

CESHUNT WARGAMES CLUB RULES & CONSTITUTION



Version 2.0



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Version Control

Author	Initial Version	New Version	Date	Change Summary
Andy Pereira	1.0		7 th March 2019	Initial draft
Andy Pereira	1.0	1.1	2 nd April 2019	Draft with comments from NM
Andy Pereira	1.1	1.2	3 rd April 2019	Final for publication
Andy Pereira	1.2	1.3	16 th July 2021	Updated draft – membership mandatory, min age to 18, and other minor amendments
Andy Pereira	1.3	1.4	1 st February 2022	Updated draft – change to list of Leadership Team and other minor drafting changes
Andy Pereira	1.4	1.5	17 th October 2022	Minor drafting improvements and change to Appendix 1. Addition under 8.5 of “no cheating”, addition of 8.14 regarding complaints, addition of 8.16 regarding leaving Members.
Andy Pereira	1.5	2.0	22 nd January 2023	Major update and revision to include new Leadership Team.



Club Rules & Constitution

1.0 Identity

- 1.1 The club will be called the Cheshunt Wargames Club.
- 1.2 The club will be based in Cheshunt, Hertfordshire and will meet at such locations and times decided from time to time by the Leadership Team.

2.0 Purpose

- 2.1 To provide the opportunity for members to participate in the hobby of collecting, painting and gaming with tabletop miniatures and other game systems.
- 2.2 The club has no religious or political affiliations whatsoever.
- 2.3 Subject to section 3.0, the club is open to any person regardless of ethnicity, gender, sexuality, religious or political beliefs, whether disabled or able bodied.

3.0 Membership & Attendance

- 3.1 Membership of the club is gained by committing to be a regular attendee at the club and by payment of the Annual Membership Fee. Membership requests are authorised at the sole discretion of the Leadership Team. Refusal of Membership gives no entitlement to explanation or appeal. The club intends that all attendees should ideally be a Member.
- 3.2 Club sessions / meetings are open to non-members as agreed by the Leadership Team, who can make use of the club facilities upon payment of the standard meeting club fee. Attendance by non-members is at the discretion of the Leadership Team.
- 3.3 A record of attendance will be kept.
- 3.4 Individuals must be 18 years old or more to attend the club / become a Member. Club Members are allowed to bring their children along to the Club meetings provided they remain in attendance at all times. The club will be administered by the Leadership Team, who must all be 18 years or older.
- 3.5 Members and non-members using the club agree to abide by the decisions of the Leadership Team and to comply with this Rules & Constitution document.

4.0 Club Assets

- 4.1 The Club Assets (gaming equipment, cash in hand and cash at the bank) belong to the Members.
- 4.2 The Leadership Team shall have the authority to acquire or dispose of Club Assets for the good of the club. The Leadership Team shall be responsible for the value placed on such assets.
- 4.3 If the club ever closes the Club Assets will be disposed of by the Leadership Team and any monies evenly distributed between Members once any loan monies have been repaid to Stakeholders. Any Members leaving the club, or who have resigned their membership, shall have no entitlement to any Club Assets.
- 4.4 A list of what constitutes Club Assets shall be maintained by the Leadership Team.

5.0 Club Leadership Team

- 5.1 The club's day-to-day affairs shall be organised and directed by the Leadership Team. The Leadership Team shall be composed of Members as specified in Appendix 1 of this document. The Leadership Team shall ensure the efficient and effective running of the club within the terms of these Rules & Constitution and as directed by the Membership through any resolutions passed at any meetings.



- 5.2 The Leadership Team may make decisions on day to day running and expenditure for the club. In all cases, the Leadership Team shall act reasonably and in the best interests of the club.
- 5.3 Individuals who have not attended the club for at least 75% of the sessions held during the past 12 months may not be part of the Leadership Team, at the discretion of the Leadership Team.
- 5.4 A minimum of one member of the Leadership Team will be present at each club meeting.
- 5.5 Ideally at least one member of the Leadership Team will be trained as a First Aider and will be present at meetings.
- 5.6 The Leadership Team may refuse, at their sole discretion, entry for any person whether Member, non-member or otherwise at any session or meeting.
- 5.7 The Leadership Team shall take on the collective responsibility for the following Club functions:
 - Provide an official club figurehead and spokesperson for functions and events attended or sponsored by the club
 - To chair and arrange meetings (being for the official business of running the club). Meetings may be held on a virtual or face to face basis. The Leadership Team shall, for the duration of that meeting, elect one of their group to perform the chairperson function. A record of minutes and any resolutions will be maintained.
 - Undertake club correspondence
 - To maintain effective communications with the Members and to manage the website and Facebook sites
 - To keep an accurate record of club accounts and produce for inspection when required
- 5.8 Individuals in the Leadership Team shall hold their post until such time as they resign, fail to attend the required number of club sessions, be expelled by the Leadership Team, become clinically unsound of mind, or become deceased.
- 5.9 Leadership Team members who do not attend for three consecutive meetings shall automatically cease to be part of the Leadership Team. The Leadership Team may, at its discretion, discount any non-attendance providing reasonable cause for absence can be shown.
- 5.10 The Leadership Team may add or remove other duties to the above list as it deems necessary.
- 5.11 Meetings will be held as and when required. Any Member may call for a meeting, specifying the agenda item to be discussed, by notification to the Leadership Team and with the support of three or more Members.
- 5.12 The Leadership Team shall consist of a minimum of two Members. Any meeting shall be quorum with two or more Members who are also part of the Leadership Team.
- 5.13 The Leadership Team may add other Members to the Leadership Team at their sole discretion.

