

OPERATIONAL RULES AND GUIDANCE FOR A FULLY CONSTITUTED IPMS (UK) BRANCH OR SPECIAL INTEREST GROUP

These Rules and Guidance notes are for use by Branches or Special Interest Groups (SIG's) of IPMS (UK). ***The first section is mandatory; failure to follow these rules will result in the offending Branch or SIG losing its IPMS (UK) status and any associated benefits. The second section, while not mandatory, should be observed by Branches or SIGs for the smooth running of the Society, while the final section is advisory and may be considered and adopted where appropriate, to assist the smooth running of the Branch or SIG.***

Section One – Mandatory Rules

1.1 There must be a minimum of five (5) currently valid members (not including additional family members of the same family group) of IPMS (UK) either to continue to operate, or to apply to form, an IPMS Branch or SIG, subject to the provisions set out below. Additional requirements shall apply for the formation of internet based 'Virtual' Branches (see 1.3 below).

1.2 Applications for the formation of an IPMS Branch or SIG should be sent to the IPMS (UK) National Executive Committee (EC), via the UK Liaison Officer (UKLO) and should contain:-

- a) The membership numbers of three (3) current IPMS full members in addition to the leader and deputy. These persons should be regular attendee's or regular participants in the activities of the proposed Branch or SIG.
- b) The name, membership number and contact details of the individual who is to be designated as Branch Secretary or SIG Leader, and a nominated deputy, who would be able to ensure continuity of the group in the absence, or lapse of IPMS membership of the Secretary / Leader. Note: Both Branch Secretary/SIG leader and their nominated deputy must be current members of IPMS. In the case of Branches, the Deputy would ideally be an elected official such as Chairman or Treasurer.
- c) A signed copy of the current Annual Return form in either paper or digital format, or a new Branch or SIG application form, confirming that the proposed Branch or SIG will adhere to the rules contained within the extant version of this document..
- d) The application shall also specifically confirm that IPMS (UK) will not bear any legal or financial responsibility for the actions of the Branch or SIG as set out below.

1.3 In addition to the above requirements, the creation of Virtual Branches (i.e. those Branches that conduct their business remotely via the internet, rather than at a physical location) shall be subject to the following provisions:

- The 5 founder members of any IPMS (UK) 'Virtual' Branch shall be founder members of one 'Virtual' Branch only.
- 'Virtual' Branches shall be based around an original, scale modelling website or Facebook page.
- The Website or Facebook Page Owner shall be a founder member of the 'Virtual Branch and shall also be a member of IPMS (UK) but need not necessarily hold an official Branch post.
- If the Website or Facebook Page Owner ceases to be a member of the Virtual Branch and retains ownership of the Branch website address or ceases to be a Member of IPMS (UK), then official Branch status shall be removed immediately, and the Branch disestablished unless the remaining Branch members can arrange alternative web hosting.
- If a website or Facebook Page ceases to retain official Branch status, then all IPMS (UK) related branding (logos etc) must be removed from it immediately.
- Notwithstanding the above it has been decided to pause the formation of new virtual branches for the 2022 period.

1.4 The IPMS (UK) EC may, in furtherance of the objects of the Society, approve the formation of Branches or SIGs as and when they consider a need exists. The nominee, as the initial appointee for the position of Branch Secretary or SIG Leader, shall be subject to approval by the IPMS (UK) EC. The IPMS (UK) EC shall not unreasonably refuse approval.

1.5 When the IPMS (UK) EC approve the formation of a Branch or SIG, then that Branch or SIG should incorporate the words "IPMS" or "IPMS (UK)" in its title.

1.6 A copy of this document will be issued to every Branch Secretary or SIG Leader, with a request to return the signed and dated annual return form to the UKLO:-

- a) On the formation of a new Branch or SIG.
- b) Whenever these rules are amended
- c) Whenever the Executive Committee deems it appropriate.
- d) Upon the appointment of a new Branch Secretary or SIG Leader

1.7 If a Branch or SIG creates a constitution expanding on this document, a copy must be sent for approval by the IPMS (UK) EC, via the UKLO.

1.8 Should the number of current members of IPMS fall below 5 in any Branch or SIG, the Branch Secretary/SIG Leader must inform the UKLO at once. The Branch or SIG will then be allowed to continue for a further twelve (12) months. If by that time the Branch Secretary/SIG Leader has not given notice that the number of members has risen to a minimum of five (5) full IPMS Members, then the UKLO will remove official Branch/SIG status. In this event, the Branch or SIG must no longer use the title of

IPMS (UK) in its designation and will lose any benefits associated with official Branch/SIG status.

1.9 Membership of a Branch or SIG does not confer on any member of that Branch or SIG any of the benefits of full membership of IPMS (UK). In particular, it does not entitle anyone who is a member of a Branch or SIG but not of IPMS (UK) to free entry to Scale Modelworld (SMW), to attend SMW setup or to the privilege of early admission to that event for any purpose whatsoever.

