

# DDWG Constitution as amended at the 2005 AGM

## Devizes & District Wargames Group CONSTITUTION

### 1 NAME

The Club shall be known as **Devizes & District Wargames Group**, hereinafter referred to as the Club.

### 2 AIM

- a) The aim of the Club shall be to promote the wargaming, role-playing, collectable card and military modelling hobbies, by means of example, contact and display.
- b) The Club shall provide facilities for its members to pursue these hobbies.
- c) The Club shall be a non-profit making organisation.

### 3 MEMBERSHIP

- a) Membership shall be open to all persons.
- b) There shall be four categories of membership of the Club:
  - Junior:** Any member unto and including the age of 16.
  - Senior:** Any member in fulltime employment and over the age of 16.
  - Honorary:** Any member elected as such at an Annual General Meeting (AGM).
  - Concessionary:** Any member who is over 16 and attending an educational establishment, unemployed, retired or not included in the above.
- c) The Club reserves the right of membership.
- d) When a person becomes a member he/she shall be deemed to have agreed to the Constitution
- e) All members shall pay an annual subscription fee as agreed at each AGM.
- f) Persons joining the Club during the year will be required to pay a subscription amount relative to the whole remaining quarters of the Club year The club's financial year shall run from 1<sup>st</sup> October to 30<sup>th</sup> September each year.
- g) Any special services provided by the Club may be charged for.
- h) The Committee shall define which services are to be provided as a matter of course, and those, which are special services, and the rates to be charged for the latter.
- i) Members are expected to attend club fund raising and promotional events.
- j) Members may borrow club property with permission of at least two committee members and take full responsibility for this property for the duration of the loan.
- k) Any member of the Club may have his or her membership revoked by a majority vote of the Committee in a secret ballot, with written notification of this result from the club secretary or chairman. They may appeal to the full membership to overturn such a decision, which will be by simple majority at an Extraordinary General Meeting (EGM). Notice of appeal to be with the Secretary, in writing within 28 days.
- l) No person may make announcements or distribute circulars that are not related to the activities of the Club or related to the hobby of wargaming within the Club premises without the prior permission of either the DDWG Secretary or Chairman
- m) The Constitution, Club Badge and Club Card are the property of the Club.

### 4 THE COMMITTEE

- a) The Committee shall consist of a Chairman, Secretary, Treasurer and a maximum of eight other voting members.
- b) No member may hold more than one voting office.
- c) The Committee shall be elected from the membership at the AGM.
- d) A half + 1 of the members of the Committee shall constitute a quorum.
- e) At least seven days notice shall be given to all Committee members of any Committee meeting, and they will be supplied with a copy of the minutes of the previous meeting.
- f) The minutes of each Committee meeting shall be recorded and agreed at the next meeting.
- g) Any member of the Club shall have the right to attend a Committee meeting, but not vote.
- h) Minutes as a practice will be posted at the Club's regular venue, although any member can request from the Secretary a copy of the minutes of any Committee meeting, at least 14 days after the date of that meeting taking place.
- i) The Committee shall be authorised to: -

