

# THE CHILTERN MODEL RAILWAY ASSOCIATION

THE LEADING INDEPENDENT ASSOCIATION OF  
MODEL RAILWAY CLUBS AND ENTHUSIASTS



PROSPECTUS FOR MEMBERS



# Chiltern Model Railway Association

## Introduction and Background

### History

In the 1950s and 60s throughout the country individual model railway clubs and societies formed area Associations with various aims in mind. The Chiltern Model Railway Association was one such Association, founded in 1965 by the coming together of a small number of model railway clubs in and around the Chilterns. It was initially aimed at improving the communication between clubs and effecting mutual assistance, particularly with regard to the running of exhibitions.

During this century many of these area Associations either dissolved or became moribund, partly due to changes in society and greater availability of leisure pursuits which affected the hobby more generally. The Chiltern Model Railway Association, however, bucked this trend, no doubt because of the active part played in "conflict resolution" by the CMRA on a number of issues during the 80s & 90s that was necessary and appropriate at the time. The proactive Committee also took positive steps to provide additional facilities for its members, things which individual clubs alone could not achieve. Two of these, in particular, the Insurance Scheme and the store of equipment for exhibition use have stood the test of time and are still at the centre of the CMRA today. These facilities attracted membership from an increasing number of railway-modelling based organisations.

From the early days when membership was drawn only from a tight geographical area around the Chiltern Hills, the CMRA has grown into the largest such organisation in the country and continues to serve the interests of Clubs and modellers through its increased range activities and services, with member organisations across England and Wales, covering a very broad spectrum of interests, including Modellers Days and the annual exhibition, which in 2017 moved from St Albans to Stevenage.

With the growth of the organisation, and potential financial liabilities, the CMRA became a company limited by guarantee in 1997 in order to provide some protection for members. It was registered in England and Wales as No. 3340950 in March 1997. CMRA Ltd does not have share capital but instead has members who act as guarantors, each giving an undertaking to contribute a nominal amount in the event of the winding up of the company.

Until 2013 the Association held four meetings a year for members. Although membership continued to thrive, in recent times those who turned up to these meetings were officers together with a relatively small number of representatives from clubs, very often the same people attending each time. It was also apparent that there was a fairly static agenda and little stimulus coming from members at meetings. Over the past decade growth of the internet and use of email grew rapidly and revolutionised the way in which organisations could operate, in particular it had become a realistic possibility to have much greater involvement without the need to travel long distances for face to face meetings, and the CMRA decided to grasp this opportunity to revolutionise the way in which the organisation was managed and run, as both the administrative and meeting structures were still very much based on those initially established in the 1960's and clearly not appropriate for the organisation today.

### The CMRA today.

Geographically the CMRA membership covers much of England and Wales, and whilst attending centralised meetings, as in the past, is no longer practicable for many members, the internet has provided an easy means of communication to allow everyone to keep in touch, along with a newsletter containing articles from members about their activities. It is recognised, though, that this is not a full substitute for face-to-face meetings and there is an annual programme of area meetings to give Associates the opportunity to meet with the Directors and to raise matters of interest. These meetings are particularly useful in debating issues of mutual interest and developing contacts. There are also Conferences on specific subjects, for example Exhibition Management with both lectures and debates led by experienced personnel. The Interactive Modellers Workshops run at Watford have proved a big success, where modellers can meet, discuss and display their work, and is supported by a lecture programme. This concept has formed the basis of other events held across the country. Whilst any member can contact the Board of Directors at any time and can raise any item for discussion at their meetings, they have undertaken to ensure two Directors attend these events to meet members.

Because the CMRA was set up to represent Club's, membership was restricted to Clubs. Today the nature of the hobby has changed significantly and over the years there has been increasing demand by individuals and traders to become members. With effect from 2016 this has now been met.

It is now a condition of membership that all communication between the CMRA and Members, who are now known as Associates is by electronic means.

