, refer applications to the committee for approval.
- 2.3. The committee have the power to refuse any application for membership where in their opinion it is in the best interests of the Society.
- 2.4. Only fully paid up members shall be entitled to vote at any meeting or to partake in any ballot.
- 2.5. Nominations for 'Honorary Membership' must be submitted in writing to the secretary, with reasons, for committee approval. Such applications will then be submitted to the Annual General Meeting for vote of approval by the members, a simple majority of those present being required. Honorary Members may partake in all Society functions but are not entitled to vote.
- 2.6. Members in either category, their relatives and friends may attend Society functions, (unless otherwise decided by the committee) subject to the payment of appropriate fees.
- 2.7. It is a condition of membership that all members agree to abide by these rules.

3 Discipline

- 3.1. The committee shall have the power to suspend any member, where in their opinion it is in the best interests of the Society. Any member so suspended may request the committee to state the reasons for the suspension.
- 3.2. The suspended member has the right within three months to request to appear before the committee or to make a written submission for prompt consideration by the committee. Following such submission the committee may:
 1. Terminate the suspension of the member forthwith.
 2. Expel the member from the Society if it is deemed to be in the best interests of the Society.
- 3.3. If by the end of the third month of suspension no submission or request for appearance has been made to the committee, the membership shall be deemed to be terminated.

4. Subscriptions

- 4.1. The amount of the annual subscription shall be set by a General Meeting of the Society.
- 4.2. Where subscriptions are two calendar months overdue membership shall be deemed to be terminated.

5. Management

- 5.1. The management of the Society shall be the responsibility of the committee in accordance with the objectives and wishes of the members, except where these rules require the Society to make decisions at a general meeting.
- 5.2. The financial year shall be January 1st - December 31st.

- 5.3. The committee shall comprise three officers:

Chairman; Honorary Secretary & Honorary Treasurer
and three members to undertake the duties of:

Modelling Secretary, 'Bullet-In' Editor and Sales Officer.

- 5.4. The position of President will be filled annually by invitation from the committee. The President may attend Committee meetings as an ex-officio member but shall have no voting rights.

- 5.5. The following shall apply to committee meetings:

1. A quorum shall be 4.
2. In the absence of a quorum at two meetings the Hon. Secretary shall circulate to each committee member the business to be conducted for comment and final resolution by the officers.
3. There shall be at least 2 meetings in the calendar year.

- 5.6. The committee shall be empowered to accept the resignation of any member of the committee and to appoint a replacement until the next Annual General Meeting. Details of such resignations and appointments shall be given in the next published issue of 'Bullet-In'.

- 5.7. The committee may appoint such officials and sub committees to assist as they deem fit.

- 5.8. The Chairman, Hon. Secretary and Hon. Treasurer shall be empowered as an Emergency Committee to deal with urgent business that cannot await the next Committee meeting.

6. Duties

- 6.1. The duties of the Hon. Secretary shall be:-

1. To keep a minute book recording all formal proceedings of the Society.

2. To carry out the instructions of the committee.

3. To deal with the day to day business of the Society.

4. To enrol and to maintain an up to date list of members.

- 6.2. The duties of the Hon. Treasurer shall be:-

1. To keep proper books of accounts.

2. To prepare the accounts of the Society for presentation to members at the AGM.

3. To submit the Society accounts to the Hon. Auditor as instructed by the committee.

4. To receive and pay into the Society's approved accounts all subscriptions, donations and other moneys received.

7. Annual General Meetings (AGM)

- 7.1. An AGM shall be held each calendar year, at not more than 18 months after the preceding AGM. At least 30 days notice of the AGM shall be sent to all members.

- 7.2. The quorum for an Annual general Meeting will be 15 fully paid members including two officers.

- 7.3. The business conducted at the AGM shall be:-

- 7.3.1 Reports:

1. Receive the Chairman's report.

2. Receive the Hon. Secretaries report.

3. Receive the Hon. Treasurers report together with the accounts of the Society in respect of the preceding financial year.

- 7.3.2 Elections:

1. To elect from nominations received beforehand the following Officers to hold office until the next AGM:

1. Chairman.

2. Hon. Secretary.

3. Hon. Treasurer.

2. To elect from nominations received beforehand to hold office until the next AGM:

Three members to serve as committee members.

3. To elect from committee nominations, to hold office until the next AGM:

One Hon. Auditor.