1.10 Any fully Member of IPMS (UK) shall be permitted to attend any Branch meeting wherever situated. Similarly, any member of a foreign IPMS society visiting, but not resident in, the UK shall enjoy the same right. Members of any IPMS organisation whether UK or Overseas shall be entitled to participate in any IPMS (UK) SIG. This right is intended for a reasonable length of time only for either those temporarily resident in an area or those wishing to visit a branch on a 'trial' basis, any member becoming a 'regular' attendee at a branch should consider joining and supporting the branch.

1.11 All Branch Secretaries and SIG Leaders are required to submit an Annual Return. The Annual Return is to be forwarded to the UKLO, to arrive at least 28 days before the Society's Annual General Meeting to be guaranteed a display space at Scale ModelWorld. **Any Branch or SIG not making such a return shall have its status reviewed by the Executive Committee and may be deemed to have terminated its status as a Branch or SIG of IPMS (UK)** and to have lost the right to use the designation "IPMS" or "IPMS (UK)" in its title or otherwise and lose any benefits associated with Branch or SIG status.

The Annual Return must include the following information: -

- (a) Branch or SIG membership details showing the membership numbers of three (3) IPMS members in addition to the details required at 1.11(b) and total numbers of members split into Junior (under 18) Senior and Family members, who regularly attend or participate in activities or achievements in the year.
- (b) The name membership number and address of the current Branch Secretary, or SIG Leader, and a nominated Deputy.
- (c) The e-mail and telephone contact details of the Branch Secretary/SIG Leader and a Deputy (as applicable); these will be held for UKLO use only, unless the express permission of the originator is given to pass such details on to third parties. Deputy details will normally be for UKLO retention only.
- (d) The dates, times and venue, of any meetings.
- (e) Activities planned for the coming year e.g., Model Shows or Exhibitions.
- (f) A statement detailing the Branch or SIGs' request for space at SMW.
- (g) The numbers of volunteers and preferred roles for assistance at SMW.

- (h) An indication of any additional costs associated with Branch/SIG Membership
- (i) Details of any publications produced by the Branch/SIG
- (j) In addition, a SIG will be required to provide a short statement indicating methods of research into the chosen subject, how they will support members with said research and any contacts available to the SIG relevant to the subject.
- (k) Any other information requested by the UKLO at the instigation of the EC..

1.12 Communications – All Branch Secretaries and SIG Leaders must provide a postal address at which they can be contacted: this should normally be their home address, but a suitable alternative may be used subject to written confirmation by the UKLO. Exceptionally an email address alone may be accepted, bearing in mind this will exclude any members without internet access.

1.13 All communications to Branches and SIGs from members – who may have joined IPMS(UK) specifically for the particular benefits of membership of that Branch or SIG – should normally be replied to within three days always allowing for holidays etc. For email correspondence, consider an automated response stating a timescale within which a reply can be expected.

1.14 In the case of persistent failure to respond to member or EC enquiries, the EC reserves the right to insist upon the appropriate remedial action by the nominated deputy intervenes. In the case of continued silence, the UKLO will issue a final written warning, and, following consultation with the EC, reserves the right to disestablish the Branch or SIG. Responses from the EC should follow the guidelines in 1.13.

Section Two – Society Administration

2.1 Every Branch or SIG shall submit a copy of its Newsletter / Magazine (if any), via the UKLO, to the IPMS (UK) Magazine Editor who shall have the right to publish any item in such newsletter in the Society's main magazine. The scale charge will be paid to the author of any such article that is published.

2.2 Approved Branches or SIGs will be entitled to request free six feet by four feet display space at SMW and may ask for additional space charged at £10.00 for each additional six feet by four feet unit, however there is no requirement for any Branch or SIG to display should they choose not to. Each such Branch or SIG will be allocated space subject to it being available, and the size and location of this space is at the discretion of the SMW Exhibition Manager. Such discretion will not be exercised unreasonably.

2.3 Members of a Branch or SIG who are not members of IPMS (UK) will not be permitted access to SMW during set-up periods (all day Friday or Saturday/Sunday before published General Public admission times). This is a member privilege and is also a condition of our show insurance. If there are any items that are required for a Branch or SIG display that are being supplied by non-IPMS members, then it is the responsibility of the IPMS members of an IPMS (UK) Branch or SIG to organise delivery prior to the show opening. The EC and volunteers responsible for booking in and entry access points cannot take any responsibility for models awaiting collection that are left at these locations.

2.4 All external activities (e.g., Exhibitions; Displays; Competitions; Branch Open Days etc) that publicly involve the Society's name must be notified, at the earliest known time, to the IPMS (UK) EC, via the UKLO. The reporting party shall provide the dates times and venues, (and if applicable the names of any sponsors). This information will assist in the avoidance of double bookings and provide a regular information source for the Society's Events Diary published in the IPMS (UK) Magazine, in other commercial publications and on the Society's website. Details should be advised to the UKLO and if possible, to events@ipmsuk.org . It is not necessary to inform the UKLO if the event being attended is organised by an IPMS branch or by the IPMS(UK) EC.

