



Constitution for Wizards & Warlords Games Club

Established 2011

1. The name of the Association shall be Wizards & Warlords Games Club (hereafter called “the Club”):

Wizards & Warlords Games Club is a non-profit making organisation for the sole benefit of club members.

2. Objectives:

The objectives of the Club shall be as follows:

- a) To further the playing of all games such as table-top games, strategy board games, role-playing games and tactical card games.
- b) To encourage the construction and painting of miniature figures, vehicles and scenery and assist members to develop new techniques and styles.
- c) To assist and encourage members to experiment with new game systems of interest with the aid of other members.
- d) To encourage club members to attend events and tournaments as a group.
- e) To provide a venue for the playing of such games in the above fields as demand requires and space permits.
- f) To permit the exchange of ideas and information for club members through talks, demonstrations and discussions, formally or informally.
- g) To organize club tournaments, competitions and inter-club events in the above fields. Tournament arrangements should include the following:
 - (i) Participant entry criteria
 - (ii) Any fees associated with the tournament
 - (iii) Time & Dates of matches
 - (iv) Resources that will be provided for the tournament
 - (v) How game victory points will be calculated and logged
 - (vi) Details regarding prizes
- h) To seek affiliation to umbrella bodies as may be deemed in the interest of the membership.
- i) To further the development of all members through social and competitive but fair play.
- j) To extend membership to any reasonable age, given that that member can prove reliable and sensible.
- k) To have fun.

3. Membership:

- a) Full membership of the club shall be open to any person who attends the club on more than one occasion, and is accepted by a member of the committee to access the club's official forums.
- b) Anyone below the age of 18 must be sponsored by an adult club member.
- c) Members must agree to adhere to the Club Constitution.
- d) Members are responsible and liable for any damages they cause either to the premises or to resources supplied by the club i.e. scenery, figures, rule books etc.
- e) Members must give their name and address on the understanding it will be solely used for club purposes and not given or exchanged with third parties without prior permission and that all information will be kept securely in accordance with the Data Protection Act 2003.
- f) The Committee hereinafter constituted shall have the right:
 - I. To approve or reject applications for membership.
 - II. To suspend membership pending a disciplinary hearing
 - III. To terminate the membership of any member provided good and sufficient reasons are proved.
- g) Members facing disciplinary procedure shall have the right to be heard by the Committee before a final decision to terminate membership is made.
- h) Every member shall contribute such weekly or annual sums (if any) for the current financial year as shall be determined at the Annual General Meeting, hereinafter mentioned and the words “financial year” shall mean the period April 1st to March 31st inclusive.
- i) A person may attend their first session free of charge and be awarded provisional member status for that initial session only, after which the committee will make a decision as to whether to grant full membership to that person subject to payment of any fees due.

4. Suspension:

Suspension of membership ensures that no situation in Wizards and Warlords Games Club arises which could cause further concern and that no member is placed in a position which could cause further compromise.

Suspension will be the preferred option in the following cases:

- a) When an allegation is made that a member has committed a serious criminal offence. In this case the member must be suspended pending police enquiries and until any legal proceedings have been concluded.
- b) When the action of an individual could seriously harm the reputation of the Wizards and Warlords Games Club.

The suspended member will not be permitted to participate in any activity connected with the club and must not wear any uniform or badges connected with the organisation.

Any appointment held, within the organisation, will be regarded as vacant.

Suspension in the case of disagreement will be followed as soon as possible by conciliation to be followed by such further steps as are deemed necessary.

5. Powers:

The Club shall have the following powers to meet our objectives:

- a) To raise funds and apply for, invite, obtain, collect and receive contributions from any other person or persons whatsoever by way of subscription, donation, grant, legacy and otherwise; provided that the Club shall not undertake any permanent trading activities in raising funds for the said objective.
- b) To employ on such terms and conditions of employment as the Club shall determine any paid or voluntary worker or workers to assist in the attainment of the said objective.
- c) To do all such other lawful things as shall further the attainment of the said objective or any of them.

6. The Committee Structure:

All committee members serve for the sole benefit of the club and its members.

The committee will consist of a minimum of six members consisting of:

A) Chairperson/Club Representative:

The Chairperson or his/her nominated representative, shall chair the Committee meetings and shall represent the Club at all functions at which the Club is present,

He/she is also responsible for coordinating the actions and activities of the other committee members.

In the event of a split vote the chairman shall have the casting vote.

