



**Hull's Angels Wargaming Ltd.
Club Constitution**

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8/8/24: Updated layout and formatting. Changelog added. Updated to a Google Doc

1.0 Identity

1.1 The club will be called Hull's Angels Wargaming Ltd.

1.2 The club will be based at Hull's Angels Wargaming Ltd, 4-5 Whitefriargate, Kingston Upon Hull, East Yorkshire, United Kingdom, HU1 2ER

1.3 All references in this document to "the club" refer to Hull's Angels Wargaming Ltd.

1.4 All references in this document to members refer to members of Hull's Angels Wargaming Ltd.

1.5 All references in this document to committee members refer to members of Hull's Angels Wargaming Ltd. that have been appointed to the club committee as per the regulations given in section 5.

2.0 Purpose

2.1 To provide the opportunity for members to participate in the hobby of collecting, painting and gaming with tabletop miniatures, board, card and role playing game systems.

3.0 Membership and Attendance

3.1 Membership of the club is gained by paying a fee (detailed in Annex A) and supplying basic contact details (Name, E-mail address) to the club committee.

3.2 Membership lasts until the next Annual General Meeting. All memberships, with the exception of Lifetime Memberships, expire at the AGM and a new fee and a refresh of details will be needed to renew it.

3.2.1 Lifetime Membership is a status that is granted to people who have performed exceptional service for the club over a period of time. Lifetime Members do not have to renew their membership each year or pay the membership renewal fee. Club attendance fees are not affected by this. Lifetime Membership is granted by unanimous vote of the committee.

3.3 Club attendance fees and membership fees are detailed in Annex A.

3.3.1 Attendance fees are applicable even if not participating directly in a game, or other such endeavour. Any exemption to attendance fees for a particular session will be at the discretion of a Committee member.

3.4 Club meetings are open to non-members who can make use of the club facilities upon payment of the non-member fee detailed in Annex A.

3.5 A record of attendance will be kept.

3.6 Members must be aged 18 or over.

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 If the club ever closes the assets will be distributed to the current members as evenly as possible. Current members at any time will be those who have paid their annual membership fee.

5.0 Committee Members

5.1 Committee members will be responsible for the day to day running of the club.

5.2 Committee members will be able to sign off payments of up to £100 individually, related to the needs of the club. Payments over this level will require a vote of the entire committee at a committee meeting or via electronic communication. A majority vote will be sufficient to pass this.

5.3 The committee as a meeting group can rescind payments after the fact. If a majority of the committee vote that the payment was not in the best interest of the club, the committee member in question will be required to repay the amount spent. This should be raised within 1 month.

5.4 Rent, food and other day to day costs are exempt from the payment restrictions. These can be paid by any member of the committee to the club venue without independent authorisation.

5.5 At the AGM the members will appoint a team of committee members. Nominations can be made in advance by any member. There are no restrictions on committee members standing again.

5.6 At each AGM half the current committee must re-stand for election (rounding up) or stand down. The other half may continue. The committee members restanding/standing down must be the longest serving without an election. This will provide continuity of leadership while ensuring no one can serve more than 2 years without an election.

5.7 There will be a minimum of two committee members. There is no maximum number of committee members.

5.8 No committee member may have a direct commercial conflict with the activities of the club. E.g. running a store, working for a wargaming miniature manufacturer. These examples are not exhaustive. Exceptions can be made to this, but only by a committee vote.

5.9 A minimum of one committee member / keyholder will be present at each club meeting.

5.10 There is no hierarchy of committee members, but each committee member may be assigned defined responsibilities (e.g. public leader, contact with

venue, finance etc.)

5.11 Committee members may run events on behalf of the club with the agreement of the rest of the committee. When a committee member runs an event for the club there is no charge for the use of the facilities. Up to 50% of the expected income from an event can be spent on prize support irrespective of 5.2. Spending anything above 50% of the expected income must be voted on by the committee. Should an event cause a loss for the club the committee may invoke 5.3 to recoup losses.

