



THE NORTHERN ASSOCIATION OF MODEL ENGINEERS  
(FOUNDED 1945)

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AN ASSOCIATION PROMOTING MODEL ENGINEERING THROUGH ITS MEMBER SOCIETIES

## CONSTITUTION of THE NORTHERN ASSOCIATION of MODEL ENGINEERS ( Founded 1945 )

### 1 NAME

The name of the Association shall be "The Northern Association of Model Engineers". The name of the Association shall be used in all business letters, notices, advertisements, publications and other documents of the Association with the addition of the words (Founded 1945).

### 2 OBJECTIVES

The objectives of the Association are the promotion and development of model and miniature engineering in all forms, and the provision of required services, free of charge, to its member societies.

### 3 MEMBERSHIP

Any organisation which has as one of its objectives, the promotion of any of the activities which fall within, or are akin to paragraph 2 above, shall be eligible for membership of the Association, whether they are incorporated or not.

Organisations wishing to join the Association may do so at any time and, as new members, can access the Association's basic services including the Insurance and boiler testing regimes prior to acceptance as constituent members at the next delegates meeting.

The constituent members of the Association shall be those organisations that are eligible for membership and have been accepted at a delegates meeting for membership of the Association, and they shall be known as Affiliated Societies.

Should an application for affiliation by an organisation be rejected by the delegates, the organisation concerned shall be entitled to be given the full reason for the rejection in writing.

### 4 MEMBERSHIP FEES

#### CLUBS / SOCIETIES

Each affiliated society shall pay an annual membership fee which shall be calculated by multiplying the number of society members of the affiliated society by a subscription rate which shall be determined from time to time by a simple majority of the delegates present and entitled to vote.

#### CORPORATE and OTHER ORGANISATIONS

Organisations which by their nature make the above calculation unsuitable shall be charged a flat fee which shall be determined from time to time by a simple majority of the delegates present and entitled to vote.

Membership renewal fees are due from the 1<sup>st</sup> January each year, and should be paid no later than the spring AGM.

## 5 OFFICERS

The officers, Chairperson, Secretary, Treasurer and Boiler Registrar, may be individually nominated by affiliated societies but must at all times be approved by a majority of the delegates, where more than one nomination for one or more positions are received, a ballot of the delegates present shall be held to determine the appointments. The officers shall each hold office for three consecutive years. If any officer is unable to complete their term of appointment the delegates shall be asked to appoint a replacement for the remainder of the three years. Where required, the officers may be appointed in rotation, the order in which appointments shall be made being determined from time to time at an annual general meeting.

The officers shall be reimbursed all reasonable expenses incurred in the performance of the Association's business

### CHAIRPERSON

The duties of the Chairperson are to:

Maintain a good overview of all the Association's business both administrative and financial, ensuring that the organisation is run in accordance with current best practise and be responsible for calling and chairing all meetings and other official functions.

Maintain an up to date Register of the N.A.M.E. Trophies including their location.

Prepare a report to place before the Delegates at each Annual General Meeting.

Attend events organised by the Association.

Be a bank signatory.

### SECRETARY

The duties of the Secretary are as follows:

Ensure that the association is run in accordance with all the relevant national legislation, laws and regulations of the current legislative bodies which are: England, Scotland, Wales, Northern Ireland and the Isle-of-Man.

Shall issue any required guidance in relation to the above.

Maintain a record of the minutes taken at all delegates and officer's meetings and distributing copies to the relevant Societies and or individuals concerned.

Shall normally be responsible for all official correspondence.

Maintain registers of the following:"

Affiliated societies, including contact details.

Boiler Testers passed to test up to 1100 b/l.

Boiler Testers passed to test without a witness.

Property including items on loan to N.A.M.E and their value

Details and Records of Sub Committees

Prepare a report to place before the delegates at each Annual General Meeting.

Maintain the N.A.M.E. Archive.

Arrange and organise attendance and displays at exhibitions

Attend events and deputise for the Chairperson as required.