B) Vice Chair/Competition Organiser:

The Vice Chair shall be responsible for the organising of competitions in which the Club has agreed to participate; he/she shall also be responsible for the organising of Club Teams for those events as required and the submission of any pertinent documentation to the organisers of competitions so entered.

C) Treasurer:

The Treasurer shall be responsible for maintaining the Club's accounts, the collection of the weekly entrance fees, the collection of moneys from the sale of refreshments as provided by the Club, the preparation of accounts and the annual account to be presented at the Annual General Meeting.

The Treasurer shall also prepare monthly statements of account for the information of club members.

D) Secretary:

The Secretary shall be responsible for the keeping of records, contacting external organisations, on the instructions of the committee, the preparation of minutes and agendas and the creation of advertising material. Further this committee member shall prepare ballot papers for voting at Annual General Meetings or Extraordinary General Meetings.

The minute book containing the minutes of all meetings is to be made available at all Club meetings.

He/she shall notify Club members of meetings.

E) Advocate Lay Members (2):

These members shall be responsible for attending Annual General Meetings or General Meetings and representing the general membership at these meetings.

The Advocate should liaise with the membership to counsel their opinion.

6. The Committee:

- a) The Committee shall meet not less than six times per year.
- b) Four members of the Committee shall constitute a quorum.
- c) At least one committee member must be present at all club functions.
- d) Any committee member may put an item to the vote of a majority committee if they deem it of suitable importance and relevance to the club.
- e) A record all proceedings and resolutions made by the Committee shall be kept by the Committee Secretary and entered into the minute book or any other recording method as approved by the committee.
- f) It is a requirement of all Committee Members to make regular attendance at committee meetings, therefore if a committee member fails to attend for three consecutive meetings their position will be put to consideration for removal.
- g) Committee members shall remain in office until they give notice to quit in writing or by vote of the full committee to stand down from their post, at which time the team will be required to schedule an upcoming election with details of how the election process will be carried out.
- h) Candidates for vacant membership positions can be nominated by any existing member of the club that has fully registered as a member on the club's forums.
 - a. All committee members, signatories and club officials must be 18 years or older.
 - b. Any candidates that are deemed to be unsuitable by the existing committee can have their nomination withdrawn.
 - c. Any submitted nominations for a committee position must be done with the nominee's permission.
 - d. All club members who have fully registered on the club's forums are permitted to cast a vote during committee elections.
- i) The deadline for nominee submissions will be published, as will a date for the election of the new committee member on the club's membership forums.
- j) The incoming committee member will be the member who attains the highest number of votes from the standing committee including the outgoing committee member and any existing members of the club that cast a vote.

7. General Meetings:

- a) The club year shall run from 1st April until the 31st March.
- b) A schedule for the club's meetings shall be made available for all on the club's forums.
- c) The Annual General Meeting of the Club shall be held not later than the 31st April of each year.
- d) At such Annual General Meeting the business shall include:
 - I. The receipt of the Annual Report and the Accounts for the preceding year from the Committee.
 - II. The determination of the annual membership subscription.
- e) Notification of a General Meeting shall be given in writing to all club members with at least 72 hours of notice through the "What's on This Week" section of the club's forums.

8. Finance:

- a) Wizards & Warlords Games Club is a non-profit making organisation for the sole benefit of club members.
- b) The Committee shall compile a report for the Annual General meeting with copies available to members on request at the meeting.
- c) The Treasurer shall keep financial record for the Club which may be seen by any Club member on request or at seven days of notice at the most.
- d) The funds of the Club shall be applied in furtherance of its objectives and no payment shall be made to any member except for the services actually rendered except reasonable and proper out of pocket expenses.
- e) The Committee shall authorise in writing the Chairman, Treasurer and Secretary to sign cheques on behalf of the Club. All cheques must be signed by not less than two of the three authorised signatories.
- f) At the end of the club year a suitably qualified independent person will inspect the club's financial records.

