

Wirral Model Engineering Society

A company limited by guarantee. Founded 1961
A Member of the Northern Association of Model Engineers.

Rules as ratified by AGM in June 2011

Nothing in these rules shall contravene or be inconsistent with the provisions of the Articles and Memorandum of the Association.

Management

1. The management of the Society shall be by a committee duly elected in accordance with the Articles of Association.
2. Meetings of the Society shall be held in accordance with a programme drawn up by the committee.
3. The committee shall be responsible for the introduction of new rules or amending the current rules of the Society, subject to the approval of the majority of the members by poll called in advance of an AGM or EGM where they are to be put to the vote.
4. The committee shall decide upon any matter not provided for by the rules.

Membership

5. The Society shall consist of the following classes; Member, Life Member, Honorary and Partner member, which may include members of a family.
6. All members shall pay a yearly subscription at a rate prescribed by the committee.
7. Application for membership shall be made to Committee by completing a membership application form. Membership is subject to Committee approval. The Committee reserves the right to withhold membership without explanation.
8. A member's partner or member of their family may apply to become a non-voting Partner member by completing a membership application form.
9. Partner members below the age of eighteen shall take no part in the management of the Society; neither may they hold any office in it. Members below the age of eighteen will require a sponsor. The minimum age for members will be sixteen years.
10. The Society may appoint a President. The office of President shall be an Honorary post.
11. The Society may confer the honour of Life Member or Honorary Member on those who, in the opinion of the committee and membership, are worthy of such distinction. There shall at no time be more than a combined total of six life or honorary members.
12. Life members and Honorary members will pay no subscription and shall be appointed by a majority decision of the members following recommendation by the committee.
13. Honorary members and the President shall be entitled to receive notice of and attend and speak at meetings of the Society but shall not be entitled to vote at such meetings.

14. Any change of address or circumstances shall be notified promptly to the company secretary.
15. The membership year shall be 1st February of each year until the 31st January of the following year. Members who do not pay their subscription by the 1st June each year will be deemed to have resigned from the society and their membership will be terminated. Members shall also return any society property, such as keys, upon their resignation.
16. Members may withdraw from membership by giving 7 days' notice in writing to the company secretary. A person's membership terminates when that person dies, membership is not transferable

General Rules

17. All current members are entitled to the membership benefits and facilities of the Society.
18. No member of the society may use the name of the society for private purposes; neither may any equipment or property belonging to the society be used for private gain or profit.
19. All members shall comply with the Codes of Practice issued by the Society and the conditions or requirements laid down by any Council or Authority under whose auspice the Society operates.
20. When operating steam locomotives, traction engines and/or associated equipment or other models or machinery, members must comply with the current safety and insurance requirements of the Society.
21. All pressure vessels, boilers and similar items used or operated in Public by members of the Society must be tested at regular intervals in accordance with current safety and insurance requirements of the Society.
22. At such times as are necessary Stewards shall be appointed by the committee to control the running and operation of Society activities. The authority of such stewards will be mandatory and failure to observe their instructions will be regarded as a breach of the rules.
23. Members requiring access to the society buildings will be required to agree to the key policy document and pay a deposit (refundable) for keys.
24. Any member who uses equipment or property belonging to the Society shall ensure that the property or equipment is at all times maintained in a proper and safe condition. Breakages, loss or damage are the responsibility of the member concerned and must be repaired or redeemed within the shortest possible time.

Visitors and Guests

25. Any member may introduce guests to the society, excepting any person whose application for membership has been declined or who has been expelled from this or any similar society.
26. Visitors, guests and members of other societies using any of the facilities of WMES shall comply with the rules as laid down above. All WMES members are to ensure that the names of all visitors wishing to operate models are recorded in the visitor's record book before they commence activities. Current boiler certificates and public liability insurance cover details should also be recorded.

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Code of Practice for Society Activities

Approved May 2010

1 General

1.1 All society members are responsible for society equipment and facilities. Equipment and facilities should be maintained and kept in good order. Record books are kept for the various facilities. Details of any incidents, accidents, inspections, maintenance, faults or repairs should be recorded in the relevant book and brought to attention of committee as soon as practicable.

1.2 Members should familiarize themselves with the location of safety equipment, including fire extinguishers and first aid boxes. After use, safety equipment should be returned to their storage location and replenished as necessary.

1.3 The society rules provide for the appointment of event stewards. The steward will represent society interests during the course of the event.

2 Boilers

2.1 All boilers operated at any society function or activity shall comply with the requirements of 'The examination and testing of miniature steam boilers' revised edition 2008.

2.2 Except for boilers being steamed for official inspection and certification, a current hydraulic and steam test certificate must be held before any boiler is put into steam. In addition, where the public are present, a third party liability insurance certificate may be required.

2.3 The society boiler inspector should be consulted before a boiler is manufactured to ensure compliance with the boiler test code or if there is any doubt regarding the suitability of boiler design, pipe work and fittings.

2.4 The decisions taken by boiler inspectors shall be final.

3 Society activities

3.1 Members are responsible for the safe operation of any activity they undertake on behalf of the society. Members should also be aware of their duty of care to all participants, bystanders and public when carrying out any activity.

3.2 It is strongly recommended that spark arresters are fitted to chimneys.

3.3 At the conclusion of any event all society equipment should be put away, cleaned where required and all facilities and services secured.

4 Visitors

4.1 Visitors should sign in the visitor's book. Details of boiler certification (where applicable) and third party liability insurance should also be recorded. Before operating on either of the tracks or the society's facilities visitors should be familiarized with all relevant operating procedures and information.

4.2 Children on the society premises or using society equipment must be supervised at all times.

4.3 Young people wishing to drive on the Society's tracks are referred to 'Young Persons Driving' policy document.

5 Passenger carrying activities should comply with HSG 216. The following sections also apply to WMES facilities

5.1 Passengers are carried at the driver's discretion. In the case of visitors passenger carrying is also at their discretion.

5.2 Drivers and those assisting where the public are involved should be members of the society, competent and should be at least 16 years of age.

5.3 Members using the society facilities are responsible for all aspects of their operation.

5.4 Society passenger cars are provided for public hauling. Members should ensure that the cars used are in good order and free from defects. Cars that have any defect should not be used until repaired and deemed fit for service. Any defects should be noted in the record book and brought to committee attention.

5.5 When towing multiple passenger cars on the raised track solid links must be used between the cars. A guard should be employed to assist with passenger control and train braking.

5.6 Visiting driving and passenger cars should be inspected before use to ensure they are suitable for use on society tracks. Cars that have any defect should not be used until repaired and deemed fit for service.

5.7 Drivers should maintain a safe distance between trains and not exceed the track speeds advised. Signals, token or other method of operation mutually agreed between the participating drivers are acceptable.

6 Society locomotives and rolling stock

6.1 The society locomotives may only be operated by competent drivers, those under training or invited guests who are the responsibility of the host member.

6.2 It is the responsibility of those operating the locomotives and rolling stock to clean, lubricate and maintain them.

6.3 It is society policy that all members, particularly those who do not own locomotives, should have the opportunity to drive society locomotives.

6.4 Any faults or problems with the society locomotives or rolling stock should be noted in the appropriate record book and committee be advised of the problem.