5.12 In between AGMs additional committee members may be co-opted by the committee. Co-opting a new member requires a unanimous vote by the committee at an official committee meeting. Because they are not elected by the membership of the club, co-opted committee members undergo a trial period of between 3-6 months as agreed when they are co-opted. During this time they may be removed from the committee by a unanimous vote of the committee members who were involved in their co-option. The new committee member must then stand down or stand for re-election at the earliest opportunity (the next AGM). As only half of the whole committee stands down at each election, the standing down of the co-opted members is counted before the need for existing members to stand down as per 5.6.

5.13 Immediately following the AGM one member of the committee must be voted by the new committee to become the Designated Safeguarding Officer for the club. This role lasts until the next AGM. Should the Designated Safeguarding Officer step down before the next AGM the committee alone can vote on the replacement from either within the existing committee or by co-opting a new committee member. The responsibilities and role of the Designated Safeguarding Officer as made explicit in Annex B

5.14 Committee members have the ability to amend the constitution's Annexes, create necessary Annexes, or amend specific parts of the constitution which explicitly allow amendment by the committee, with a majority vote at a committee meeting. Details of these changes must be published to the membership at the earliest opportunity. The exception to this is if any other clause in this document bars them from amending an Annex without a club vote.

5.15 A committee member who does not fulfil the responsibilities and requirements of Annex C may be removed from the committee by a super majority (75% rounding down) vote of the other committee members.

5.16 A complaint against a committee member by another committee member, or a member of the club, will result in the non-involved committee members appointing a designated mediator. If mediation is not successful the non-involved committee members may vote by a super majority (75% rounding down) to either temporarily suspend the committee status of the respondent or to remove them from the committee permanently. A person who is removed from the committee in this way is not eligible to stand for committee membership at an AGM for two years. Removal from the committee is a separate matter to revoking club membership.

5.17 The committee may vote to allow club members to become “Keyholders.” The roles and responsibilities of Keyholders are expanded upon in Annex C

6.0 Club Funds

6.1 Club funds will be administered through a bank or building society account which is designed for this purpose. The club reserves the right to use electronic payment systems to take or transfer funds (e.g. PayPal).

6.2 The Treasurer is defined as the committee member with current responsibility for finance.

6.3 Rules around expenditure are covered in the Committee Members section of this document

6.4 There will be a minimum of two signatories to the club bank account. All signatories must be current executive committee members of the club. One of the signatories must be the current Treasurer.

6.5 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 at request within a reasonable time limit.

6.6 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 committee member.

6.7 The club year will run from 1st January to 31st December. A report on the club finances for the previous year and predicted outlook for the coming year will be presented by the Treasurer at the AGM.

6.8 Paypal or other electronic fund transfer account access will be held by at least two members, one of which must be the current Treasurer.

6.9 As soon as feasible funds should be transferred from Paypal or other electronic fund transfer accounts to the club bank accounts to benefit from the protection the bank account holds. This will be the responsibility of the club Treasurer.

7.0 Voting and Club Decisions

7.1 Decisions regarding the club, including amendment of this document **(unless otherwise specified)**, will be made by majority vote at the AGM. If this cannot wait until the next AGM, this can be agreed at a regular club meeting by the majority of members. This will be announced over 2 weeks in advance.

7.2 Day to day running can be managed by the committee using the rules detailed in section 5 of this document.

7.3 The following actions are explicitly marked as outside of “day to day” running of the club: Amendments to this **document (apart from the other annexes or specified sections)** and decisions regarding the membership of organisations by the club

7.4 A committee member will chair the meeting, call votes and pass motions.

7.5 Any vote regarding documents will be announced at least 2 weeks in advance with the proposed new documents provided.

7.6 Only current members (not visitors) may vote.

7.7 **Voting will be by secret ballot with “yes” or “no” written upon a piece of paper. Spoiled ballots will not be counted.**

7.8 At the AGM the committee will be elected as per the rules in section 5 of this document.

7.9 At the AGM the committee will give a summary of the health of the club and future plans.

7.10 Either the committee or members may propose motions to be voted upon. Motions proposed in advance will be published. If a motion is deemed to be vexatious a unanimous vote of the committee will be required to bar it. For motions proposed on the day, it is up to the discretion of the chairman if this is heard during.

7.11 In an emergency situation the committee can vote to pass a motion independently of the membership, however this should be presented to the membership for confirmation at a club meeting advertised as such within a month.