Be a bank signatory

## TREASURER

The function of the Treasurer shall be to receive subscriptions and other monies, to pay legitimate accounts and to keep an up-to-date reckoning of the Association's finances. The Treasurer shall also prepare an account of the Association's receipts and expenditure in each year made up to the previous 31<sup>st</sup> December, together with a balance sheet showing the assets and liabilities of the Association on that date.

The said accounts shall be audited by an internal Auditor/s appointed by the delegates and a copy of the annual accounts shall be made available to the delegates at the Annual General Meeting.

Attend events and deputise for the Chairperson as required.

Shall be a bank signatory.

## BOILER REGISTRAR

The function of the Boiler Registrar shall be to;

Maintain a register of all Boilers tested by a Northern Association society

Be the initial contact for any boiler queries

Issue test certificate pads for boilers and gas tanks, except commercial disposable gas tanks.

Shall be a bank signatory.

## 6 OFFICER'S MEETINGS

The officers may call an officer's meeting from time to time to deal with any business arising from the activities of NAME. The chairperson shall preside at the officer's meeting but, in the absence of the chairperson, the officers shall nominate a chairperson to preside at that meeting. The Association may pay the reasonable expenses of the officers meetings properly incurred in the performance of the Association's business.

## 7 OFFICIALS

The officials who comprise the Internal Auditors, Web Master, Newsletter Editor, Exhibitions Organiser, Minute Secretary, M.E.L.G. & P.C.M.R.S.G. Reps, shall be appointed by the delegates and shall hold office for a period of three consecutive years with the exception of the Web Master for which position there is no specific duration.

Where the number of nominations exceed the available positions, a vote of the delegates present will determine the appointments.

All officials shall be entitled to attend all meetings of the Association, but shall not be entitled to vote, except as a delegate.

The Association may pay the reasonable expenses of the Officials properly incurred in the performance of the Associations business.

## INTERNAL AUDITORS

One or two internal auditors who shall NOT be officers of the Association may be elected by the delegates to approve the accounts.

## WEB MASTER

The function of the Web Master is to design, develop, and maintain the layout and navigational operation of the website, and to publish material supplied by the Officers or member Societies.

To keep the content pertinent to the hobby and reasonably up to date

To maintain the N.A.M.E. Facebook page and post suitable material supplied by the Officers or Member Clubs/Societies.

## **8 ANNUAL GENERAL MEETING**

The Association shall hold an annual general meeting each year, to which each affiliated society may send a delegate who may vote and an observer who may not.

The meeting shall be held not less than nine months and not more than fifteen months after the previous annual general meeting, but otherwise shall be held at a time and place determined by the delegates.

An Extraordinary General Meeting may be held upon the written request for such a meeting supported by at least one fifth of the affiliated societies, specifying the purpose for which the meeting is to be called.

At least twenty-eight day's notice in writing shall be given to all affiliated society's secretaries and delegates for general or extraordinary meetings, together with the agenda and where relevant, documentation, for the business to be transacted at the meeting.

Where Affiliated Societies are unable to attend they may notify the N.A.M.E. Secretary of their decision on any item tabled for the meeting.

At all meetings the chairperson shall preside but in the absence of the chairperson the delegates shall nominate a chairperson to preside for that meeting.

A quorum shall consist of delegates from not less than twenty affiliated societies.

## **9 DELEGATES MEETINGS**

The associations governing body is the Delegates, who shall meet at such a time and place as the delegates decide, but not less than twice each year and at intervals not exceeding eight months, to which each affiliated society may send a delegate who may vote and an observer who may not.

At least twenty-eight day's notice of a delegate's meeting shall be given to affiliated society's Secretaries, and delegates together with the agenda and where relevant, documentation, for the business to be transacted at the meeting.

Where affiliated societies are unable to attend they may notify the N.A.M.E. Secretary of their decision on any item tabled for the meeting.

The chairperson shall preside at the meeting of the delegates but in the absence of the chairperson the delegates shall nominate a chairperson to preside for that meeting.

The chairperson shall have a casting vote in the event of a tie, which shall be in addition to his vote as a delegate.

## **10 POWERS OF THE DELEGATE'S MEETING**

The delegates shall have full power to superintend and conduct the business of the association according to the constitution.