The Auditor may or may not be a member of the Society but shall not be an officer or member of the committee.

If no nominations are received for the positions in Rule 7.3.2 nominations will be accepted from the floor.

Incumbent officers and committee members may offer themselves for re-election.

7.3.3 Any Other Business:

1. To make known to the meeting any members wishes advised to the Secretary in advance of the meeting.
2. To discuss any matters arising from members attending the meeting.

8. Special General Meetings

8.1. A Special General Meeting shall be convened by the Hon. Secretary at the request either of:

1. The Committee.
2. 25% of the paid up membership of the Society.

8.2. In the event of such a request being received, the Hon. Secretary shall call the SGM. within 90 days, giving at least 30 days notice of the meeting to all members entitled to vote at such a meeting.

8.3. The quorum for a Special General Meeting will be 15 fully paid members plus two officers.

8.4. Voting at a Special General Meeting will be by a simple majority of those members attending.

9. Local Area Groups and Overseas Representatives

9.1 The Society encourages the formation of Local Area Groups. Any such Group shall be organised purely on a local basis but its members shall be guided by these rules.

9.2. Any decision of a Local Area Group which is likely to have a widespread or general impact upon the JRS should be notified to the Hon. Secretary for committee approval prior to being enacted.

9.3. Funding to be used for the formation or running of Local Area Groups will be the sole responsibility of the Group.

9.4. Overseas Representatives of the Society may be appointed from time to time at the discretion of the committee. The responsibilities of each representative will be determined on an individual basis with the agreement of the officers and committee.

10. General

10.1. The funds of the Society shall be devoted entirely to the stated objectives. Expenditure, other than small amounts for the essential administration of the Society will be at the discretion of the committee.

10.2. Claims for expenses will be considered for payment only where the expenditure was previously authorised by the committee and are accompanied by appropriate documentation.

10.3. The Society shall not be responsible for any loss or injury howsoever sustained by any person attending a Society meeting or Society visit, unless the Society is legally responsible.

10.4. Members are encouraged to attend the AGM or any SGM but where this is not possible they may give proxy to the committee. An appropriate form will accompany the notice of the meeting and if exercised is to be received by the Hon. Secretary at least two days before the meeting.

10.5 Additions to, or alterations of these rules can only be made at a General Meeting. Any proposed and seconded motion or alterations shall be advised to the Hon. Secretary at least 4 months before that meeting. Any such motion or alteration will be circulated to the membership with the notice of the General Meeting.

10.6 Any changes shall be passed by a 60% majority of the membership entitled to vote and who have exercised that right either in person or by proxy at the General Meeting.

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11. United Kingdom Data Protection Act

The JRS is not an incorporated Society and is considered to be exempt from registration under Section 32(2)(a) of the Act. In accordance with the Act all members are requested to consent to their personal data being held on computer to assist in the efficient administration of the Society.

11.1. The following data is recorded on computer:

1. All personal information given by the member on the application / renewal form.
2. A financial record of subscription payments to the Society.

11.2. Data held will be distributed and used only as noted below:

1. Address labels for JRS mailing to members.
2. Membership lists of name, address, and membership number to be distributed to JRS Officers only.
3. Membership lists, as in 11.2.2 above for use of overseas representatives, containing relevant members data only.
4. Individual members details may be disclosed upon request to the Sales Officer, 'Bullet-In' Editor, Modelling Secretary for use in conducting the Societies business.

11.3. Members are encouraged to contact each other in furtherance of the Societies aims. In the first instance contact will be made via the secretary. No free distribution of members data will be made without specific consent.

12. Dissolution

12.1 Dissolution of the Society may only be agreed to at a General Meeting and in the event of such dissolution any remaining general funds shall either:-

1. Returned to paid up members of the Society in proportion to the subscriptions paid by such members, or
2. Be devoted to objects similar to those of the Society, or
3. Be donated to an international charity.

12.2 The committee shall have the power to decide which of the aforementioned methods is adopted.

12.3 Donations to the Society whose purpose has not been fulfilled at the time of dissolution shall be returned to the donor. If this cannot be achieved the donation will be incorporated with the general funds.

Note

This document:

Fourth revision of a proposed Constitution and Rules placed before the 1999 AGM for adoption.

Modified in accordance with members wishes at that meeting and formally adopted by a majority of members attending.

First issue to members, July 1999.