7.12 The committee should only use the power in 7.11 if the situation is damaging to the survival or financial well-being of the club. **If there is any doubt within the committee if a situation reaches this threshold the committee shall vote upon it internally and abide by that vote.**

8.0 Standards of conduct

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

8.2 There will be no verbal or physical abuse of any member, guest or visiting non-member.

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 **all characteristics protected by the 2010 Equality Act.**

8.4 Anyone under 16 years of age must be accompanied by their parent/caregiver. **In the interests of safeguarding, 8.4 may be amended or removed from the constitution by a super majority vote (75% rounding down) of the committee without the need for a full membership vote.**

8.5 Anyone aged 16-17 may attend unaccompanied at the discretion of the committee members present at the given club night/event. **In the interests of safeguarding, 8.5 may be amended or removed from the constitution by a super majority vote (75% rounding down) of the committee without the need for a full membership vote.**

8.6 All members must behave in an appropriate manner on the club forum, and any other relevant social media pages, and follow any rules published and follow directions from moderators and administrators. **Further rules may be expanded upon within an Annex to this constitution.**

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

8.7.1 They do not endanger the health and safety of themselves or others;

8.7.2 They observe the rules established for the safety of those involved in club activities. These are defined as required by the Club's Committee.

8.8 Disagreements between club members

8.8.1 Any disagreements between members in The Club must be referred to the club committee.

8.8.2 If the disagreement involves a committee member that member must excuse themselves from any meetings or discussions on the

disagreement.

8.8.3 The club committee will normally appoint one of its members to mediate the dispute. The club takes no responsibility for disputes between members and

committee members and offers this service out of courtesy not obligation.

8.8.4 There is no situation where the club will issue compensation or damages due to an arising dispute. Club members accept this clause of the constitution by joining the club.

9.0 Suspension of Members

9.1 Suspension of membership ensures that no situation in the 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. A Serious criminal offence is something outlined as such in the Serious Crime Act 2007 or any other offence deemed serious enough to warrant suspension by unanimous vote of the committee.

9.1.2 When a member breaks the standards of behaviour as defined in section 8, **or a relevant annex**, and fails to reform after warnings from the club committee.

9.1.3 When the action of an individual could seriously harm the reputation of the club.

9.2 In every case membership may be suspended for a period of no more than one month by an individual committee member.

9.3 The suspended member may take an appeal in writing to the rest of the committee.

9.4 A unanimous vote of the committee may extend the ban.

9.5 There is no upper limit to a ban issued by a unanimous vote of the committee.

Annex A

This annex governs the current fees for joining and attending the club.

a) **Annual membership**

Each year the club charges an annual membership fee due, usually, at that year's AGM. If this is not paid within one month of the AGM the member is retired from active membership.

To return to active membership the retired member must pay the fee, this will cover them for the remainder of the year. The current rate for annual membership rate is £5.

b) **Joining the Club**

When a new member attends the club and wishes to join, they will have to pay £5 which will cover them until the next AGM (whenever this is). There is no discount for joining part way through the year.

c) **Current Attendance Fees**

In order to cover rent and other incidental expenses the club charges attendance rates for members using the club facilities. The current rates for members and non-members will be defined in this sub-clause of the club's annex. The current fee for a club night for a member is £3.50. The current fee for a non-member (member of the public) who attends a club night is £4.50. Members can pay a monthly fee of £15 to have unlimited access on club nights.

d) **Events**

Events run by the club will have varying fees depending on the length of the event, the type of event and facilities required for the event. Where tickets are sold in advance for an Event these will only be refundable up to a certain date, as published during the event

e) **Venue Hire**

Events hosted at the club by another individual or group will be charged a fee for the use of the venue and any other amenities such as mats and terrain. This fee, for any given event, will be at the discretion of the committee.

f) **Exemption of Fees**

The club wishes to be inclusive of all who would benefit. If a member or potential member has difficulties meeting the fees of the club they are encouraged to speak to the committee. The committee retains the power to waive one or more fees in extenuating circumstances or for services to the club. This includes waiving fees for children.

Annex B

This annex governs the current child protection policies.

Hull's Angels Wargaming Ltd. Safeguarding Policy

Aims

The aims of this policy are to provide an environment where all can work safely; Hull's Angels Wargaming Ltd will take every reasonable precaution to minimise risk while providing relevant training to those who run the club.

