

Wargames Association of Reading Limited

Subscription-membership regulations

AIMS

- 1.1 The Wargames Association of Reading (WAR) was formed in Reading in 1978.
- 1.2 The Wargames Association of Reading Limited ("the company") is a company limited by guarantee formed in order to modernise the legal structure of WAR.
- 1.3 The aims of the company are to further the interest in wargaming, military modelling and history for its subscription-members (hereafter referred-to as "members").

SUBSCRIPTION-MEMBERSHIP

- 2.1 Subscription-membership is open to everyone over the age of 16 years old upon payment of the current subscription fees for the year.
- 2.2 Members must have paid their full current subscription fees for the current year (subject to any authorisation or allowance made by the committee or the company) for at least one month ("full members") to be eligible to vote at meetings.

MEETINGS

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

AGM

- 4.1 The Annual General Meeting of members ("AGM") will usually take place on an evening club meeting in December.
- 4.2 Any full member is allowed to vote on any decision.
- 4.3 In the course of an election for the Committee of WAR at the members' AGM 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 ("EGM") shall be held at such times as the committee shall determine or when special written request is submitted to the secretary by at least 25% of the members [or [50] members, whichever is the fewer]
- 5.2 Two weeks' notice of Extraordinary General Meetings shall be sent to all members.

COMMITTEE

- 6.1 The Committee shall at a minimum consist of a Chair, a Vice-Chair, a Secretary, a Treasurer and 1 other member.
- 6.2 The Committee will be elected at the AGM with voting by the full members.
- 6.3 The election is carried out by selecting the nominated candidates who receive the most votes by the full members attending the AGM. The election is made by secret ballot, where members nominate their top choices from the nominated list of those standing for election. Nominations marked on the form in excess of the specified number of positions 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 AGM.
- 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 members will be required to update their personal records annually, or when their details change. This information is to be held securely by the Secretary in accordance with the Data Protection Act 2018 or such other legal requirements 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 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, if authorised by the directors of the company, have the power to authorise the application of company funds to further the aims of the company.
- 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 debarred from standing for election for the following year.

POLICIES AND DECISIONS

- 7.1 If so authorised by the directors of the company, policies and decisions of the company may be made and taken by the Committee.
- 7.2 Voting on issues will generally be by the body of the committee with the Chair having the casting vote in the event of a tie.

CHANGES TO THE REGULATIONS

- 8.1 Amendments to these Regulations can be made at a General Meeting called pursuant to these Regulations and then put to the directors of the company for approval.
- 8.2 In order for any change to these Regulations to be passed, at least [60% or [60] of the full members, whichever is fewer] must be present at any General Meeting including a quorum of the Committee[, and any change must be approved by at least [60]% of those present].

CONDUCT

- 9.1 The Committee may sanction any member or paying visitor whose conduct is in their consideration detrimental to the interests and welfare of the company or its members. The reason for this sanction must be made known to the person within 7 days of a vote being taken to sanction them.
- 9.2 The expectations of members and paying non-members is detailed in the WAR code of conduct along with a list of potential sanctions.
- 9.3 Anyone sanctioned under 9.1 has a right to appeal as detailed in the WAR code of conduct.
- 9.4 Disclosure of sensitive information, which could include financial or membership details, to external sources and other such information that the committee or the directors of the company feels would not be in the interests of the company and/or the members to be released, nor with the Committee's approval, will be deemed as a breach of trust, which could result in censure or temporary or permanent expulsion.

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 members as soon as possible who can request a vote to agree to the amount.
- 10.2 Subject to any sanction as noted in regulation 9, payment of the subscription shall entitle the members to attend all meetings arranged by the company, including weekend meetings, at an agreed cost (if any) to be determined by the Committee. This can be varied or waived by the Committee.

ASSETS

- 11.1 The company, as part of its activities, will accrue assets. The directors of the company may appoint a committee member to be responsible for the assets specifically.

COMPANY FUNDS

- 12.1** The company funds shall not be applied to any other purpose than those in aid of, or in connection with the aims of the company or as authorised by the members of the company upon the authorization of the Committee and/or a decision made by the members at a General Meeting as set out in these regulations.
- 12.2** The company may make payments to charities as agreed by the members.

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.

HEALTH & SAFETY

- 14.1** It is the responsibility of all 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 at the very first opportunity.
- 14.2** Public liability insurance – the company will maintain public liability insurance for the venue for any meetings and also for any other private or public events or shows (e.g. Warfare). This will vary in value as necessary for year to year and a current copy should always be available for inspection by members on request.