## **Benefits of CMRA membership**

With these changes care has been taken to ensure that the principal aims of the Association have not changed, these include:

### **Silver membership**

- furthering interest in model railways
- presenting the hobby to the public in the best possible light
- facilitating the discussion of matters of mutual interest to Associates and Associate organisations
- providing assistance and advice to Associates and Associate organisations
- assisting Associates and Associate organisations in obtaining excellent insurance for exhibitions and clubrooms on preferential terms
- promoting events of interest to Associates and Associate organisations and other modellers
- advertising events of Associates to other Associates
- PAT testing of equipment associated with Model Railway layouts (charges payable dependent on quantity of equipment to be tested)

### **Gold membership**

- All the foregoing benefits plus:
- providing equipment such as the barriers, tables and periscopes. There are now stores at Crawley, Stafford & Welwyn Garden City

An Application Form for Membership is enclosed, along with a copy of the Code of Practice for Associates of the Chiltern Model Railway Association, current membership fees and our General Data Protection Regulation 2018 Policy.

**For further information**, please e-mail [chairman@cmra.org.uk](mailto:chairman@cmra.org.uk) or [membership@cmra.org.uk](mailto:membership@cmra.org.uk). There is further contact information on the website, [www.cmra.org.uk](http://www.cmra.org.uk).

# Membership Categories and Fees

## Membership Categories

<b>Organisational Associates</b>	Model railway clubs and societies, scale and railway interest group societies or other not for profit organisations
<b>Commercial Associates</b>	Small traders, trading organisations and other commercial organisations
<b>Individual Associates</b>	Individual modellers

## Membership Fees

CATEGORY	RATE
Individual Associates Silver	<b>£10.00</b>
Individual Associates Gold	<b>£20.00</b>
Organisational Associates 2 to 10 members Silver	<b>£20.00</b>
Organisational Associates 2 to 10 members Gold	<b>£40.00</b>
Organisational Associates of 11 or more members Silver	<b>£20.00</b>
Organisational Associates of 11 or more members Gold	<b>£40.00</b>
Commercial Associates (Small Trader) Silver	<b>£20.00</b>
Commercial Associates (Small Trader) Gold	<b>£40.00</b>
Commercial Associates (other than Small Trader) Silver	<b>£20.00</b>
Commercial Associates (other than Small Trader) Gold	<b>£40.00</b>

### Notes:

- 1) Applicants should complete the Membership Application Form in accordance with their preferred Category, however the CMRA will determine the appropriate Membership Category and may request additional information to assist in making this determination.
- 2) Commercial Associate categorisation will be made in the context of the business activities. The following non-definitive guidance is given as an example. A Small Trader, which includes a manufacturer, assembler or retailer would, as a manufacturer or assembler be someone working on a small scale selling primarily their own products via their own website or shows direct to the public or via another retailer(s). For a retailer they would typically sell at shows and/or own a small shop, they may also sell low volumes via their own website. The number of Owners or employees of a particular business is not relevant.



# Code of Practice for Associates of the Chiltern Model Railway Association

## GENERAL REQUIREMENTS

Formal agreement of adherence to this Code of Practice is a condition of membership the CMRA (Chiltern Model Railway Association) and is embodied in the Approved Code of Practice for the Governance of CMRA Ltd.

Individual circumstances and activities of Associates will vary widely, and this Approved Code of Practice is, of necessity, general in nature, and therefore its requirements should be given the widest possible interpretation. In case of doubt an Associate is advised to contact a Board Member.

### 1. MANAGEMENT OF ORGANISATIONAL ASSOCIATES

The CMRA does not presume to dictate on the internal affairs of 'Organisational' Associates but will require that they can be seen to be responsible, 'bona-fide' organisations. The methods whereby member organisations ensure that this Code is followed are a matter for them.

#### a) Membership.

Organisational Associates shall clearly indicate the conditions under which persons may apply to and join their organisation.

For example:

- by election.
- By invitation only.
- restricted. (e.g. for 'company' clubs).

Nevertheless, it is expected that Organisational Associates shall adhere to the requirements of relevant legislation. e.g. 'anti-discrimination' legislation.

