

READING SOCIETY OF MODEL ENGINEERS

RULES

1. Section 26 of the CIO constitution allows the trustees from time to time to make such reasonable and proper rules as they may deem necessary or expedient for the proper conduct and management of the CIO henceforward referred as RSME.
2. These rules shall be binding on all members of RSME. If there is any conflict, then the constitution shall take precedence.
3. Members shall abide by these rules and follow any safety or operating instructions to comply with the guidelines published by the Federation of Model Engineering Societies, the HSE or other relevant body.
4. RSME encourages all those who refer to the constitution and rules, to do so with an open and positive approach, seeking to do the right thing in the best interests of RSME and its members.

Membership

Admission of new members

Eligibility

5. Membership of the RSME is open to individuals interested in furthering the RSME's purpose, and who, by applying for membership have indicated their agreement to become a member and acceptance of the rules.
6. Under Section 9 (3) of the CIO constitution 'It is the duty of each member to exercise his or her powers as a member of the RSME in the way he or she decides in good faith would be most likely to further the purposes of the RSME.
7. All members will be subject to the regulations of the RSME constitution, rules and bye laws, and by joining the RSME will be deemed to accept these regulations and any general policies that the RSME has adopted.
8. A member may be an individual, a corporate body or an organisation which is not incorporated.

Admission procedure

9. The Trustees:
 - a) may require applications for membership to be made in any reasonable way that they decide
 - b) may refuse an application for membership if they believe that it is in the best interests of the RSME for them to do so
 - c) shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal.
10. Membership of the RSME cannot be transferred to anyone else.

11. Any serious and substantial complaints, including abusive or threatening behaviour towards any trustee, member or visitor, any concerns, allegations, or reports of poor practice relating to the welfare of children and young people in the club will be dealt with under the Constitution Section 9 (4) (b) 'Termination of Membership'.

12. Less serious complaints and misdemeanours will be dealt with under the RSME problem solving procedure as below.

Access to RSME Facilities

13. No member shall be covered by RSME insurances, nor enjoy the privileges of the RSME until their subscription has been paid in full.

14. Individuals who have been removed from membership (under constitution section 9 (4) termination of membership) are excluded from all facilities maintained by the RSME, and to both public and private events, either as an individual or visiting club member. They may not be considered for readmission to RSME until five years have elapsed from the date of their termination.

Safeguarding of Children and Young People

15. It is the policy of the trustees of the RSME that the child's welfare is paramount. All children whatever their age, culture, disability, gender, racial origin, religious belief and/or sexual identity, have the right to protection from abuse. All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.

16. All activities for the 'Young Engineers' will be risk assessed.

Equality and Discrimination

17. RSME respects the rights, dignity and worth of every person and will treat everyone equally within the context of the activities of the organisation, regardless of age, ability, gender, race, ethnicity, religious belief, opinion, sexuality, or social/economic status

18. RSME is committed to everyone having the right to enjoy their hobby in a safe environment free from threat of intimidation, harassment, and abuse. All members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

General Policies of the CIO

19. RSME shall adopt policies that will include, but not be limited to:

- a) Health and Safety
- b) Safeguarding
- c) Data Protection
- d) Problem Solving

20. The members will be notified in Prospectus of any such policies currently in force and these will be made available to any member of the CIO on request to the trustees secretary

Personal Data

21. Member's data will only be used for bona fide RSME purposes, and only divulged to those members who need the information to carry out their club duties. When renewing their membership, members may opt to have their email address divulged to other members on the club website.

Presidents and Vice Presidents

22. The post of president will be held by a member of long standing and be well respected within the club. The president will act as the "figurehead" of RSME. The trustees will seek member's views on candidates. Should there be more than one suitable candidate, an election will be held.

23. The president will serve for a period of three years, or earlier if the holder wishes to renounce the position. The president may attend trustee meetings but will not have a vote. If he/she desires the president may seek re-election.

24. The post of vice president is awarded to recognise members who have had a significant impact on the development of RSME. There may be any number of holders of the post, who will be nominated by the trustees, in consultation with the president, and confirmed by an AGM. The post will be held for life, or until the holder wishes to renounce the position. Vice presidents can attend trustee meetings but will not have a vote.

Subscriptions

25. The annual subscription shall be determined by the trustees, announced each year at the AGM and shall be payable in one amount due the following 1st April for a 12-month period.

26. Applications for membership must be made by completing the form provided, copies of which are available in the club house or from the membership secretary. Members renewing their subscriptions must inform the membership secretary that payment has been made.

Membership

27. All members may enjoy the facilities of the club room and will be expected to contribute to the maintenance and upkeep of club property, and the organisation of events. Use of any equipment held by RSME is entirely at the members own risk.

28. Membership of the RSME is subject to Section 9 of the constitution.

Problem Solving

General information

29. The National Council of Voluntary Organisations recommends that it is good practice for an organisation to have a problem-solving procedure in place, to deal with issues and complaints raised either by or about members.

30. The following should be treated as a guide to problem solving in the RSME, and it may be necessary to tailor the procedure, in consultation with the chair of the trustees, to suit an individual situation.

31. Members do not have the right to be accompanied by a legal representative at any stage in the procedure.

If an RSME member has a complaint

Stage 1 – Oral discussion

32. If a member has a problem with or a grievance against, the organisation or another member or trustee, then this should be discussed informally with a trustee who has not been involved with the issue.

33. During this discussion meeting, members can be accompanied by a nominated member as a friend of their choice. If the issue cannot be resolved at this stage, then the member should proceed to stage 2.

Stage 2 - In writing

34. If the member is not satisfied with the outcome of the oral discussion, they should make a formal complaint in writing to the secretary of the trustees.

35. Any written complaint should be made within 1 month from the initial complaint and members should expect a written response from the secretary of the trustees within two weeks of receipt of the letter.

Stage 3 - Opportunity to appeal

36. If members are not satisfied with the outcome of the written response, then they can appeal to the chair of the trustees. The chair of the trustees may appoint a panel of trustees to hear the appeal.

37. Members can have a nominated member as a friend present with them at this meeting. The chair of the trustees will respond within one month of the member's appeal and the decision is final.

Complaint about the conduct of a RSME member

38. This part of the problem-solving procedure gives a member the opportunity to be told why a complaint against them has arisen, and the opportunity to state their case, and the chance to appeal.

Stage 1 – Oral discussion

39. The first step involves discussion between the member and a trustee who has not been involved in the matter, to discuss any external factors which had influenced their ability to carry out tasks safely, their behaviour, conduct or attitude.

40. The meeting should seek to identify goals that will help the member better able to fulfil their role in the future, and a deadline agreed for a follow up review.

41. If the complaint was raised by someone else, the secretary will keep them informed of the measures the trustees are taking to rectify the situation.

Stage 2 – Written response

42. If the issue has not been or cannot be resolved by the oral discussion, then the secretary of the trustees may issue a written response on behalf of the trustee who had heard the complaint. The member may then respond in writing to the secretary of the trustees.

Stage 3 - Opportunity to appeal

43. If the member is not satisfied with the outcome, then the member can appeal to the chair of the trustees. The chair of trustees may appoint a panel of trustees to hear the appeal. The member can have a nominated member as a friend present with them at this meeting. The chair of the trustees will respond within one month of the appeal and the decision is final.

Termination of membership

44. The CIO Constitution Section 9 sets out the process for termination of membership.

May 2025