Rationale

The rationale of the policy is to contribute to the personal safety of all children and adults using our facilities and resources, through actively promoting awareness, good practice and sound procedures.

Principles

Safeguarding has a meaning wider than child protection. The policy aims to ensure everyone who visits Hull's Angels Wargaming Ltd is safe from harm and abuse, harassment and bullying. Harm and harassment have formal legal meanings within civil and criminal law. Safeguarding also includes all staff acting in a responsible way to avoid any false allegations of inappropriate behaviour being made about their conduct that would give cause for concern.

This policy is based on the law and statutory guidance applicable in England only. The Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012 deal with aspects of regulated activity (see below). The Equality Act 2010 and the Health & Safety at Work Act are also relevant to safeguarding. The Safeguarding officer (designated person) maintains a Safeguarding report. All Hull's Angels Wargaming Ltd Committee members have a legal duty to report instances of harm and abuse to the designated Safeguarding officer.

Roles and Responsibilities

It is the responsibility of everyone at Hull's Angels Wargaming Ltd to work towards ensuring that the club is a safe environment in which everyone can flourish. Committee members who run club nights and events have a special responsibility to ensure this and are to report anything of concern to the safeguarding officer. Committee members should be aware of the different forms of abuse:

- Neglect
- Emotional or Psychological abuse
- Physical abuse
- Sexual abuse

- Financial or material abuse
- Discriminatory abuse
- Domestic abuse
- Exploitation

To facilitate this safe environment all committee members must undertake a basic level of safeguarding training or be able to prove that they have received equivalent safeguarding training from an established source (e.g. Scouts, Church, Cadets, School work). This training should be renewed every three years.

The designated safeguarding officer is to be appointed by the committee and the position renewed on an annual basis. The safeguarding officer is to liaise, when appropriate, with the police, social services, local safeguarding boards. The safeguarding officer is not entitled to give formal legal advice but must seek such advice from experts. It is not the duty of the safeguarding officer to personally investigate suspected abuse. It is the responsibility of the safeguarding officer to ensure that suitable training is provided to and carried out by all committee members in a timely manner.

Records

The safeguarding officer is to keep records of all incidents of harm, abuse, harassment and bullying and not to destroy those records where relevant to harm or abuse. The Data Protection Act applies to the safekeeping of the records which are to be kept locked away with a clean desk policy applied.

However, the Data Protection Act's normal destruction requirement does not apply to records of harm and abuse by staff since police and the DBS may require these documents at a later date. These records can and should contain any information proven at the time or unproven in order to develop a track record of events which may be relevant to a subsequent inquiry.

Reporting & Confidentiality

It is the duty of all committee members to report incidents of concern. Although any reported incident will be kept confidentially in line with policy and data protection, staff cannot – and must not - promise confidentiality when harm is reported since the law requires that police and social services are notified. The safeguarding officer has a duty to pass on the names and details of any child or adult who has been harmed to relevant authorities.

Legal requirements Regulated activity providers and personnel suppliers are required by law to refer a person (to the DBS using the correct form) where they have:

- Harmed a child or vulnerable adult (engaged in relevant conduct)
- Represent a risk of harm to vulnerable groups including children (satisfied

the harm test)

- Received a caution or conviction for a relevant offence

Disclosure and Barring Service definition of harm

Has a person:

- Harmed a child or vulnerable adult through their actions or inaction
 - Harm should be considered in a wider context than just physical and can take numerous forms. Types of harm relating to children can include (but are not limited to):
 - Emotional / Psychological - Action or inaction by others that causes mental anguish.
 - Physical - Any intentional physical contact that results in discomfort, pain or injury.
 - Sexual - Any form of sexual activity with a child under the age of consent.
 - Neglect - Failure to identify and/or meet care needs.
 - Types of harm relating to vulnerable adults can include (but are not limited to):
 - Emotional / Psychological - Action or inaction by others that causes mental anguish.
 - Financial – Usually associated with the misuse of money, valuables or property.
 - Physical - Any intentional physical contact that results in discomfort, pain or injury.
 - Sexual – Coercion or force to take part in sexual acts.
 - Neglect - Failure to identify and / or meet care needs.
 - Verbal – Any remark or comment by others that causes distress.
- Represented a risk of harm to a child or vulnerable adult (satisfied the harm test).

