



By-Laws of Group North Historical Wargames Society Incorporated

Reviewed August 2023

Notes on the By-laws

These By-Laws should be read in conjunction with the constitution of the organisation. Where appropriate rules from the constitution are referenced within the by-laws. Reference within the bylaws to the Society means the Group North Historical Wargames Society Inc.

1 SUBSCRIPTIONS

Subscriptions fees are set by the members at the AGM (rule 3.4.2.1). Subscription fees apply after the conclusion of the AGM and remain until adjusted by a subsequent General Meeting.

Subscriptions have been set by the Society for financial members over a full year as:

- Full membership \$110 (\$120 for new membership)

The following special memberships are defined (4.3 and 4.4). Special memberships are not voting members.

- Junior membership (13 to 18 years old) \$55 (\$60 for new membership)
- Full time students (requiring a student card at a South Australian institution that covers to the end of the year being paid in) pay a reduced subscription of \$55 for full membership (\$60 for new membership).
- Long distance members (having a home address more than 75 km from the Society regular meeting venue) pay a reduced subscription of \$55 for full membership (\$60 for new membership).

New membership fees are scaled down per quarter. Membership collected July to September is at 100%, October to December at 75%, January to March at %50 and April to June at %25.

Each regular meeting of the Society has a door fee to cover operating expenses of the venue. The door fees are

- Full members \$5
- Junior members \$2.50

Members can pre-pay door fees in 6 month or 12 month blocks. Pre-paid members can attend any regular session without paying the door-fee.

- 6-months \$125.00
- 12-months \$250.00

The subscriptions can be paid over multiple instalments. The Committee has the power to vary fee subscriptions on a per user basis on request (4.4). This shall not exceed the full membership fee or be reduced beyond the half year payment option.

2 VOTING

The following rules guide the process of voting at General Meetings.

1. Motions must be raised in the form of change to be made to the club by a financial member.
2. A motion requires a seconder by a financial member.
3. A discussion is allowed on the motion. The length of the discussion will be at the discretion of the President or Chair of the meeting, or until a division is called for by a financial member (rule 5.4). Where parts of a motion are in dispute and others aren't the motion can be split into multiple parts, voted on in an appropriate order.
4. The method of voting will be determined. This will be by show of hands unless a ballot is called by two financial members (5.4.1) or is for multiple candidates for the position of President or Treasurer.
5. The President shall list the options for the motion (generally Yes) and those against (generally No) or the list of candidates for a position.
6. The Secretary will repeat the motion, the options and method of voting. Any ballots will announce the time when votes are to be collected.
7. If the vote is by a show of hands
 - a. The President will call for a show of hands for each option. These will be counted and recorded by the Secretary. Where a member holds multiple votes they must indicate how many votes they are casting.
 - b. Members are only entitled to cast one vote per option from the motion.
8. If the vote is by ballot
 - a. Each member will be granted a blank voting slip for each vote they have.
 - b. Members will write their selected option on the voting slip.
 - c. All voting slips will be collected by members nominated by the President.

- d. At the specified time collection of votes will stop. At least two members will count the collected votes under the observation of the Secretary or a person nominated by the Chair of the meeting.
 - e. The Secretary will record the votes for each response.
9. If the votes for a motion are in favour are at least 50%+1 of the attendance numbers recorded at the start of the meeting the motion is passed.
 10. If the votes are for a candidate the candidate with the most votes will be appointed for the position.
 11. When all motions have been voted on the discussion will be considered complete. It shall not be raised again during the meeting.

For any vote where there is tied outcome the President or the Chair can use their casting vote to determine the result (5.3.1). The President otherwise doesn't have a vote for any motion.

The vote for three or less committee members can be conducted as a single event unless objected to by at least one financial member. For four or more committee nominations each person shall be voted on individually in a random order.

A financial member can nominate another financial member to be able to vote on their behalf at the meeting. This is a proxy vote. A proxy vote must be nominated a week before the meeting in writing and are called out at the start of the meeting. Each proxy voter counts as attending the meeting and is counted in the number of votes required for a motion to pass. The holder of the proxy vote nomination is free to use the vote in whatever way they see fit, voting for, against or abstaining on a motion. The holder of proxy votes must indicate the number of votes being used during a show of hands. If a member nominates a proxy vote and then attends the meeting their proxy allocation is cancelled.

