



Constitution

Adopted at the General Meeting, 13 May 2012

This Constitution comprises *Name, Foundation, Aims & Purpose, Epigraph* and *Rules*, but excludes *Notes*.

Name

The Club shall be known as the **Bayko Collectors' Club**.

Foundation

The Club shall be deemed to have been founded on 2 January 1999.¹

Aims & Purpose

- 1 To provide a focus for adults and children interested in the Bayko architectural building toy.
- 2 To foster interest in other architectural and construction toys.
- 3 To hold regular meetings, where members can display their creations and exchange ideas.
- 4 To produce a regular newsletter and occasional booklets to report on Club events and members' activities, and to provide a platform for members' opinions, ideas and researches.
- 5 To attend and organise public exhibitions to maintain and develop interest in the toy.

Epigraph²

The Bayko Collectors' Club was formed in 1999 by enthusiasts wishing to meet fellow collectors, exchange ideas and display their creations in Bayko and other architectural modelling systems. It produces a newsletter, meets at least four times a year and attends public exhibitions. The Club has members on several continents and invites you to join them.

Rules

Membership

- 1 Membership shall be open to anyone interested in Bayko or other architectural building toys, whether collector, builder, trader or not.
- 2 The Membership Year shall run from 1 January to 31 December.
- 3 Annual Subscriptions shall be payable in advance; no reduction shall be offered to Members joining part way through the year, nor shall there be a reduction for minors.
- 4 New Members shall receive copies of the Newsletter published between 1 January and their date of joining, together with copies of the Club's Constitution and Data Protection Policy then in force.
- 5 Members shall agree to be bound by the Club's Constitution.
- 6 A Member may bring his or her partner and family to Club events, provided the Member takes responsibility for their behaviour and actions.
- 7 The Club shall not dismiss a Member unless an Annual Subscription remains unpaid, or the Committee deems the Member's, partner's or family's behaviour to be prejudicial to the Club.

Regular Meetings and Exhibitions

- 8 Members having special requirements at a Meeting (such as number or configuration of tables, provision of electrical power or diet) shall notify the Organiser at least ten days in advance.

- 9 A Fee shall be levied for attendance at a Meeting, payable at the Meeting, to cover the cost of venue hire. However, this Fee may be waived where a Member, his/her partner or family member provides a service, such as the provision of refreshments.
- 10 By exhibiting models at Meetings and Exhibitions, Members give their permission for pictures of their models to appear in the Newsletter and on the Baykoman website.³ Use of pictures by anyone else for any other purpose shall be cleared with the Member concerned first.
- 11 Members may offer parts for sale at Meetings.
- 12 Non-members may attend Meetings if they pay the Fee and absolve the Club of liability.
- 13 The Club and its Officers shall not be held liable for any loss or damage to a Member's, partner's, family's or Non-member's personal property, nor for personal injury to the fore-mentioned, at any Meeting or Exhibition organised by, or held in the name of, the Club.⁴

Committee and Officers

- 14 The Committee shall comprise at least **three** named Members (the Officers), one of whom is identified as Chairman. The Committee shall have the right to co-opt further Officers as required.
- 15 The Committee and its Chairman shall be elected at every Annual General Meeting by the Members present.
- 16 The Committee shall act in the best interests of the Club. It shall have full authority to undertake the business of the Club, including arranging General Meetings and setting Subscription rates. The Committee shall also ensure compliance with the law, in particular, the Data Protection Acts.
- 17 The Committee shall meet as required. Two Officers shall constitute a quorum. The Chairman shall have the casting vote.
- 18 Except for the Chairman role (which shall be non-transferable), the Committee shall be free to determine the distribution of roles among Officers. These roles include Organiser, Treasurer, Newsletter Editor and Membership Secretary. Further roles may be defined by the Committee.
- 19 The Organiser shall: (1) deal with secretarial and administrative matters of the Committee; (2) ensure minutes are taken at the Annual General Meeting and other formal meetings; (3) arrange the regular Club Meetings; and (4) foster and promote the Club in a responsible manner.
- 20 The Treasurer shall: (1) keep an account at a reputable bank in the name of the Club; (2) keep a record of the financial transactions of the Club; (3) present annual accounts to the Honorary Auditor and subsequently to the Members at the Annual General Meeting; and (4) bring any irregularities to the attention of the Committee.
- 21 The Newsletter Editor shall: (1) oversee the production of the Club's Newsletter *Bayko News*; (2) ensure its size and format are consistent with the budget set by the Treasurer; and (3) pay due regard to the wishes of Members and the Committee when selecting content.
- 22 The Membership Secretary shall: (1) maintain a database of Members; (2) work closely with Organiser and Treasurer regarding Member status and Subscription monies; (3) communicate with Members on membership matters; and (4) comply with the Club's Data Protection Policy.

General Meetings

- 23 There shall be an Annual General Meeting held at the Spring Meeting (usually March), at which all necessary business shall be dealt with and any other issue may be raised.
- 24 This Constitution and the Club's Data Protection Policy may only be amended by a two-thirds majority vote of Members present at a General Meeting. (Motions to change the Data Protection Policy will only be admitted if the Committee deems the proposed change to be in accordance with the Data Protection Acts.) Other than in exceptional circumstances as judged by the Committee, any proposed amendment to these documents shall be notified to the Organiser not less than 28 days before the date of said meeting.
- 25 The Club may be wound up only with the agreement of at least two thirds of the current paid-up Membership. Upon such winding up, the Treasurer shall prepare a Final Statement of Account, and any funds remaining after payment of all outstanding debts shall be given to a Registered Charity chosen by said Members.

Notes

- 1 The date of Newsletter 1: the first reference to the Club in print.
- 2 For use in publicity.
- 3 www.baykoman.com.
- 4 Members, partners, family members and Non-members are advised to make their own arrangements to protect items they bring to a Meeting or Exhibition.