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- I. act on behalf of and in the interests of all Club members to enforce the Constitution
  - II. ask for the resignation from the Committee of any elected officer who consistently fails to fulfil their duties (any elected officer so requested may call an EGM to hear their case.)
  - III. call an Extraordinary General Meeting (EGM) giving at least 14 days notice to all members;
  - IV. make, vary or revoke Bye-Laws, consistent with the Constitution, for the regulation of the internal affairs of the Club and the conduct of the members. These Bye-Laws must be ratified at the next AGM by a simple majority. If ratified the Bye-Law becomes part of the Constitution;
  - V. nominate members to make public announcements and publications in the name of the Club (only members so nominated may do so)
  - VI. undertake activities and spend monies necessary to finance, enhance and/or promote the club
- j) All resignations from the Committee must be put in writing to the Chairman or Secretary.
- k) It may prove necessary in the course of events for decisions to be made outside of scheduled Committee meetings. If this is the case then all possible effort must be made to gather all available elected officers. The rules as to quorums apply as with ordinary Committee meetings. These 'Emergency Committee Meetings' (ECM) must be minuted as normal and decisions notified to absent members as soon as possible. In addition decisions made must be ratified at the next normal Committee meeting.
- l) Only Committee members will be authorised to sign cheques on behalf of the club, such requiring the signature of the treasurer or chairman and one other committee member
- m) The Committee will organise the club's annual show 'ATTACK!'
- n) During Committee meetings the Chairman may only vote in the event of a tie.
- o) Each member of the Committee will serve, barring resignation, until the following AGM, at which they may be re-elected. No officer may hold the same post (Chairman, Secretary or Treasurer) for more than four years
- p) The Committee may only co-opt one other member to the Committee during the year, providing that the number of the Committee does not exceed 5.
- q) The Committee will meet not less than bimonthly.
- r) If the number of committee members should fall below 3 during a term of office, the Committee shall act only insofar as to call an EGM for the purpose of electing Committee members.
- s) Although votes will generally be decided through a show of hands, any member of the committee may request that a vote take place secretly.
- t) It is the responsibility of the chairman to decide the agenda for each regular committee meeting, ECM, EGM and AGM. Where possible this should follow a consistent format, with time allocated for issues to be raised by those attending the meeting. It is the responsibility of the chairman to determine the tempo of a meeting and, if a discussion is deemed to be irrelevant or otherwise detrimental to the meeting, request that the individual concerned either delay their input until the appropriate juncture (if such comments would be more relevant at such a point) or raise them as any other business (A.O.B.).
- u) Requests for votes to be made that were not included in the initial agenda are to be made through the chairman, who shall consider the request and, depending on its relevance, either call for the vote to take place immediately, allow it to occur at the appropriate point of the agenda or allow it to occur as part of any other business.
- v) Committee members will be required to attend a minimum of seven committee meetings during the year. If a member cannot attend a meeting they should provide a written or verbal report to the Secretary or Chairman prior to the meeting to update the members on any Club activities for which they are responsible

### **5 ANNUAL GENERAL MEETINGS (AGM)**

- a) A meeting of all Club members shall be called annually in October.
- b) Notice of the AGM shall be posted by the Secretary at least 28 days prior to the date of that meeting at the Club's venue.
- c) The AGM shall transact the following business:
  - I. receive, and if approved, adopt the annual report and statement of the accounts to the end of the proceeding financial year;
  - II. elect the officers and an agreed number of committee members of the Club;
  - III. deal with any other business which the Committee desires to bring before the membership;
  - IV. receive and consider any suggestions or queries from the membership;
  - V. consider any changes to the Constitution. A two-thirds majority of votes cast shall be sufficient to carry the motion. Proposed changes should be received 28 days before the AGM with two signatures, these changes

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shall be posted notified to all members by posting them at the Club and by email or by mail if requested or distributed at the AGM.

- d) The Chairman shall preside at the AGM and present a review of the clubs activities over the year.
- e) If the Chairman is not available the Secretary shall act as returning officer.
- f) A candidate for office shall be allowed to nominate him/her self, but must be seconded by a non-elected/proposed member. Such a candidate must be present and eligible to vote as defined below. The exception being the Chairman, who must be nominated by two members.
- g) All candidates will be invited to state their case after the close of nominations.
- h) Votes at an AGM may be cast as follows:
  - I. each member shall have one vote, except the presiding officer who shall have only a casting vote to be used in the case of a tied vote, except in the case of an election.
  - II. In the case of a tie involving the election of officers, candidates will be invited to reinforce their cause before the second and subsequent rounds of voting.
  - III. Ties in the election of general committee members will be decided through transferable single vote, until the required number are returned.
  - IV. any other motion from absent members must be received in writing by the Secretary, at least 14 days before the AGM;
  - V. All votes shall be by hand, except in the case of a disputed election, which shall be decided by secret ballot.

### **6 EXTRAORDINARY GENERAL MEETING (EGM)**

An EGM may be called by the Committee at anytime, except that they shall give the membership at least 14 days notice.

- a) The Committee shall be required to call an EGM within 21 days of receipt of a request for an EGM by at least ten members, with a copy of any motion to be considered by the Secretary.
- b) Any elected officer asked to resign may exercise his/her right to call an EGM, subject only to giving the membership 14 days notice.
- c) An EGM shall be empowered to deal with any special matters, which the Committee or the petitioners desire to bring before the membership.
- d) Voting and conduct at an EGM shall be as for an AGM.