The Committee can resolve divisions at Committee Meetings in any manner it deems appropriate.

3 CLUB ASSETS

All property of the Society remains in the control of the Committee (rule 3.4.6). These comprise part of the assets of the Society. The Committee shall record any assets that have been purchased for the Society in committee meeting minutes.

All financial members can apply to the committee to borrow assets for personal use. The Committee can demand the return of any club property within 7 days from any member at its discretion. Failure to do so will be a breach of the conditions of membership and the Committee shall take such action as it sees fit within the constitution of the Society and its by-laws. Members are responsible for returning the borrowed items in original condition or paying the cost of replacement/repairs at the discretion of the Committee.

4 SPECIAL EXPENDITURE

The Committee may by notification approve a maximum expenditure at any one time of \$500 for non-routine expenditure. The president may authorise expenses of up to \$150 without committee approval. The Committee is authorised to spend up to \$5000 for capital maintenance without requiring approval of the Members. Expenses beyond this will require a General Meeting and approval of the members before action is taken that leads to the expense.

Approval must be written in committee meeting minutes or across an approved record keeping system (official email account, written record). Approval must include at least two members of the executive signing against the expense.

Where a member makes a purchase on behalf of the Society without approval the Society is under no obligation to reimburse the member, either in money or in-kind service. The committee must record reasons for reimbursal in a minute if this action is taken. Non-members cannot be reimbursed for any activity without an invoice for services.

5 VENUE

The Committee and persons authorised by the Committee (key holders) may be issued keys for the premises and facilities as required. The keys are an asset of the Society. No person will make duplicates of keys without the permission of the Committee. A key holder is responsible for the security of the key and is not authorised to give the key to another person without the approval of the Committee. Key holders are still required to request authorisation of the Committee to open the venue for non-prescribed sessions. If no Committee member is present, key holders and competition organisers have the responsibility and authority of a Committee member to enforce the rules and by-laws of the Society and should make themselves familiar with them. The Secretary will maintain a register of who holds keys to the venue.

The venue may be offered for specific events organised by financial members by application to the Committee. These events are able to schedule any attendance provided that:

- Financial members are charged a fee lower than non-financial members
- No fee shall be less than the door fee defined in the By-Laws
- The special event doesn't overlap with a regular session of the Society

6 SOCIETY SESSIONS

The regular session of the Society are Wednesday and Friday from 7.30pm to 11pm and Sunday from 10am to 3pm. Additional opening times can be arranged by application to the Committee and will be considered subject to availability. If required a key can be obtained and must be returned as directed by the Committee. The member who opens up the venue for an additional meeting is responsible for the safe and secure operation of the meeting,

cleaning and tidying the premises and securing them on completion of the additional meeting. The key must be returned to a member of the Committee within seven days of the event.

7 NON-MEMBER ATTENDANCE

Visitors (Rule 3.4.2.4) of age 13 or more may attend regular meetings of the Society without notification of attendance. Visitors must sign the visitor log on arrival at the venue and are subject to the rules and behaviour of the Society as described in the constitution and these by-laws while at the meeting. At any time a member of the Committee may lawfully ask a non-member to leave the premises.

Non-member visitors must pay a door fee if attending for any gaming related activities. For non-members the fee is \$5 up to their 6th visit and \$10 per visit afterwards. This may be paid by cash into the general attendance tin or by other approved payment methods.

Non-members may not pre-pay for attendance. Juniors pay at \$2.5 and \$5 instead.

Members may have a carer accompany them as a special attendance visitor. The carer will be exempt from the visitor limits but will be required to sign in each week.

Visiting children under 13 years of age may attend the meeting of the Society as long as they are accompanied by an adult who will be responsible for the supervision of the child for the duration of the attendance. At no time is the child to be left unsupervised while on the premises of the Society. Attendance fees for children are half of the adult member fees. If the supervising adult is not engaging in club activities they may accompany the junior for free.

Visitor attendance to non regular Society sessions (e.g. Open Days, competitions) are subject to the entry conditions for that event. They don't need to record their attendance and it doesn't count towards the fee payable.

