

THE CONSTITUTION FOR

“GROUP NORTH HISTORICAL WARGAMES SOCIETY INCORPORATED”

1. NAME

- 1.1. The name of the Society is the Group North Historical Wargames Society Incorporated, herein referred to as the Society.

2. OBJECTIVES

- 2.1. To provide a safe and convivial environment for those interested in tabletop Wargames.
- 2.2. To advance the awareness and participation of people in the hobby of tabletop Wargames.
- 2.3. To actively foster interaction and co-operation with similar organisations and individuals.
- 2.4. To undertake activities to maintain the financial viability of the Society.

3. MANAGEMENT

3.1. Society Committee

- 3.1.1. The Management of the Society shall be conducted by a Society Committee hereinafter referred to as the Committee
- 3.1.2. The Committee shall consist of:
 - The President
 - The Vice President
 - The Secretary
 - The Treasurer
 - Up to 3 other members
- 3.1.3. The Committee shall meet at least six times per year
- 3.1.4. The quorum for a meeting of the Committee shall be half the members of the Committee plus one (1)
- 3.1.5. Election of Officers
 - A. Eligibility. Only financial members are eligible to be nominated for the Committee
 - B. Term of Office. The Committee members elected as provided in these rules, shall hold office for a period of one (1) year from the close of the Annual General Meeting in the year of appointment and shall be eligible for re-election.
 - C. The positions of President and Treasurer will be elected by a secret ballot requiring fifty (50) percent of eligible attendees plus one (1) in the affirmative.
 - D. All other positions will be elected by a show of hands requiring fifty (50) percent of eligible attendees plus one (1), unless a motion is moved and passed to conduct a secret ballot

3.2. Duties of Officers

3.2.1. President

- A. Shall take the Chair at all meetings and in their absence the Vice President shall preside.
- B. The President shall only be entitled to a casting vote.
- C. If anyone other than the President chairs a meeting they also shall only have a casting vote.

3.2.2. Vice President

- A. Assist the President in their duties
- B. Shall take the chair at meetings in the absence of the President.

3.2.3. Secretary

- A. The Secretary shall have charge of the clerical work of the Society and shall carry out all directions given at any meeting of the Society or Committee
- B. The Secretary shall keep authentic records of all non-financial matters appertaining to the Society.
- C. The Secretary shall formally record the decisions and discussions (minutes) of all members and Committee meetings and any other meeting as instructed by the President.
- D. The Secretary shall prepare agendas of meetings in advance and distribute accordingly.
- E. The Secretary will keep records of attendance at all meetings.
- F. The Secretary shall keep copies of all minutes for future reference.

3.2.4. Treasurer

- A. The Treasurer shall at each ordinary meeting of the Committee, unless excused by the Committee, table a report setting out – Receipts and expenditure since the presentation of the previous report The present financial situation of the Society
- B. The Treasurer shall table the accounts of the Society whenever required.
- C. The Treasurer shall prepare an annual balance sheet and the financial affairs of the Society shall be audited by a person appointed by the Committee prior to each Annual General Meeting. The balance sheet and auditors report shall be submitted to the Annual General Meeting.
- D. The Treasurer shall keep a proper account and shall be responsible for the custody of all receipts, vouchers and financial documents belonging to the Society.
- E. The Treasurer shall carry out such financially related duties as the Society or Committee may from time to time direct.

3.2.5. Public Officer

- A. The Public Officer shall hold office at the pleasure of Group North Historical Wargames Society Inc.

3.3. Financial Accounts

- 3.3.1. The accounts of the Society shall be held at a Financial Institution as decided upon by the Committee
- 3.3.2. Signatories for this account shall be the Treasurer and any one (1) of three (3) other Committee members selected by the Committee at its first meeting following the Annual General Meeting.
- 3.3.3. The financial year of the Society will end on the 30th of June.

3.4. Powers

3.4.1. Association Powers

- 3.4.1.1. The association shall have all the powers conferred by Section 25 of the Associations Incorporation Act 1985.

3.4.2. Fees

- 3.4.2.1. Membership fees will be agreed at the Annual General Meeting with a motion put forward by the Committee.
- 3.4.2.2. The Committee shall make rules for their collection.
- 3.4.2.3. Membership fees will be payable prior to the Annual General Meeting.
- 3.4.2.4. Visitors may only attend four (4) meetings of the Society before being required to become a member.

3.4.3. Subcommittees

- 3.4.3.1. The Committee will be responsible for the appointment of subcommittees for special purposes and will itself be represented on each subcommittee.

3.4.4. Society Officers

- 3.4.4.1. In the event of any position becoming vacant the Committee shall appoint a successor to fill such vacancy. In all cases the successor shall hold office until the conclusion of the next Annual General Meeting.