6.0 Club Funds

- 6.1 Club funds will be administered through a bank or building society account which is designed for this purpose. The club is not run for profit but is run for the benefit of Members – the club expects to hold a surplus of funds in order to cover day to day and future expenses. The club intends to spend any surplus funds on the acquisition of Club Assets for the use and enjoyment of the club.
- 6.2 There will be, as a minimum, three signatories to the club bank account, all of whom will be part of the Leadership Team. Any two of the signatories must authorise club expenditure and / or cash withdrawals.



- 6.3 The Leadership Team will keep a record of transactions on club funds showing all credits, debits and current balance. The record will be available for inspection by any Member upon reasonable request.
- 6.4 A receipt will be obtained for all club expenditure.
- 6.5 The club year will run from 1st April to 31st March.

7.0 Voting and Club decisions

- 7.1 Decisions regarding the club, including amendment of club rules, will be made by majority vote by the Leadership Team.
- 7.2 The Leadership Team will keep a record of decisions taken at meetings. The record will be available for inspection by any Member.
- 7.3 In the event of a vote on any matter decided by the Leadership Team, only current Members (not visitors) may vote.
- 7.4 There may be an annual meeting held in April of each year to discuss the general direction of the club and forthcoming events.
- 7.5 Voting may be by “show of hand” or may be secret, written ballot as decided by the Leadership Team. The election result shall be made available for inspection to Members.
- 7.6 Non-election voting at meetings shall normally be by show of hands of the voting Members. A meeting can at its discretion, require a secret, written ballot for any resolution. A resolution only requires a simple majority to be passed. All voting Members shall each have a single vote, which must be cast in person to be valid.
- 7.7 If a meeting involves a secret, written ballot, a “Returning Officer” shall be appointed for the duration of that meeting. The results of such ballots shall be counted and announced by the “Returning Officer”.
- 7.8 The club may be wound up at a meeting if such a resolution is passed or if there are insufficient Members to fulfill the role of the Leadership Team.

8.0 Standards of conduct

- 8.1 Members and visiting non-members will at all times adhere to the standards of behaviour set out in this document and act responsibly and reasonably.
- 8.2 There will be no verbal or physical abuse of any other person whether a Member or otherwise.
- 8.3 There will be no discrimination of any kind by any Member or visiting non-member towards any other person at the club sessions / meetings. This includes but is not limited to discrimination on grounds of:
 - 8.3.1 Class;
 - 8.3.2 Ethnic origin, nationality (or statelessness), or race;
 - 8.3.3 Gender;
 - 8.3.4 Age;
 - 8.3.5 Martial or sexual status;
 - 8.3.6 Mental or physical ability;
 - 8.3.7 Political or religious belief
 - 8.3.8 Appearance