8 CONTESTS AND COMPETITIONS

Members who wish to run competitions under the banner of the Society require the approval of the Committee. A submission containing the information required by the Committee will be submitted for approval in line with the constitution and any relevant by-laws. On approval the member agrees to abide by any conditions placed upon the running of the event by the Committee. Any proposed sponsorship should form part of the proposal.

Paid entrance to a competition does not count as a free visit to a regular gaming session for non-members. Entry fees for members to a competition will count as a door-fee payment. Non-members must pay a minimum of twice the door fee and are only invited to play the listed game system for the duration of the event. The competition manager may charge extra fees to cover prizes and other items..

The guiding principle of the Society is that its assets are for the use of all members. Members that are using the venue for an authorised competition shall have priority access to

the clubs gaming assets. Notification to the members must be made by the official communication channels.

9 ADVERTISING

The name, images and written materials of the Society are the property of the Society and all rights are reserved. Any member wishing to communicate on behalf of the society must submit the intended materials to the Committee for approval prior to its distribution. The Committee reserves the right to approve or reject such materials, including the right to amend the materials as part of a conditional approval. This by-law is applicable regardless of the medium of transmission.

10 COMMUNICATION CHANNELS

The Society maintains two official communication channels; a notice board and e-mail subscription.

A club notice board is maintained for printed copies of official notices from the Committee. Members wishing to place items on the notice boards must submit the materials to the Secretary for approval. In the event the Secretary is not available other members of the Committee can approve the posting of the material. The Secretary is responsible for the oversight of the notice boards. Members may remove their own materials but not the materials of other members. Should a member feel material should be removed the issue will be brought to the attention of the Secretary or if that officer is unavailable, another member of the Committee

The e-mail subscription list is used for communication of official notices from the Committee. All members have full posting privileges to the list. This can be used for club related event notification or requests to find a game at a regular or special session. Access to this list can be restricted by the Committee.

The committee can receive official communication via post, written submission to a Committee member or via e-mail to groupnorthwargame@gmail.com.

In principle the official online presence of the Society will be updated on a frequent basis by a designated member or members. This may include unofficial communication channels, including the club website, Facebook and BoardGameGeek. Members who use the Society's online services will do so in a way that will not bring the Society into disrepute. Designated members who maintain the Society's online presence must be a financial member.

The Committee will maintain its own email and other instant messaging groups to coordinate its activities. Only Committee Minutes need to be maintained as a record of Society activities.

Private sales between club members may be organised on the email list. Members may not use public social media sites (e.g. the Facebook Page or Group) to list items for sale. Administrators will remove any related post.

11 CANTEEN

The Committee shall appoint a canteen manager who will be responsible for the maintenance of refreshment facilities of the club. It is intended that the canteen be profitable and at any time the canteen manager believes this is not the case it must be brought to the attention of the Committee.

- The canteen manager needs to maintain records that allow the Committee to conduct an audit should it be required.
- In addition the canteen manager needs to ensure that surplus funds do not remain on club premises, with the assistance of the Treasurer if required.
- Pricing of stock within the canteen is at the discretion of the canteen manager with the condition that the Committee is advised prior to any changes taking place.

12 DONATIONS

Donations are gratefully accepted by the Society. Donations must be freely given by the donor with no obligation being accepted by the Society to compensate the donor in any way. Once donated to the Society the items become assets of the club and may be used as determined by members and Committee.

Significant donations of an estimated value of at least \$500 must be tabled at a Committee meeting for formal acceptance within the minutes including the donor and items donated. A letter of thanks and acceptance will be drafted for the President's signature, a copy of which will be held in the Society's records.

13 HEALTH AND SAFETY

Members must ensure the venue is safe for the activities of the Society. All health and safety concerns must be reported to the Committee who must decide within 7 days on how to resolve the situation. A Committee member has the right to direct any member or guest at the venue to cease an activity that they deem is dangerous.

The Society will follow the directions of SA Health.

14 ALCOHOL

No alcohol is to be brought onto or consumed on the premises of the Society. Any proposal that includes the consumption of alcohol must be submitted to the Committee for consideration.