Organisational Associates may introduce restrictions at any time as conditions may make necessary, (e.g. clubroom size limitations may restrict numbers).

#### b) Elections.

Organisational Associates should be able to demonstrate that all of their Officers are subject to re-election at defined intervals.

#### c) Finances.

Organisational Associates should ensure that monies received are used for the general benefit of members or for charitable purposes and are not used for the benefit of individuals.

### 2. ORGANISATIONAL ASSOCIATES WITH TRADE LINKS

It is recognised that individuals in Organisational Associates organisations may have commercial interests applicable to the hobby. It is required that, where persons with such commercial connections are persons of influence within their organisations, e.g. Officers, Exhibition Managers or the CMRA representatives for their organisations, that such interests are declared to the CMRA by the member organisation.

Similarly, Officers and members of the CMRA Board of Directors and its sub-committees are required to declare any relevant commercial interests.

### 3. TRADE

All Associates involved in Trade, including staging of exhibitions, must ensure that they operate in a fair and competent manner and comply with any legal requirements.

### 4. EXHIBITIONS

a) Associates should follow the spirit of any Exhibition Guidelines as may be issued from time to time by the Association. It is recognised that the Guidelines may need adaptation to meet individual circumstances.

b) Associates who elect to hold, or are involved in the holding of, more than one exhibition per annum, must take into consideration the effect on any neighbouring Associates and the hobby.

c) Associates may be requested to supply a layout or other exhibit to an exhibition. In such cases they are required to:

- offer good quality displays
- ensure that any expenses requested are reasonable
- require those assisting them to act in a responsible manner whilst at the exhibition.

## **5. INTER ASSOCIATE RELATIONS**

Associates are required to make every effort to maintain amicable relationships with all other members of the Association.

Organisational Associates in particular must be aware of potential areas of conflict with neighbouring Organisational Associates. This is especially important when considering membership catchment areas and location of exhibitions.

Discussion concerning matters of possible conflict with other Associates should take place as soon as possible and every endeavour shall be made to resolve disputes by mutual agreement.

In cases of particular difficulty, the Board of Directors of the Association is willing to provide an intermediary to assist in reaching agreement. It should be stressed that the Association will not rule on the disputed matter and that any final agreement has to be made between the individual Associates.

## **6. ENTERING INTO AGREEMENTS ON BEHALF OF THE CMRA**

No Associate, unless with the express permission of a Board Member, will enter into any agreement, or accept any liability, on behalf of the CMRA.

## **7. BRINGING THE CMRA INTO DISREPUTE**

Associates will do nothing that has the potential to bring the CMRA into disrepute.

## **8. NON-COMPLIANCE WITH THIS CODE**

If the CMRA becomes aware of possible non-compliance with this Code, it shall first discuss the matter informally with the Associate concerned to try to resolve the matter.

In the event that:

a) Non-compliance exists and an agreement cannot be reached,

or:

b) There is a subsequent similar breach of this Code.

The CMRA shall then issue a formal notice to the Associate concerned. Such notice shall clearly detail the non-compliance and shall require that the matter be rectified within a stated period.

Failure to comply satisfactorily with the code within the time stated in the formal notice will result in action being taken under the Approved Code of Practice for the Governance of CMRA Ltd, Clause 15.



## General Data Protection Regulation 2018 Policy

### **1. Introduction**

The Chiltern Model Railway Association (CMRA Ltd) will comply with the requirements of the General Data Protection Regulation 2018. This Policy sets out how that will be achieved and who within the organisation will be responsible for ensuring compliance.

This policy is applicable to all Associates of the CMRA.

### **2. Definitions**

'Associate(s)' means all of the following categories of membership.

'Organisational Associates' model railway clubs and societies, scale and railway interest group societies or other not for profit organisations.

'Commercial Associates' small traders, trading organisations and other commercial organisations.

'Individual Associates' individual modellers

'Other Associates' honorary members of the Company who shall have no voting rights in the Company, President and Vice President.