9. Club Bank Account:

- a) The Wizards & Warlords Games Club current account is to be used for receipt of all subscriptions and payment of Club expenses.
- b) All club accounts are to have a minimum of two signatories that are Committee members.
- c) Authorised signatures, for the time being, will be the Club Chairman, Treasurer and Secretary.
- d) Any person wishing to buy equipment for the Club must first obtain approval in writing from the Committee before doing so. No person is to purchase anything on the assumption that the purchase cost will be refunded by the Club.
- e) Settlement cannot be given unless receipts are retained and presented to the Treasurer.
- f) Members wishing to pay their weekly subscriptions by bank standing order must refer to the Club Treasurer.
- g) The amount is to be decided by the Committee
- h) Repeat expenses or purchases may be exempt from the normal financial decision-making process but must be agreed at a full committee meeting in advance of any payment being made. Furthermore such agreements must be entered into the minutes and will be reviewed annually or more frequently if deemed necessary.

10. Disagreements between Club Members:

- a) Any disagreements between members in Wizards and Warlords Games Club must be referred to the Club Chairperson.
- b) If the Club Chairperson is unable to resolve the disagreement or if personally involved in it, the matter must be referred for a full committee review with a minimum of three non-committee witnesses.

All the parties to the disagreement will be given a reasonable opportunity to state their case.

11. Club Policy for the Protection of Children and Vulnerable Adults:

Wizards and Warlords Games Club aims to provide as safe an environment as possible for all gamers.

To this end we fully endorse the policy laid down by the Gaming Club Network parts of which are to be found reproduced below.

As such Wizards and Warlords Games Club is fully committed to the protection of children and vulnerable adults from all forms of abuse.

11a Children:

- a) Wizards and Warlords Games Club welcomes children to take part in the hobby.
- b) Wizards and Warlords Games Club welcomes children of 12 years and above (see 3b) to participate in the hobby, however children younger than 12 may be admitted if accompanied by a parent.
- c) Wizards and Warlords Games Club recognises that children are part of our community and need to receive special support and protection.
- d) Wizards and Warlords Games Club accepts their responsibility towards children in general, particularly those with whom we come into direct contact.
- e) Wizards and Warlords Games Club undertakes to offer equal opportunities to all children except where their health and safety may be compromised. No discrimination will be tolerated on any grounds.

11b Child Abuse:

- a) Abuse towards children or vulnerable adults, either physically, psychologically or financially is totally unacceptable to the membership of Wizards and Warlords Games Club and will not be tolerated or condoned.
- b) Complaints from or regarding the treatment of children or vulnerable adults will be treated seriously and investigated fully by the committee and any evidence of abuse will be passed on to the relevant authorities.

11c Child Protection:

- a) As a safeguard to children no person under the age of 16 will be left unattended by less than two adults at any one time.
- b) A minimum of three committee members will hold a current CRB certificate and these three persons shall form the Child/vulnerable adult protection sub-committee.

All the above section applies equally to vulnerable adults

12. Alteration to the Constitution:

No alteration or addition to this constitution shall be made except by the Committee.

13. Club Liability:

- a) The Club does not accept liability in the event of loss, damage or theft of member's property whilst it is on Club premises.
- b) Owners must accept full responsibility for any of their own equipment, figures, scenery, books, videos etc that are located on Club premises.
- c) Nor does the Club accept liability if anyone should suffer an accident or injury whilst on Club premises or business.
- d) The club does however agree to provide at least one First Aider and one First Aid Kit at official club events including weekly games nights.

14. Dissolution:

The Club may be dissolved by a resolution passed by a two thirds majority of those members of the Committee present and voting at a meeting convened specifically for the purpose, of which 21 days' notice shall be given (to the members).

Such a resolution may give instructions for the disposal of any assets held by or in the name of the Club but provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among other members of the Club, but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Club as the Club may determine and if and in so far as effect cannot be given to this provision, then to some other charitable purpose.

15. Alteration to the Club's Constitution:

Any required or suggested alterations to the written constitution for the club are to be put forward for discussion at the club's AGM at the beginning of the financial year.

Appendix 1

Members conduct:

- 1) To enjoy their gaming!
- 2) All members are recommended to umpire or organise at least one game for the benefit of others during the year.
- 3) To help ensure the tidiness and cleanliness of the Club.
- 4) To be guided by game umpires and respect their position as umpire for the duration of the game.
- 5) To promote a spirit of fair play and integrity.
- 6) Not to behave in a manner that would annoy or upset other members.
- 7) The Club has a no smoking, no alcohol policy in the interest of all members.
- 8) To pay all subscriptions promptly to the Club Treasurer and advise the Membership Secretary as regards any change in their contact address and/or telephone number.
- 9) To respect other members' and Club property and to pay or repair damages.

Constitution last updated on 11/07/2015