### **7 Dissolution**

If the Committee unanimously decides at any time that on the grounds of expense or otherwise it is necessary and advisable to dissolve the Club. It shall call an EGM of all members of the Club, with not less than 21 days notice, stating the terms of the resolution given in writing. Such a decision must be confirmed by a two-thirds majority of the membership. The Committee shall have the power to dispose of any assets held by or on behalf of the Club. After the satisfaction of any proper debts and liabilities shall be given or transferred to such other non-profit making organisation with similar objects to those of the Club as the EGM shall determine.

### **8 Appendices**

#### **8.1 ELECTED OFFICERS**

A number of elected posts are filled at the AGM, a description of which is made so that members may be aware of their function and intended duties. These are only guidelines and responsibilities should be decided at the first committee meeting following the AGM.

##### **Chairman:**

This is the most responsible Committee post. The Job involves impartially controlling the operations of the Committee; ensuring that elected officers fulfils their obligations and continues to function within the Constitution. Formulating regular Committee meetings; presiding at Committee meetings: presiding at AGM/EGMs; exercising the casting vote in the event of Committee deadlocks; being present at public functions: to the promotion of the aims and objects of the Club and act as guardian of the constitution. The Chairman shall ensure that the Committee meets regularly and in accordance with the constitution.

##### **Secretary:**

This entails receiving and replying to all correspondence promptly: reporting this to the Committee; preparing letters on behalf of the committee. Attending all Committee meetings; recording each committee meeting and presenting the minutes of the previous meeting for adoption at the next Committee meeting. Keeping records so that they can be available on request to the members. The Secretary shall be expected to post at the club venue legible minutes of the AGM, any EGM's and of the committee Meetings.

##### **Treasurer:**

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This post involves the stewardship of Club funds and is therefore a post of great trust and responsibility. It involves collecting all funds; overseeing the Clubs banking; the disbursement of funds at the Committee's direction; keeping detailed records of all financial transactions, the presentation of those records at the AGM. The Treasurer will also make available at each committee meeting copies of bank statements, accounts and any transactions.

**The following posts are committee positions not elected at the AGM but by the committee at the first meeting following the AGM.**

### **Attack! Co-ordinator:**

A demanding post. The incumbent must be willing to devote a significant amount of time and energy to co-ordinating the efforts of all the Club members involved in the organisation of 'ATTACK!', which will cover the many practical details connected with large-scale public events. The role of this individual is primarily one of co-ordinator and responsibility for the various aspects of 'ATTACK!' will be shared by other Committee members.

### **Social Organiser:**

Responsibilities include the provision and maintenance of scenery and other facilities necessary at Club meetings; to promote a healthy and enthusiastic atmosphere at the Club; to encourage by means of demonstration, participation and display, a wide range of Wargame activities and help make new members welcome. They should ensure that any Club displays are of a high standard and shall be expected to organise a Club Participation game at least annually. This post has the additional responsibility of communicating with other clubs. With the aim of developing inter-club bonds and activities wherever possible, in addition to organising any social events as required.

### **Public Relations and Reiter:**

This Post requires the ability to communicate verbally and in writing at all levels; to ensure maximum publicity for the Club and wargaming in general; and the promotion of the Club's activities and other events to relevant parties, including the regular wargaming media. This person will on many occasions be the spokesperson for the Club and shall be expected to produce the Clubs newsletter (Reiter).

## **8.2 COMMUNICATION BETWEEN THE CLUB AND MEMBERSHIP**

- a) It will be the responsibility of the committee members to maintain contact with the club membership.
- b) The Committee will be required to notify the membership of the following:

EGMs	– 14 days
The AGM	– 28 days
- c) Notices relevant to the club will be posted at the Club's Venue and will be available to all members on club days.

## **8.3 Membership Fees**

- a) No visitor shall pay fees on his/her first visit to the Club, but will be requested to pay their annual subscription and/or additional charges after two subsequent visits.
- b) Subscriptions will be proposed by the Committee and announced and voted on annually at the AGM
- c) Any person who does not pay their subscription to the club within 28 days of the AGM shall be assumed to be no longer a member of the Club.