



WARGAMES ASSOCIATION OF READING

CONSTITUTION

AIMS

- 1.1 The Wargames Association of Reading (W.A.R.), hereafter termed as the Association, was formed in Reading in 1978.
- 1.2 The aims of the Association are to further the interest in wargaming, military modelling and history for its members generally residing in the Reading area.
- 1.3 By this constitution, the Association is formed for the benefit of its paid up members, to pursue their interests.

MEMBERSHIP

- 2.1 Open to all over the age of 16 years old upon payment of the current subscription fees for the year.
- 2.2 A Member must have been a paid up member for at least one month to be eligible to vote at meetings.

MEETINGS

- 3.1 The Association will hold at least one meeting per month. The Association intends to hold a weekly meeting every feasible week, namely on a Wednesday evening, as long as this is practicable.
- 3.2 Additional meetings can be arranged at the discretion of the committee.

A.G.M

- 4.1 The Annual General Meeting will usually on a December clubnight.
- 4.2 Any member who has is fully paid up is allowed to vote on any decision.
- 4.3 In the course of an election for the Committee of W.A.R. at the A.G.M. if there is a tie in the voting system for the required number of committee members, the candidates tying should be entitled to a second round of voting, members voting will be entitled to cast one vote for each committee position vacant.

EXTRAORDINARY GENERAL MEETING

- 5.1 An extraordinary general meeting shall be held at such times as a committee shall determine or when special written request is submitted to the secretary by at least 25% of the membership of the Association.
- 5.2 Two weeks notice of Extraordinary General Meetings shall be sent to all members.

COMMITTEE

- 6.1 The Committee shall consist of a chairman, a secretary, a treasurer and 4 other members. One the remaining 6 will be Vice-Chairman.
- 6.2 The Committee will be elected at the A.G.M. with voting by the subscription paid up members.
- 6.3 The election is carried out by selecting the top 7 members nominated for the committee for the following year by the paid-up members attending the A.G.M. The election is made by secret ballot, where members nominate their top 7 choices from the

nominated list of those standing for election. Nominations marked on the form in excess of 7 will invalidate the ballot form. Where there is a tie for a position, the selection of the member to be elected will be a simple show of hands of full members at the A.G.M.

- 6.4 The same procedure shall be used if a re-election, such as at an EGM, is needed.
- 6.5 The term of office shall be one year, beginning on the 1st January of the following year for the full year. A replacement committee or committee member term shall therefore be for the remaining period of that calendar year, ending on 31st December, whereupon a new elected committee shall take over.
- 6.6 All Association members will be required to update their personal records annually, or when their details change. This information is to be held secure by the Association secretary in accordance with the Data Protection Act then in force.
- 6.7 Information held on any member is to be treated as confidential by anyone who has been given it and to be held only at the express approval of the member.
- 6.8 Should the W.A.R. committee change due to elections less than 4 months prior to a Warfare show, the previously elected committee will continue to be responsible for the show, serving as the Warfare Sub-Committee to the new Association Committee.
- 6.9 The Committee shall have the power to co-opt members onto the Committee for specialised duties at their discretion, but only the elected members of the committee are entitled to vote at committee meetings.
- 6.10 The Committee shall have the power to authorise the application of funds to further the aims of the Association in the best interest of its members.
- 6.11 A Quorum at committee meetings shall be four.
- 6.12 A minimum notice of seven days is required to call a committee meeting.
- 6.13 Any committee member, who, without good cause, fails to attend at least 50% of the Committee meetings during his term of office, shall be disbarred from standing for election for the following year.

POLICIES AND DECISIONS

- 7.1 Policies and decisions of the Association will be taken by the Committee.
- 7.2 Voting on issues will generally be by the body of the committee with the chairman having the casting vote in the event of a tie.

CHANGES TO THE CONSTITUTION

- 8.1 Amendments to the constitution can only be made at a General Meeting of the Association.
- 8.2 At least 60% of the subscription paid up members must be present including a quorum of the Committee.

CONDUCT

- 9.1 The Committee may expel any member whose conduct is, in their consideration, detrimental to the interests and welfare of the Association. The reasons for the expulsion must be made known to the member in writing at least a week before the Committee vote to give them time to respond.
- 9.2 Disclosure of Association sensitive information, which could include financial or membership details, to external sources and other such information that the committee feels would not be in the Association's interest to be released, nor with the Association Committee's approval, will so deemed as a breach of trust, which could result in censure or temporary or permanent expulsion.
- 9.3 An appeal against termination of membership may be made to an Extraordinary General Meeting or to an A.G.M. The outcome of such an appeal will be determined by a secret ballot of all Association members present.

SUBSCRIPTIONS

- 10.1 The subscription fee(s) for the forthcoming year shall be determined by the Committee and collected by the Treasurer. This amount should be announced to all Association members as soon as possible who can request a vote to agree to the amount.

- 10.2 Payment of the subscription shall entitle the members to attend all meetings arranged by the Association, including weekend meetings, at an agreed cost to be determined by the Committee. This can be varied or waived as provided by this constitution.
- 10.3 Payment of the subscription shall entitle the members to vote after they have been a member for at least one calendar month, but must have paid up the balance for the remainder of the calendar year to do so.

ASSETS

- 11.1 The Association, as part of its activities, will accrue assets. These assets are the responsibility of the Committee, although the chairman may appoint a committee member to be responsible for the association assets specifically.

FUNDS

- 12.1 The funds of the Association shall not be applied to any other purpose than those in aid of, or in connection with the aims of the Association.
- 12.2 The exception of this is that the Committee may make payments to charities as agreed by the club members.
- 12.3 An account (or accounts) shall be kept at a reputable bank or building society and money received by the treasurer on behalf of the Association shall be paid into the account(s). These accounts should be checked and audited.

VISITORS, GUESTS AND CASUAL ATTENDEES

- 13.1 A person who attends the group as a visitor, guest or on a casual basis, shall from the second occasion of their attendance be subject to a visitor charge. The level of the charge is to be determined by the Committee.
- 13.2 Open days may require guests to pay a temporary day membership as part of the cost for the day.

DISSOLUTION

- 14.1 The Association may be dissolved by a simple majority of those members present at the A.G.M. or Extraordinary Meeting provided that at least 60% of the membership is present at the meeting.
- 14.2 All Association assets and any funds remaining to the Association shall be disposed of as agreed by the members present at the meeting.
- 14.3 Disposal of asset to members where that asset has value and has not been paid for at a fair market value could be deemed as a benefit in kind and could therefore be liable to tax. Assets, for the purposes of this description, could be in material or monetary form.

HEALTH & SAFETY

- 15.1 It is the responsibility of all Association members to be vigilant and aware of potential Health & Safety issues, between members, the clubhouse, facilities, buildings and surrounds. Should there be concerns regarding the facilities or the behaviour of members, where this might endanger the health and well-being of members, or the public, this MUST be reported to a committee member immediately, or at the very first opportunity, who is obliged to act upon it.
- 15.2 Public liability insurance – The Association is covered by public liability insurance, both for the current venue that the Association uses, but also for the annual Warfare show. This will vary in value as necessary for year to year and a current copy should always be displayed on the Association notice board at all times.

Updated January 2017

..... **Paul Hays, Chairman 2017 Committee W.A.R.**