Without prejudice the delegates may:

- 10.1 Effect any insurance for the benefit of affiliated societies and/or their members.
- 10.2 Determine officer's honorarium (if any) at each annual general meeting.
- 10.3 Make regulations for the conduct of the association's business and related activities, e.g. such as requirements for the testing of boilers and pressure vessels etc., and to liaise with other national bodies on matters of mutual relevance.
- 10.4 Arrange public or private exhibitions, competitions, lectures, visits and demonstrations and award trophies and prizes in connection therewith.
- 10.5 Appoint from amongst its members, sub-committees with a maximum of six members to deal with any of the Association's functions and to delegate thereto any of the powers of the delegates and to co-opt to such sub-committees any person who in the opinion of the delegates shall be able to advance the aims and objectives of the Association. Sub-committees shall exist until each annual general meeting but shall be eligible for re-appointment.
- 10.6 Invest any part of the funds of the Association, not immediately required for its own purposes, in any financial institution registered in the United Kingdom.
- 10.7 Employ accountants, or other agents and to remunerate them out of the funds of the Association.
- 10.8 Grant donations or make interest free loans to affiliated societies or to other organisations whose aims and objectives are akin to those of the Association, or are, or include, the preservation and display of rail and road locomotives, steam engines, boats or other apparatus and equipment of interest or value to the Association.

## **11 VOTING RIGHTS**

A simple majority of the votes cast by the delegates present plus those received by mail shall be sufficient to pass any resolution other than a resolution to wind up the association, Rule 17. Votes sent by mail (in any form) must be received by the Secretary the day before the meeting is scheduled. The chairperson shall have a casting vote in the event of a tie, which shall be in addition to his/her vote as a Delegate.

## **12 OBSERVERS**

The term Observer in this constitution means any member of an affiliated society who is entitled by the rules of that club or society to vote at its annual general meeting. Observers shall be entitled to attend all meetings of the Association but shall not be entitled to vote. All members of an affiliated society shall be entitled to participate in the activities of the Association.

### **13 WITHDRAWAL OF MEMBERSHIP**

An affiliated society wishing to withdraw from membership of the Association is requested

- a) to give reasonable notice preferably in writing to the secretary, and
- b) return any N.A.M.E. property held by the society to either the secretary or the appropriate officer or official.

### **14 CANCELLATION OF MEMBERSHIP**

If an affiliated society should be accused of committing any serious or persistent breach of the constitution or any regulations made thereunder or shall change its objectives so that it ceases to be eligible for membership, the Association's secretary shall serve on the affiliated society a written notice specifying the details of the accusation or default. The society in question should reply within 28 days of receiving the said notice to either challenge or accept the allegation. If challenging, giving what evidence they may have and some idea as to the length of time required to complete their defence, All the evidence will then be placed before the delegates for a decision. If the society accepts the allegation, or has failed to give a satisfactory explanation to the delegates, and does NOT intend to rectify the situation, then the affiliated society shall cease to be a member of the Association, and shall return all N.A.M.E. property held by the society to the secretary.

### **15 NOTICES**

Any notice required to be given under paragraphs 13 and 14 may be served by sending it by post; (recorded delivery recommended) or e-mail, addressed to the secretary of the Association or to the secretaries of the affiliated societies as the case may be at their last known address.

### **16 SOCIETY SECRETARIES**

An affiliated society shall notify the Association of the name and address of the affiliated society's secretary and any change of address as soon as possible after their appointment or change of address.

### **17 DISSOLUTION**

The Association may at any time be dissolved by a resolution of the affiliated societies. Each society shall have one vote and a resolution for dissolution shall require a simple majority of the votes of a minimum of three-quarters of the total affiliated society membership.

The delegates shall wind up the Association in accordance with the provisions of the Industrial and Provident Societies Act 1965, or any statutory modification or replacement thereof. Surplus funds, on realisation of the assets, shall be distributed in accordance with Rule 10.8, except that no part of the Association's funds shall be distributed to affiliated societies or their members.

### **18 REVIEW**

The Constitution shall be reviewed approximately every five years, and any proposed amendment shall be notified to each affiliated society at least 28 days prior to the next A.G.M or delegate's meeting.

Alan Budd  
Secretary  
Northern Association of Model Engineers