



# CLUB CONSTITUTION

2025 - 2026

## **Constitution**

### **Article 1. Name**

1. The name of this unincorporated association shall be Caerphilly Board Gamers (the Club).

### **Article 2. Mission, aims and objectives**

2. The mission, aims and objectives of the Club will be:
  - to promote the hobby of board, card, roleplay, and war gaming (referred to collectively as gaming or games hereafter) in Caerphilly and surrounding districts;
  - to facilitate inclusive, safe environments for members to meet both online and in person for the purposes of gaming and trading games in Caerphilly and surrounding districts;
  - to arrange and facilitate regular, Club gaming meetings between members in the Caerphilly and surrounding districts;
  - to arrange, facilitate, and support special gaming events for members and the wider gaming community (where practical and possible), including supporting events run by other gaming clubs and communities in Caerphilly and surrounding districts;
  - to maintain and foster an in-person and online social network of gaming enthusiasts in Caerphilly and surrounding districts;
  - to promote gaming in Caerphilly and surrounding districts for its health, wellbeing, and social benefits;
  - to promote and protect the positive reputation and good name of the Club.

### **Article 3. Membership**

3. Membership is free of charge and open to anyone. A person qualifies for inferred membership as long as they:
  - support the mission, aims, and objectives of the Club;
  - conduct themselves in a manner consistent with the Club member code of conduct;
  - agrees to the terms of the liability waiver herein;
  - are 18 years of age or older, and;
  - have recorded attendance during at least four in-person club gaming meetings in a rolling 4-month period.
4. Anyone participating in Club activities without qualified inferred membership will be deemed to be a 'guest' of the Club, at the Management Committee's (the Committee) discretion.

5. Although children under 18 years of age will not be excluded from attending Club events, parents and guardians should be mindful that Club events and social media spaces will be predominantly an adult environment, featuring adult games, and adult conduct. Children under 18 years of age must be accompanied by a responsible adult.
6. Members no longer qualifying as described in paragraph 3 will have been deemed to have voluntarily left the Club.
7. Members and guests that egregiously or repeatedly contravene the member code of conduct or deemed to have brought the good name of the Club into disrepute may be removed and blocked from all aspects of the Club at the Committee's discretion.

### **3.1. Liability waiver**

8. Members and guests who will attend events and activities organised by the Club will understand that they will do so entirely at their own risk. Members and guests will agree from the outset of any participation in events and activities organised by the Club that the Club will not accept any liability or responsibility of any kind whatsoever for:
  - any damage or injury to person or property of any kind sustained during any of the Club's events and activities;
  - the actions of any persons attending any of the Club's events and activities.

### **3.2. Member code of conduct**

9. All members and guests participating in Club activities will always abide by:
  - the Statutory and Common Law of the United Kingdom;
  - the basic social principles of courtesy, kindness, and sportsmanship;
  - the rules of the Club as stated in this Constitution or in other communications authorized by the Committee.
10. Gaming by its nature is often a competitive activity, but the expectation of the Club is for it to be fun and enjoyable for all. Good-spirited banter between players and playacting are to be expected in what is a play activity. However, any behaviour perceived by another member or guest as deliberately or overtly unsportsmanlike and / or offensive, derogatory, or inflammatory remarks, will not be tolerated.

### **3.3. Member code of conduct and general complaints**

11. A complaint about any Club member or guest contravening the member code of conduct can be made to any Committee officer. This includes complaints on how the Committee are operating within the constraints of this Constitution. Complaints can be made verbally or in writing and should detail what has happened, when it happened, corroborating witnesses, and what the complainant would like to be done about the matter.

12. The Committee will take all complaints seriously and investigate as fully as practicable. The Chairperson (see Officers and Management Committee) will make inquiries to establish whether any informal resolution can be agreed by the parties concerned. If this is the case then no further action need be taken, but if not, then the Chairperson will organise a meeting of the Committee to discuss the allegations and decide what measures are appropriate.
13. Anyone found to have contravened the member code of conduct and / or the equal opportunities policy may be instructed by a member of the Committee not to attend further Club events and may be removed and blocked from the Club's social media channels if an apology is not given or the behaviour is repeated. The individual(s) concerned will have the right to be heard by the Committee, accompanied by a fellow member of their choosing before a final decision is made.

#### **Article 4. Equal Opportunities**

14. The Club, its members, and guests will not discriminate against others on the grounds of the protected characteristics of age, disability (physical or mental), gender, marriage and civil partnership, pregnancy and maternity, race (including colour, ethnic or national origin), religion or belief (or lack thereof), sex, sexual orientation, or anything a reasonable person would find unjust.

#### **Article 5. Officers and Management Committee**

15. The business of the Club and the decisions effecting it will be executed by a management committee drawn from the membership. The Committee will consist of five elected officers. Associate officers may be co-opted onto the Committee to assist at the discretion of the Committee.
16. The officers' roles and duties are as follows, though officers may modify their title at the discretion of the Committee:
- **Chairperson**, responsible for:
    - being the arbiter of the mission, aims and objectives of the Club, ensuring they are maintained and achieved;
    - chairing both general and committee meetings and officiating over member code of conduct complaints;
    - having the casting vote on any matter in the event of a tie.
  - **Vice Chairperson**, responsible for:
    - Assisting the Chairperson in achieving the mission, aims, and objectives of the Club;
    - deputising for the Chairperson and other officers as and when required;
    - representing the members at Committee meetings;.