### **3. Type of data collected**

**The CMRA will collect the following data for each Associate:**

Name of organisation (individual in the case of Individual Associate.)

Name, postal and e-mail address and telephone number of main point of contact (the 'Contact').

Website address.

**In the case of Organisational Associates, the following is also collected.**

Name, postal and e-mail address and telephone number of Secretary.

Name, postal and e-mail address and telephone number of Exhibition Manager.

Name, postal and e-mail address and telephone number of Treasurer.

Meeting venue and times.

Number of members, age profile and minimum age that persons may join.

Details of exhibition layouts.

Details of traders holding a 'position of influence' within the organisation.

At the time of applying to join the Name, postal and e-mail address and telephone number of the Chairman is also advised to the CMRA but is not recorded.

**In the case of Commercial Associates, the following is also collected at the point of joining:**

Nature of business.

Length of time in business is also advised to the CMRA but is not recorded.

**In the case of Individual Associates, the following is also collected at the point of joining:**

Details of activities within the wider railway modelling hobby and supporting industry but is not recorded.

### **4. Storage of data**

**The following data is held on Computer:**

Name of organisation (individual in the case of Individual Associate).

Name, postal and e-mail address and telephone number of main point of contact.

**In the case of Organisational Associates, the following is also held:**

Name, postal and e-mail address and telephone number of Secretary.

Name, postal and e-mail address and telephone number of Exhibition Manager.

Name, postal and e-mail address of and telephone number of Treasurer.

All other information recorded in Section 3 above is held only on the last completed renewal form or on the original Application Form.

## **5. Use of data**

The CMRA uses the collected data to administer the organisation.

In addition, the e-mail addresses of the Contact are used to circulate notices of CMRA organised Events, these may also be sent to other e-mail addresses held for Organisational and Commercial Associates.

Notices of events organised by other CMRA Associates are distributed to the Contact's e-mail address.

Items of railway or modelling interest are distributed to the Contact's e-mail address.

The CMRA's method of contact is by e-mail.

## **6. Sharing data outside of the CMRA.**

The CMRA does not share data with any organisation not a member of the CMRA.

## **7. Sharing data within the CMRA.**

The primary objective of the CMRA is to facilitate contact between Associates. It is therefore a requirement of membership of the Association that Associates nominate one e-mail address for publication on the Membership List and are encouraged to provide a postal address and telephone number for inclusion.

This Membership List, in PDF form, is produced at half yearly intervals on 1<sup>st</sup> May and 1<sup>st</sup> November and displayed on the password protected Membership section of the CMRA website. In addition to the above, all Associates are entitled to have the following details included, where appropriate: - the contact details of the Secretary, Exhibition Manager and CMRA contact, and meeting days.

Extracted data may also be shared with other Associates in connection with regional events or meetings.

## **8. Deletion of Data**

All data in respect of an Associate will be deleted when an Associate resigns by giving notice to the Membership Secretary, or their membership is terminated under the provisions of Clause 18 of the Articles of Association. The CMRA will use best endeavours to ensure data is removed from all e-mail lists, and all other live records held by the CMRA within 4 weeks of the receipt of the resignation, or the date of the final decision to terminate membership. It will be removed from the published membership list at the next publication date.

Annual Membership fees become due on the 1st January each year. The CMRA will use best endeavours to ensure the data of those who have not renewed membership is removed from all e-mail lists and all other live records by 1st March unless the Membership Secretary has received positive written instruction that the Associate intends to remain a member. If payment is not received by 1st April, then removal of data from e-mail lists, all other live records and the Register will take place.

## **9. Associates' choice of use of Data**

Every Associate has the right to instruct the CMRA on how their personal data is used. On joining, each Associate will be sent a form detailing the data held on live registers and will have the opportunity to instruct that it be deleted for all uses but those involved with the administration of their membership, or to place certain restrictions on its use.

This form is also available on the Members area of the CMRA website, and they may change the permission at any time.

NOTE: - For e-mail addresses this only applies to personal addresses that can be linked to individuals, it does not apply to generic addresses, e.g. Secretary@anytownMRS.co.uk.

