The Rules and Constitution of the Society

1. The name of the Society is **North Farnborough Wargames Society.** It is an unincorporated society operating on a not-for-profit basis.

# Objectives of the Society:

1. The Society shall allow members to play table top games and promote the hobby of table top figure and board gaming.

# Executive Committee

1. The day-to-day running of the Society is under the control of the Executive Committee which consists of the four Officers and no more than two other Members of the Society.
2. A quorum for Executive Committee meetings is four.
3. The members present will elect a chair for that meeting whenever the Chair is not present.
4. Minutes of Executive Committee meetings must be taken.
5. The Executive Committee has the following powers and responsibilities:

(i) supervision and direction of the day to day running of the Society.

(ii) preparation and presentation to the Annual General Meeting of a written annual report on the Society and its activities (annexing the annual accounts and the Treasurer's financial report).

(iii) appointment of sub-committees, whose membership must include at least one member of the Executive Committee, to which it may delegate powers and duties.

(iv) setting the Annual Subscription fee and the Member’s fee for attending events.

1. To hold and use property of the Society at any time for Society purposes, for the benefit of the Society.
2. To ensure that all Society events are covered by appropriate insurance.

# Officers and their Duties

1. The Society has the following Officers:

(i) Chair - who chairs all General Meetings and all Executive Committee meetings when present.

(ii) Secretary - who is responsible for the keeping of all books and records of the Society plus the taking of minutes of all General Meetings and Executive Committee meetings.

(iii) Treasurer - who ensures that the financial affairs of the Society are kept in good order and that annual accounts, a balance sheet and a financial report, are submitted to the Executive Committee for it to place before the Members at the Annual General Meeting.

(iv) Membership Secretary - Who decides all applications for membership, collects subscriptions, event fees and keeps the Members Register.

# Re-election and further terms of office

1. Executive Committee members serve for a term running until the next Annual General Meeting. Members are always eligible for re-election for further terms as Officers or Members of the Executive Committee.

# Vacancies on Executive Committee

1. The Executive Committee may appoint a Member to fill any vacancy on the Executive Committee that shall arise until the next Annual General Meeting.
2. Any Member so appointed must retire at the next Annual General Meeting but may be re-elected as a member of the Executive Committee at that meeting.

# President

1. The Society shall have a President who shall be a long-standing member of the Society. The duties of the President shall be to:

(i) Chair any General Meeting whilst Officers are being elected.

(ii) To hear any appeals against expulsion from the Society.

1. The President shall be appointed at a General Meeting. The term of the President shall be indefinite.

# Honorary Life Vice-President

1. The Society may apply an honorary appointment by vote of the Members at a General Meeting for life to any individual recognised by the membership as having given long standing service to the Society and the hobby.

# Membership

1. The Membership Secretary will keep a Members Register.
2. An applicant for membership must submit a signed and dated application form to the Membership Secretary stating:

(i) the applicant's name, address, date of birth, phone number and email.

(ii) that the applicant has been given and has read a copy of these Rules, supports the objectives of the Society and agrees to be bound by the Rules immediately upon admission to membership;

(iii) the applicant's consent to the holding of relevant personal data in compliance with the General Data Protection Regulations.

1. Membership is continued each year by payment of the annual subscription fee.
2. Non-members may attend events at the discretion of an Officer on payment of the Visitor’s fee. This fee may be waived for the first visit if the visitor is considering applying for membership.

# Members under 18 years of age

1. Members under 18 years of age may be accepted at the discretion of the Membership Secretary.
2. Members under 18 years of age must be accompanied by a Parent whilst attending any Society events.

# Resignation from membership

1. A Member may resign in writing at any time and will then be removed from the Members Register.
2. The resigning Member is not entitled to any return or rebate of the annual subscription and remains liable for any unpaid subscription and any other sums due from him or her to the Society.
3. All rights and interests in the Society and its property cease immediately on termination of membership by resignation, expulsion or death.

# Financial year, accounts and auditors

1. The Society financial year shall run to July 31st. An income and expenditure account must be made for that year and the balance sheet struck as soon as practical after the financial year end.

(i) All funds shall be devoted to the objectives of the Society.

(ii) A bank account shall be held in the name of the Society.

(iii) All cheques shall be signed by two signatories, authorised by the committee, none of whom shall be related or live at the same address.

1. Two Members, who are not to be elected or co-opted to the Executive Committee, shall be elected by the Members at the Annual General Meeting to audit the annual accounts.

# Disciplinary offences

1. Any Member who commits a breach of these Rules or who otherwise acts in a way which in the opinion of the Executive Committee is detrimental to the Society may be expelled. They shall be notified by the Membership Secretary at the earliest reasonable opportunity.
2. If the Member wishes, they may appeal to the President who shall gather relevant information and either confirm the expulsion or instruct the Executive Committee to reinstate the member.

# General Meetings of Members

1. An Annual General Meeting of all Members must be held in August each year (or, failing that, as soon as possible thereafter) and is called by the Secretary.
2. The Secretary must give two weeks’ notice of the meeting to all Members.
3. The business will include:

(i) presentation and summary explanation by the Treasurer of (a) the Society’s annual accounts for the financial year last ended;

(ii) consideration of the Executive Committee's annual report;

(iii) election of Officers, Members of the Executive Committee and Auditors;

(iv) any resolutions as are proposed.

1. At any time, the Executive Committee or any six Members may request the Secretary to call an Extraordinary General Meeting.

(i) The quorum for an Annual General Meeting and any Extraordinary General Meeting is six or at least 40% of the membership, whichever is greater.

(ii) The Members present elect a chair for any General Meeting whenever the Society Chair is not present.

(iii) Minutes of General Meetings must be taken and made available to all Members.

1. Resolutions and other decisions at all General Meetings, Executive Committee or any sub-committee meetings shall be passed by a majority vote.
2. Members may complete a form to allow another Member to vote by proxy on their behalf.

# Indemnities and limitation of liability

1. Full indemnity out of the Society funds is given to:

(i) Officers and other Members of the Executive Committee against all payments and other liabilities properly incurred by them in the exercise of their duties or powers for the Society.

(ii) Officers or other Members entering into any contract on behalf of the Society against all payments and other liabilities incurred by them in connection with that contract.

(iii) The liability of Officers or other Members entering into any contract for the Society and the liability of any Members on whose behalf the contract is made is limited to the assets of the Society.

(iv) The limit of each Members indemnity given to Officers or other Members in any calendar year in relation to any contracts entered by them for the Society is a sum equal to the current annual membership subscription.

# Amendment of the Rules

1. Two weeks’ notice must be given by the Secretary to the membership of any resolution to amend these rules. The Secretary may receive a resolution from any two Members.
2. These Rules maybe amended by a resolution in a General Meeting passed by a majority vote.

# Dissolution

1. Two weeks’ notice must be given by the Secretary to the membership of any resolution to dissolve the Society. The Society may be dissolved by a resolution in a General Meeting passed by a majority vote.
2. As soon as the dissolution takes effect the Executive Committee shall settle all liabilities of the Society and divide the remaining Society property among the Members equally. For these purposes the Executive Committee may decide on the sale or other realisation of Society property as it thinks fit.

Adopted this................ day of...................... 20..... Signed (with name and address printed):

------------------------------------------------------------------------------------------- Chair

------------------------------------------------------------------------------------------- Secretary

------------------------------------------------------------------------------------------- Treasurer

------------------------------------------------------------------------- Membership Secretary