3.4.5. By-Laws

- 3.4.5.1. The Committee shall make by-laws for the control and management of subcommittees and for carrying out the effective operation of the Society.

3.4.6. Financial Matters

- 3.4.6.1. The Committee shall:
- 3.4.6.1.1. Acquire and control such equipment and/or property deemed necessary to meet the objectives, and
 - 3.4.6.1.2. Invest any monies of the Society not immediately required for the objectives in such a manner as may from time to time be determined by the Committee.

3.4.7. Common Seal Holders

- 3.4.7.1. The Common Seal holders shall be the President, Vice President, Secretary and Treasurer holding office for the time being. The Seal shall be held by the Secretary.

4. MEMBERSHIP

- 4.1. Membership of the Society shall be open to all persons eighteen (18) or more years of age.
- 4.2. Applications for membership are to be considered by the Committee based on the nomination of two financial members.
- 4.3. Junior membership may be offered by the Committee under the terms and conditions of the Society's bylaws.
- 4.4. Special membership may be offered by the Committee at its discretion and in accordance with the Society's bylaws.
- 4.5. Life membership may be offered to financial members by a proposal to the Annual General Meeting and voted on by the attendees requiring a two thirds majority to pass. Life members have all the rights of ordinary members but are not required to pay membership fees.
- 4.6. Members are required to behave in a reasonable manner and in accordance with the provisions of the Society's Code of Conduct.
- 4.7. The Committee has the power to terminate membership with no refund of fees at its discretion and in line with the bylaws of the Society.
- 4.8. Subscriptions are due from the 1st of July each year and must be paid for a member to be considered financial at the Annual General Meeting
 - 4.8.1. Variations to subscriptions and any other fees and charges will be presented to members at the Annual General Meeting and will form a standing item on the agenda.
 - 4.8.2. The details on the collection of all fees and charges will form part of the bylaws of the Society.

5. MEETINGS

5.1. Annual General Meeting

- 5.1.1. There shall be an Annual General Meeting of the Society in the month of August each year for the following purposes:
 - To elect the Committee
 - To receive and adopt the Annual Report and Financial Statement for the preceding year.
 - To consider any proposal on annual membership fees.
- 5.1.2. The time and place of the Annual General Meeting shall be notified to all members giving at least one (1) months' notice.

5.2. Special General Meeting

- 5.2.1.** The Secretary shall call a Special General Meeting of the Society for a date not more than 28 days from the receipt of a written request for such from either the Committee or from not less than five financial members of the Society detailing the business to be discussed at the meeting.
- 5.2.2.** Notice of such Special General Meeting shall be given in the same manner as for the Annual General Meeting and shall contain a brief statement of the business to be discussed.
- 5.2.3.** No business shall be dealt with at such meeting except that set out in the written request.

5.3. Meeting President

- 5.3.1.** All meetings of the Society shall be chaired by the President or in the event of the President not be present by the Vice President. The person chairing the meetings of the Society shall only have a casting vote.

5.4. Voting

- 5.4.1.** Except for the election of President and Treasurer, voting at meetings shall be by show of hands 50% of eligible attendees plus one (1), unless at least two (2) persons entitled to vote demand a vote by ballot whereupon a ballot shall be taken. Any person entitled to vote may call for a division.
- 5.4.2.** Only financial members are allowed to vote.

5.5. Quorum

- 5.5.1.** The quorum for any General Meeting of the Society shall be fifty (50) percent plus one (1) of all financial members. Should a quorum not be present after thirty (30) minutes the President shall declare the meeting abandoned and instruct the Secretary to recall the meeting within twenty-eight (28) days giving at least one (1) weeks' notice.

5.6. Conduct of the Meeting

- 5.6.1.** Meetings will be conducted as indicated within the Constitution and in accordance with any further details outlined in the bylaws of the Society.

6. DISSOLUTION OF THE SOCIETY

- 6.1.** A motion to dissolve the Society will be made at a meeting convened and conducted using the standard processes as outlined in this constitution and the bylaws.
- 6.2.** The Society shall not be dissolved until after a secret ballot in which 75% of financial members agree to dissolution.
- 6.3.** During the time between the calling of the meeting and the resolution of the motion only essential payments shall be made by the Treasurer.
- 6.4.** In the event of the motion being successful an audit of the Society's financial position will be undertaken and all outstanding debts cleared by the funds available or the sale of assets.
- 6.5.** The balance of funds and any remaining assets will be gifted to another similar organisation as agreed at the meeting considering the dissolution.
- 6.6.** All members will be informed in writing as to the outcome of the meeting.

7. ALTERATION AND AMENDMENTS TO THE CONSTITUTION

- 7.1.** No rule of the Constitution shall be made, altered or repealed except at the Annual General Meeting or Special General Meeting called for the purpose for which not less than one (1) month's written notice setting the proposed amendment, alteration or repeal shall be given to the Secretary.