To satisfy the harm test there needs to be credible evidence of a risk of harm to vulnerable groups including children such as statements made by an individual regarding conduct/behaviour, etc. For a case to be considered as a risk of harm, relevant conduct would not have occurred but there must be tangible evidence rather than a “feeling” that a person represents a risk to children and / or vulnerable adults.

This policy is to be reviewed on an annual basis

Safeguarding Policy Annex 1

What do you do if someone makes a disclosure to you?

If someone confides in you:

- Remain calm, approachable and receptive
- Explain that you cannot offer confidentiality and based on what you hear, you may need to report this to the Safeguarding Officer
- Listen carefully without interrupting
- Make it clear that you're taking what is being said seriously
- Acknowledge you understand how difficult this may be
- Reassure them they've done the right thing in telling
- Let them know that you'll do everything you can to help them

Then you must

- Record carefully using their words and sign, date and time your notes (only record what has been said, and what you observed)
- Continue to be caring and supportive for them Best working practice
- Be friendly, courteous and kind- a good role model
- Treat all with dignity and respect regardless of age, sex, ethnicity, disability or sexuality
- Be available to listen and ready to refer to someone more experienced- in this case the safeguarding officer
- Respect personal privacy but recognise the difference between privacy and offering confidentiality
- Be sensitive to the needs and preferences of others
- Never make belittling or discouraging remarks
- Do not use inappropriate language and subject matter. Be careful not to do or say anything that could be misunderstood or be interpreted as innuendo
- Avoid any questionable behaviour /communication in face to face: telephone: email and social media activities
- Challenge unacceptable behaviour and report any allegations or suspicions of abuse
- Be firm and fair with children- avoid favouritism and singling out those who cause trouble
- Remember it is the bad behaviour that is blameworthy not the individual
- Never ignore or trivialise bullying.
- Take every reasonable precaution to minimise risk while providing demanding, challenging and enjoyable activities
- Ensure that all, and especially those who are vulnerable are kept safe from harm whilst they are involved in and with the organisation
- Follow this policy and contact the Safeguarding officer or designated personnel if you are not sure about what to do

Procedure for responding to an allegation of child abuse

Recognition

This procedure must be followed whenever an allegation is made that a child or

vulnerable adult has been abused or when there is a suspicion that a child or vulnerable adult has been abused or such information has been disclosed

Respond

Do not make promises regarding confidentiality. Explain to the person at the outset that you will need to report the disclosure and share the information with the designated Safeguarding person. Information will be shared with external agencies where it is judged that a person is at risk of suffering significant harm.

Report

The Safeguarding officer should be advised of any matter that could be regarded as a Safeguarding issue. The designated person should also be contacted by phone; e-mails to communicate such information should be avoided

Record

A record of the incident or concern should be made in writing. If the complainant is the child or vulnerable adult him/herself, questions should be kept to the minimum necessary to understand what is being alleged and leading questions should be avoided. The use of leading questions can cause problems for the subsequent investigation and court proceedings. The record should focus on the facts. This record should be made in the dedicated Safeguarding Record book.

Refer

The Safeguarding Officer will decide if the matter needs to be reported to an external agency (Adult or Children Safeguarding Boards or the Local Authority) The Designated safeguarding officer can also seek advice from external agencies in terms of whether a referral should be made. External referrals will be undertaken over the telephone to the duty social worker (or such other person as required by the local Area Child Protection Committee (ACPC) procedures or the Adult equivalent). In the unlikely event that social services cannot be reached the designated person can contact the relevant police child protection team for the area. A written record of the report will be retained by the Safeguarding officer. The written record will note the date and time of the report and must include the name and position of the person to whom the matter is reported. The Safeguarding Officer should discuss with the Social Services Department what action will be taken to inform the parents/guardian of the child or vulnerable adult and a note of that conversation should be made. In any inter-agency meeting, the designated person will also retain a record of the meetings and any agreed actions and all correspondence will be securely maintained

If a child or adult is in present danger or a crime is being committed the police should be notified immediately by the committee member.