- **General Secretary**, responsible for:
  - composing and posting all social media announcements and Club promotional materials;
  - organising meeting, taking of minutes, and the preparing and distribution of all agenda and papers at meetings;
  - ensuring that a copy of this constitution is made freely available to all, principally by posting it on the Club's social media channels.
- **Events Coordinator**, responsible for;
  - co-ordinating the organisation of regular gaming events and special events;
  - being first point of contact for all events queries;
  - day-to-day liaison with venue management;
- **Treasurer**, responsible for;
  - maintaining accounts and finance records;
  - co-ordinating community grant applications;
  - providing financial updates at meetings;

17. All officers will share responsibility for deciding how any Club funds are spent. All officers will be admins / moderators on all social media channels. All officers will share 'key holder' duties for the Club venue (where agreed by venue management).

### **5.1 Electing the Management Committee**

18. The Committee will be elected via an anonymous digital ballot prior to an Annual General Meeting (see 'Meetings'). The previous officers will effectively stand down immediately before the election commences but will oversee the election process.
19. Officers will be elected in the order they are listed above. Any member may self-nominate for an officer role. If there is only a single candidate and the nomination is seconded, the candidate will be duly elected to the role. If more than one member self-nominates for a role, an anonymous ballot will be held to elect that officer.
20. Where possible, the Chairperson and the Vice Chairperson will be of opposite gender and the Committee will have a mix of male and female genders. This will be dependent on whether a person of the opposite gender self-nominates for the role to be elected following the election of the previous role.
21. In the event of an officer role being vacated (for whatever reason) during the 12 months following election, a replacement will be elected at and by the next General Meeting of members.
22. This Constitution will be enacted and the Committee officers inaugurated following its co-signing by all Committee officers at Article 10.

## **Article 6. Meetings**

23. All members will be notified in writing at least 3 weeks before the date of a meeting, giving the venue, date and time. Meetings may be conducted face-to-face, online, or a hybrid of both.

24. All matters that arise at any meeting will be discussed openly and the meeting will seek the consensus of everyone present. A vote will be taken if a consensus cannot be reached – a decision will be made by a simple majority of members present. The Chairperson shall have an additional casting vote if the number of votes cast on each side is equal.

25. Any Committee member not attending a meeting without apology for three months will be contacted by the Committee and asked if they wish to resign.

### **6.1. Committee Meetings**

26. The Committee will meet as necessary and not less than three times a year.

27. At the Chairperson's discretion, Committee meetings will be open to any member wishing to attend, who may speak but not vote. The quorum for Committee meetings is three Committee members, one of which must be either the Chairperson or Vice Chairperson.

### **6.2. General and Special General Meetings**

28. The Committee may at their discretion call a General Meeting of members.

29. The Committee will call a Special General Meeting (SGM) of members within 28 days of receiving a written request to do so from at least five members submitted to the Chairperson or General Secretary, which will state the reason for their request.

30. General and Special General meetings will be open to any member wishing to attend, who may speak and vote where required. The quorum for General and Special General meetings is six, one of which must be either the Chairperson or Vice Chairperson.

### **6.1. Annual General Meetings**

31. An Annual General Meeting (AGM) will be held within 14 months of the previous AGM. The quorum for the AGM will be 10 members, one of which must be either the Chairperson or Vice Chairperson.

32. The agenda will conclude with the election of the Committee officers for the next 12 months and will at least also include:

- a report on the delivery of the Club's mission, aims, and objectives since the last AGM;
- any member proposals (given to the General Secretary at least 7 days in advance of the meeting) to be discussed and voted on as appropriate.

### Article 7. Finances

- 33. An account will be maintained on behalf of the Club at a bank agreed by the Committee.
- 34. The Committee shall take care to ensure that Club money is managed responsibly and not subject to theft, fraud, and /or embezzlement.
- 35. Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.
- 36. All money raised by or on behalf of the Caerphilly Board Gamers is only to be used to further the aims of the Club, as specified in Article 2 of this constitution.

### Article 8. Amendments to this Constitution

- 37. Amendments to this constitution may only be made at the AGM or an SGM. Any proposal to amend the constitution must be given to the Chairperson in writing. The proposal must then be circulated with the notice of meeting. Any proposal to amend the constitution will require a two-thirds voting majority of those present.
- 38. An amended Constitution will be enacted following its co-signing by all Committee officers at Article 10.

### Article 9. Dissolution

- 39. If a meeting, by simple majority, decides that it is necessary to close the Club it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the Club.
- 40. If it is agreed to dissolve the Club, any remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation – the organisation will be agreed at the meeting that agrees the dissolution. The social media pages of the Club will be archived.

### Article 10. Signatories

41. This constitution was agreed at the inaugural Annual General Meeting of the Caerphilly Board Gamers Club on:-

Date 21, 10, 2025

Name of **Chairperson** (print) Robert Price

Signed 

Name of **Vice Chairperson** (print) STEPHANIE GRANT

Signed  .....

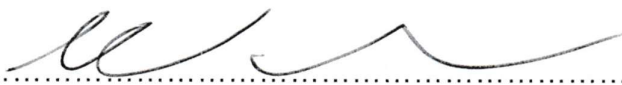
Name of **General Secretary** (print) NAOMI LOVELOCK .....

Signed  .....

Name of **Events Manager** (print) F THOMSON .....

Signed  .....

Name of **Treasurer** (print) LEE PRICE .....

Signed  .....