- 8.4 Members and attendees making use of the Club Assets or its members or its attendees assets, property / equipment shall treat them with due care and attention. Failure to do so renders the persons responsible for full restitution of any damage caused. Should such persons fail to make restitution then it shall be regarded as a breach these Rules & Constitution. Restitution for loss or damage to Members' or guests' property or equipment, by any persons, shall be a private matter between the individuals concerned. This clause does not absolve any persons from action by the Leadership Team in accordance with this document.
- 8.5 All persons are expected to observe reasonable standards of conduct, behaviour and decency when participating in the club's activities. This includes accepting the decision of game umpires, without undue argument or rancour, and playing games in a fair and reasonable manner with no cheating. Failure to observe such standards is misconduct. At the Leadership Team's sole discretion, misconduct renders persons liable to exclusion, suspension or expulsion as a breach the club's Rules & Constitution. Serious misconduct, or any conduct involving violence, renders persons undertaking such misconduct liable to immediate expulsion by any member of the Leadership Team.
- 8.6 Members and attendees must respect the decisions of an umpire or game organiser and not adversely delay the progress of a game by lengthy discussions or debate.
- 8.7 Members / attendees are to clear away mess / rubbish that they make during a session or committee meeting and leave the premises in the manner that it was found in at the start.
- 8.8 Members are to conduct themselves in a manner that does not cause annoyance or nuisance to the club, its Members, attendees or other people whilst at sessions, meetings or attending activities with or on behalf of the Club.
- 8.9 Where a person is under legal age, their parent or guardian is deemed to accept these Rules & Constitution and to take responsibility for compliance.
- 8.10 Members must actively support the Leadership Team in upholding the club Rules & Constitution.
- 8.11 No visitor under the age of 18 years will be left unattended by less than two adults over the age of 18 years at any time.
- 8.12 It is the responsibility of all persons to ensure that they do not endanger the health and safety of themselves or others and observe and comply with any established rules in effect at the location the session and/or meeting is held.
- 8.13 Disagreements;
- 8.13.1 In the first instance all Members and attendees shall take all reasonable steps to genuinely attempt to resolve any disagreements between themselves.
- 8.13.2 Any disagreements that are unable to be quickly resolved between Members / attendees in the Club must be referred to the Leadership Team for resolution.
- 8.13.3 All the parties to the disagreement must be given reasonable opportunity to state their case.
- 8.13.4 Any decision made by the Leadership Team shall be regarded as being final.
- 8.14 Any Member or person attending a club session may, if they feel that they have exhausted their reasonable attempts to resolve an issue, raise a complaint, in writing with the Leadership Team. The Leadership Team will review the complaint and seek to respond within 30 days. Complainants shall act reasonably. Complaints that the Leadership Team considers are vexatious and/or malicious will be rejected.
- 8.15 Payment of Club fees shall be made promptly when required.



- 8.16 Members who fail to attend the club sessions for a period of three months, will be deemed to have resigned their Membership. The Leadership Team may allow continued membership in the event of extenuating circumstances.

9.0 Suspension of Members

- 9.1 Suspension of Membership ensures that no situation in the club arises which could cause further concern and that no member is placed in a position which could cause further compromise. Such action may be necessary in the following cases:
- 9.1.1 When an allegation is made that a Member has committed a serious criminal offence. In this case the Member must be suspended until police inquiries and any legal proceedings have been concluded.
- 9.1.2 When a disagreement cannot be resolved quickly. In this case the suspension is to be for a period of not more than 90 days in the first instance. Suspension for further periods of not more than 90 days may follow.
- 9.1.3 When the action of an individual could seriously harm the reputation of the club.
- 9.1.4 Where the Member / non-member is deemed to have materially breached these Rules & Constitution.
- 9.2 In every case Membership and/or attendance may be suspended as defined in the following table:

Person to be suspended	Authority to immediately suspend	Authority to approve suspension (within 14 days of initial suspend)
Member or attendee of club	Leadership Team Member	Leadership Team
Member of Leadership Team	Leadership Team (excluding the Member concerned)	Leadership Team (excluding the Member concerned)

- 9.3 The suspended Member must not participate in any activity connected with the club.
- 9.4 Any appointment held will be regarded vacant.
- 9.5 Suspension in the case of disagreement must be followed as soon as possible by conciliation and such further steps as are necessary. Such further steps may be the dismissal of the suspended individual if the Leadership Team so decide.
- 9.6 The person dismissed may request to appeal the decision by written communication to any member of the Leadership Team within 48hours of their receipt of notification of dismissal. An appeal may be considered at the sole discretion of the Leadership Team.
- 9.9 Reasonable opportunity must be given for the dismissed person to attend the meeting of the Leadership Team to state a case against dismissal.
- 9.10 Following any incident of a suspension of membership to an individual, censure will not be lifted without the agreement of the Leadership Team.
- 9.11 Records of all suspension and disciplinary actions must be maintained by the Leadership Team and be available for examination by external parties should this be required.
- 9.12 Suspended/Dismissed Members may, at the discretion of the Leadership Team, be returned a proportion of their paid annual membership fee.



10.0 Liability

- 10.1 The club shall not in any way be liable to the Members or attendees for any loss and/or injury incurred including through loss or damage to any individual's own belongings or assets.
- 10.2 Members and attendees attend at their own risk and must take responsibility for their own health and safety.

11.0 Club communications and social media

- 11.1 The club shall endeavour to maintain a Facebook page and members of the Leadership Team shall be responsible for its upkeep.
- 11.2 Any use of the Facebook, Instagram and any other such social media platforms utilised for the promotion of the club site shall be in compliance with these Rules & Constitution.



Appendix 1 – Leadership Team

Martin Ford

Andy Pereira

Simon Alexander

David Howard

Martin Ford

Hadrian Tulk

Billy Carruthers

Luke Abraham

Appendix 2 – Fees for Membership and / or attendance

Standard Club meeting fee for attendance	£4.00
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Standard Club meeting fee for under 18 years	£nil
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Annual Membership fee	£12.00
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Standard Club meeting fee for Members attendance	£3.50
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