The Layout Register and other discretionary listings are not covered by this policy as it is the Associate's choice as to what details are included in these published listings.

## **10. Ensuring Data Accuracy**

It is the responsibility of the Associate to ensure that they advise the Membership Secretary promptly of any changes to the data held by the CMRA.

The CMRA will, as part of the membership renewal process, undertake a full check of postal and e-mail addresses and telephone numbers of all Associates against the completed Renewal Form.

#### **11. Data Controller**

The Administration Secretary is the Data Controller and holds the responsibility for ensuring that this policy is complied with. His e-mail address is [secretary@cmra.org.uk](mailto:secretary@cmra.org.uk).

The membership records are maintained by the Membership Secretary and in the first instance he should be contacted at [membership@cmra.org.uk](mailto:membership@cmra.org.uk)



# APPLICATION FOR ASSOCIATE

## MEMBERSHIP OF THE CHILTERN MODEL RAILWAY ASSOCIATION

(Note: A Personal Data Consent Form may be required in respect of any e-mail addresses supplied, see Clause 9 of the General Data Protection Regulation 2018 Policy).

### Part 1 To be completed by all applicants.

Name			
Address			
Town			
County		Postcode	
Telephone		E-Mail	
Application for (place X in box)	Organisational Associate (Go to Part 2)	Commercial Associate (Go to Part 3)	Individual Associate (Go to Part 4)

### Part 2 To be completed by Organisational Associate applicants.

Name of Organ- isation			
Secretary	Name		
Address			
Town			
County		Postcode	
Telephone		E-Mail	
Chairman	Name		
Address			
Town			
County		Postcode	
Telephone		E-Mail	
Representative to CMRA	Name		
Address			
Town			
County		Postcode	
Telephone		E-Mail	
Exhibition Man- ager	Name		
Address			
Town			
County		Postcode	
Telephone		E-Mail	

**Part 2 continued**

<b>About your organisation.</b>				
<b>Meeting times, days and venues</b>				
<b>Number of members</b>		<b>Number under 18</b>		<b>Minimum age allowed in club</b>
<b>Does your club or members have exhibition layouts</b>		<b>Number Club owned</b>		<b>Number Member owned</b>
<b>Club website address</b>			<b>First part of meeting venue Postcode</b>	
<b>Please give brief details of the activities carried out by your club/organisation</b>				
<b>Please indicate the conditions under which persons may apply to join your organisation</b>				
<b>Please indicate any restrictions that may be applied (e.g. age, clubroom capacity, or other restriction)</b>				
<b>Please describe the method whereby your officers and committee are subjected to re-election, also state the frequency at which this is applied</b>				
<b>Please give details of policy on exhibitions organised, frequency, location etc.</b>				
<b>Please confirm that any monies received are not used for the benefit of individuals, but are used for the general benefit of the club or for charitable purposes</b>				
<b>Name</b>		<b>Signature</b>		
<b>Trade Links. Please detail on a separate sheet any persons associated with your organisation who have commercial interests with the hobby who are also one of the Following:</b>				
<b>An officer of the Organisation.</b>				
<b>The Exhibition Manager or Assistant.</b>				
<b>Intended to be nominated as the CMRA representative.</b>				
<b>Holds a position of influence but is not one of the above. (Continue on separate sheet if necessary)</b>				
<b>Go to Part 5</b>				

**Part 3 To be completed by Commercial Associate applicants.**

Name of Trading Organisation						
Trading Address						
Town						
County			Postcode			
Telephone			E-Mail			
<b>About your Business.</b>						
Nature of Business	Manufacturer	Trader	Manufacturer & Trader	Other (Please state)		
How long have you been in business						
On a separate sheet, please give brief details of the activities carried out by your organisation						
Business website						
<b>Go to Part 5</b>						

**Part 4 To be completed by Individual Associate applicants.**

<b>About you.</b>						
Are you involved, by way of employment, paid or otherwise, with the Model Railway hobby, if so, please state by who and in what capacity.						
Do you exhibit your own layouts, if so, please detail recent exhibitions and layouts exhibited.						
Do you operate any websites or discussion forums related to the hobby, if so, please give details.						
On a separate sheet, please give brief details of your modelling activities and any modelling organisations you belong to.						
<b>Go to Part 5</b>						

**Part 5 To be completed by all applicants.****Declaration.**

I/We hereby agree to comply with the Rules of the Association and to abide by the Code of Practice (both of which may be amended from time to time as provided for under the Rules of the CMRA). I/We accept that all communications from the CMRA will be by electronic means.