2.5 All Branches and SIGs entitled to use the title IPMS (UK) in their name will be solely responsible for the content of any publication issued by it. Full legal responsibility for the content of any publication or communication, whether physical or electronic on that Branch or SIG. For the avoidance of doubt, it is categorically stated that IPMS (UK) will have no legal liability in respect of such Branches or SIGs. Such Branches and SIGs are strongly advised to consider whether they need to carry insurance against potential claims.

2.6 IPMS (UK) has Public Liability Insurance cover for all Society, Branch and SIG meetings and activities within the United Kingdom, other than those conducted in members' homes. This cover is renewed annually. All Branches and SIGs will be provided with a copy of the cover note on request of the leader or secretary provided an up-to-date return has been submitted within the previous twelve (12) months.

2.7 If a modelling event is organised by an IPMS Branch or SIG, the event is covered for Public Liability Insurance. In order for this cover to be effective, the event must be advertised as an IPMS event and the UKLO must be informed not less than 28 days prior to the event. In the case of an event organised at short notice it must be advised to the UKLO as soon as the booking is confirmed.

If an IPMS member attends a non IPMS modelling event as an exhibitor invited as an IPMS Branch or SIG, then the IPMS member will be covered for Public Liability, but the event itself would need to be insured by its organiser.

2.8 It is important to understand that IPMS (UK) Public Liability Cover applies **only** to the actions/omissions of current members of IPMS (UK). If a Branch or SIG has non-IPMS (UK) personnel partaking in their activities, then the EC strongly recommends that those Branches or SIGs obtain additional insurance cover to protect non-members. There is no Special Events Policy cover (other than for SMW) in respect of such items as loss of non-refundable booking fees and hire costs, personal accident such as assaults on the organiser, damage to or loss of hired items such as stands and tables etc. Each Branch or SIG should act prudently when considering the need for additional event insurance, especially if they hold insufficient reserves, to protect members from the uninsured financial consequences of event cancellation or other unforeseen circumstances.

2.9 In the event of an accident, incident, or notification of a claim, full details must be taken, and any evidence gathered, such as the contact details of witnesses and those concerned. Full details are to be passed to the UKLO, or, in their absence, another EC member immediately. On no account is any liability to be admitted – this will be for the insurers to determine and negotiate with the Third Parties.

2.10 In the event of a formal complaint being raised against a Branch/SIG, the UKLO shall investigate the matter and make a formal report to the EC. Should any complaint be proven, the IPMS (UK) EC shall have the right to withdraw Branch or SIG status and remove permission to use the title “IPMS” or “IPMS (UK)” from the offending Branch or SIG; this will also result in the loss of any benefits associated with official Branch or SIG status and shall be done without any requirement to provide a written (or other) explanation as to their reasoning, provided that the IPMS (UK) EC shall act reasonably.

Section Three – Suggested Branch and SIG Administration

3.1 With respect to Branch/SIG Membership the IPMS members of a Branch or SIG may allow non-IPMS (UK) members to attend their Branch meetings and participate in its activities. Such persons should be encouraged to join IPMS (UK) to enjoy the full benefits of Society membership.

3.2 Each Branch shall hold regular meetings, also a Branch AGM, at a suitable venue except in the case of virtual branches when the online presence shall be deemed to be a meeting. The date and time of the Branch AGM must be notified to each Branch Member. At the said AGM minutes of the proceedings should be kept and a copy of those minutes given to each Branch Member prior to their next Branch AGM. Virtual branches may find the ideal time would be at Scale ModelWorld but equally an online meeting time may be arranged.

3.3 A Branch or SIG Committee should ideally be elected periodically to look after the administration and day-to-day running of the Branch. Suggested minimum examples being:-

- (a) up to 10 members ~ a Secretary / Leader and a Treasurer.
- (b) Up to 20 members ~ a Secretary / Leader, a Chairperson and a Treasurer.
- (c) Over 20 members ~ a Secretary / Leader, a Chairperson and a Treasurer plus any additional members to look after specific areas or tasks (e.g. show manager, display organiser, webmaster etc.).

3.4 Each SIG shall make its own arrangements for holding an AGM. However, it is recognised that the wide geographical spread of the members of a SIG may render this impractical. One option may be to hold an AGM during SMW weekend as this is the one time of the year when most SIG members are gathered together.

3.5 Leaders and secretaries are reminded that as they hold data such as addresses, phone numbers and email addresses that such data is covered by the General Data Protection Regulations (GDPR) which replaces the Data Protection Act (DPA). They should make themselves familiar with the requirements under the GDPR.

3.6 Attention is drawn to the up to date disability access information available from .gov.uk websites.

Please sign and return this page only with your annual return/application.

I _____ secretary/leader of
_____ Branch/SIG

Confirm that I have read and retained for reference the
Operational Rules and Guidance for a Fully Constituted IPMS(UK) branch or special
interest group
(Jan 2023 Version)

Signed _____
Date _____