

Yeovil Games Club Rules

Below is presented the current rules for the Yeovil Games Wargaming and Roleplaying club.
Last amended 28/05/2017.

1.0 Identity

- 1.1 The club will be called Yeovil Games
- 1.2 The club will be based at St. Peters hall, Coronation avenue, Yeovil

2.0 Purpose

2.1 To provide the opportunity for members to participate in the hobby of collecting, painting and gaming with tabletop miniatures, boardgames, roleplaying games and other tabletop gaming systems.

3.0 Membership

- 3.1 Membership of the club is gained by attending more than one half of the preceding 12 or 24 meetings. This membership list will be updated at the end of each gaming season and reported at each administration meeting.
 - 3.1.1 The club may decide to grant honorary membership to a person who does not otherwise qualify for membership. Such a member will be entitled to speak and vote at club meetings but is not given a share of club property should the club be dissolved.
 - 3.1.2 An up to date list of current Honorary members should be included in the monthly membership list.
- 3.2 Club meetings are open to non-members who can make use of the club facilities upon payment of the standard meeting ticket price.
- 3.3 A record of attendance will be kept in a register book, or database. This should be made available to any member upon request.
- 3.4 Attendees must be 12 years old or more to attend the club unless accompanied by a parent or guardian. Attendees must be 18 years old or more in order to become a member. Club Officials (including Assistant Officials) and signatories must be 18 years or older.

4.0 Club Assets

- 4.1 The assets of the club (gaming equipment, cash in hand and cash at the bank) belong to the members.
- 4.2 All of the above club assets should be regularly catalogued by the Club Officials.
- 4.3 If the club ever closes the assets will be distributed to the current members as evenly as possible. (Current members are defined in section 3.1.)
- 4.4 A first aid kit must be present at all club meetings. All Members must have access to this kit.

5.0 Club Officials

- 5.1 Decisions involving expenditure in excess of £50 or which involve a change to the Club Rules will be made by majority vote of club members at a normal meeting.
- 5.2 Club Officials may make decisions on day to day running and expenditure of up to £50. At least 2 Officials must agree before such expenditure can take place.
 - 5.2 At the AGM the members will appoint 3 club Officials, who should then organise themselves into the roles of Leader, Secretary and Treasurer.
 - 5.2.1 The elected Officials can then appoint up to 2 responsible volunteers to act as Assistant Officials.
 - 5.2.2 Assistants will have no specific portfolio or powers but will be expected to cover the duties of full club Officials if required. They may also be asked to temporarily replace an Official should an Official stop being an Official for any reason.
- 5.3 Officials must be members at the time of election to be eligible for election or re-election.
- 5.4 A minimum of two Officials, or one Official and one Assistant will be present at each club meeting.
 - 5.4.1 Regularly having the club open with only one Official and one Assistant should be avoided whenever possible. Two Officials should be in agreement that no other option is available (other than closing the club) before this takes place.
- 5.5 The club Officials and Assistant Officials shall together be known as the club Leadership.
 - 5.5.1 In this document a reference to "Officials" refers to the Leader, Secretary and Treasurer only.
 - 5.5.2 In this document a reference to "Assistants" refers to the club Assistant Officials only.

6.0 Club Funds

6.1 Club funds will be administered through a bank or building society account which is designed for this purpose.

6.2 All club Officials must be signatories to the club bank account, including the treasurer. Any two of the signatories must sign club cheques and make cash withdrawals.

6.3 The Treasurer 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 club member.

6.4 A receipt will be obtained for all club expenditure, checked by the Treasurer and retained for audit purposes. If the Treasurer commits expenditure then the receipt will be checked by a different signatory.

6.5 The club year will run from 1st April to 31st March. At the end of the year a suitably qualified independent person will inspect the financial records.

7.0 Voting and club decisions

7.1 Major decisions regarding the club, including amendment of club rules, will be made by majority vote at the monthly administration meetings, or at an emergency meeting. The Club Leader does not get to vote on these decisions. He does however get a deciding vote in the case of a tie (If the Club Leader is not present in the case of a tie he must be contacted as soon as possible).

7.2 There will be a club administration meeting on the first Sunday of every gaming season, or nearest possible Sunday to this if that date is deemed not practical by the club officials. This will include a Club Leader's report, a financial report and notification of changes of membership. All members are allowed and welcome to attend and may place discussion items on the agenda by contacting the Secretary beforehand.

7.3 The Club secretary will keep a record of decisions taken at club meetings. The record will be available for inspection by any club member.

7.4 Only current members and honorary members (not visitors) may vote.

7.5 There will be an Annual General Meeting to elect the club Officials, to discuss the general direction of the club and forthcoming events. This AGM will take place on the first Sunday of April.

7.6 Any member may call for a vote of no-confidence against an Official, Assistant, or the whole Leadership, this must be lodged with the Secretary with the written support of at least one quarter of the membership or 12 members, whichever is lower. This proposed vote will be publicised to the membership as soon as possible and will be voted on at the next club meeting that falls at least 7 days after the request for the vote of no confidence. The vote of confidence will be carried only with a two-third majority of the members present.

7.7 Any member may call for an emergency administration meeting on a specific club matter to be held immediately if supported by at least 2 club Officials.

8.0 Standards of conduct

8.1 Club members and visitors will at all times adhere to the following standards of behaviour.

8.2 There will be no verbal or physical abuse of any other member or visiting non-member. Language or actions that are upsetting or disruptive to any member or visiting non-member should be avoided. All at the discretion of a club official.

8.3 There will be no discrimination of any kind by any member or visiting non-member towards any other person at the club 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

8.4 No attendee under the age of 18 years will be left unattended by less than two adults over the age of 18 years at any time.

8.5 It is the responsibility of all persons to ensure that:

8.5.1 they do not endanger the health and safety of themselves or others;

8.5.2 they observe the rules established for the safety of those involved in club activities. These are defined as required by the Club Officials.

8.6 Disagreements between club members

8.6.1 Any disagreements between members or attendees at Yeovil Games must be referred to the Club Leader.

8.6.2 If the Club Leader is unable to resolve the disagreement, or if personally involved, the matter must be referred to the other club Officials.

8.6.5 All the parties to the disagreement must be given reasonable opportunity to state their case.

9.0 Suspension of members

9.1 Suspension of membership ensures that no situation in the Gaming 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 between adults 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 Gaming Club.

9.2 In every case membership may be suspended only by the appropriate authority with approval from the other appropriate authority as defined in the following table:

Person to be Suspended	Authority to Suspend	Authority to Approve Suspension
Club Member	Club Official	Club Leader
Club Official	Club Leader	Vote of Current Membership
Club Leader	Two Club Officials	Vote of Current Membership

9.3 The suspended member must not participate in any activity connected with the Gaming Club and must not wear uniform or badges, or make use of the club Website or Forums.

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.

9.6 When a person's membership is suspended or the nature of the suspension changes, the appropriate Official must inform the Club Leader.