Signed

Name

Date

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If application is for Organisational or Commercial Associate, please state position held within the Organisation

Position held

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**Notes**

The above information may be supported by copies of other documents, for example in the case of an application for Organisational Associate membership, the Organisation's constitution. Such documents will only be used to verify the requirements of the Code of Practice.

**WHEN COMPLETED THIS APPLICATION FORM, ANY SUPPORTING DOCUMENTS AND THE USE OF PERSONAL DATA CONSENT FORMS SHOULD SENT TO:**

**Adrian Colenutt, Membership Secretary, 10 Tansy Mead, Storrington, PULBOROUGH RH20 4QJ  
or by e-mail to [membership@cmra.org.uk](mailto:membership@cmra.org.uk)**

Payment instructions will be given on acceptance of the Application by the CMRA.





## USE OF PERSONAL DATA CONSENT FORM.

The Chiltern Model Railway Association (CMRA Ltd) holds data on all Associates. Whilst this is used for the administration of your membership, it is also used to send you other information which we feel may be of interest to you. In all cases our method of contact is by e-mail, and for Organisational and Commercial Associates this information will generally be sent to the Principal Contact.

In accordance with the General Data Protection Regulations 2018 you have the right to determine how your personal data is used, and you can do this by completing this form. On completion, please return to [membership@cmra.org.uk](mailto:membership@cmra.org.uk)

Non-specific e-mail addresses, e.g. [secretary@anytownmrs.co.uk](mailto:secretary@anytownmrs.co.uk) are not considered personal information.

**NOTE: EVERY PERSON NAMED HEREUNDER GIVING A PERSONAL E-MAIL ADDRESS MUST SIGN IN THE SPACE PROVIDED.**

### Associate Details

Name of Associate	
Principle Contact Name & e-mail address to be used.	
Secretary Name& e-mail address to be used. (Organisational Associates only)	
Exhibition Manager Name& e-mail address to be used. (Organisational Associates only)	

### **Receiving of Information (applicable to personal e-mail addresses only)**

Please tick all boxes relevant to those who are happy to receive information from the CMRA by e-mail.

Receive information on	CMRA organised Events	Events organised by other CMRA Associates	Items of railway or modelling interest
Principal Contact			
Secretary (Organisational Associates only)			
Exhibition Manager (Organisational Associates only)			

### **Listing on Membership Register available to all Associates.**

**IT IS A MEMBERSHIP REQUIREMENT THAT ALL ASSOCIATES HAVE, AS A MINIMUM, ONE E-MAIL ADDRESS PUBLISHED ON THE REGISTER. THIS MAY BE A NON-PERSONAL E-MAIL ADDRESS, E.G. ANYTOWN\_MRS@ANYTOWNRPLYCLUB.CO.UK**

If you wish to do this, then please enter under 'other' below. You may still include a postal address and telephone number.

Note: This information is **not** shared with any organisation or individual outside the CMRA.

Please enter all information that you are content to have included in the published register.

	Principal Contact (personal)	Secretary (Organisational Associates only)	Exhibition Manager (Organisational Associates only)	Other (non-personal)
Name				
Postal Address				
Telephone				
e-mail address				

Signed (Principal Contact) \_\_\_\_\_ Dated \_\_\_\_\_

**For Organisational Associates only:** Signed (Secretary) \_\_\_\_\_ Dated \_\_\_\_\_

Signed (Exhibition Manager) \_\_\_\_\_ Dated \_\_\_\_\_

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