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GAMING CLUB NETWORK

Constitution

Version 4.6

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Constitution

The Gaming Club Network is an independent player's organisation aiming to support the continued development of Gaming Club in the UK.

1.0 Purpose

The Gaming Club Network (GCN) is an Association of Independent Gaming Clubs whose aim is to support and encourage the activities and interests of Clubs and Individuals in the Gaming Community in the UK and to promote best practice within the Gaming Hobby and Community.

- 1.1 To provide the opportunity for individuals and Member Clubs to participate in the hobby of collecting, painting and gaming with miniatures, table top games and Role Play games.
- 1.2 To meet the following six objectives:
 - 1.2.1 To provide assistance in the running of local gaming events
 - 1.2.2 To facilitate Club activities
 - 1.2.3 To provide assistance in the running of games at both local and national levels
 - 1.2.4 To provide a forum for Gaming Clubs and their Individual Members
 - 1.2.5 To facilitate Club development and growth
 - 1.2.6 To promote good communications between Gaming Clubs and Games Originators, Manufacturers and Retailers.
 - 1.2.7 Our final and most important directive is to have a good time enjoying our hobby and making new friends. In short, to have fun.

2.0 Membership

- 2.1 The Gaming Club Network membership is drawn from the Clubs that have signed up to the Gaming Club Network Charter and this Constitution.
- 2.2 Member Clubs must conform to the Gaming Club Network Code of Practice.
- 2.3 Member Clubs should be open to new members joining them at all times, subject to available space, insurance, health and safety, and other relevant factors.
- 2.4 Member Clubs are registered with the Gaming Club Network database. It is the responsibility of those charged with running Individual Member Clubs that their details on the GCN database are kept up to date by informing the GCN Council of changes when they occur
- 2.5 Clubs seeking membership need to apply through the GCN website. If the website is unavailable details of an alternative are to be provided through the GCNs social media and advertising channels. Provisions will also be made to enable club applications at wargaming related shows and events at which the GCN is present
- 2.6 Membership applications will be reviewed by the Vice President, the clubs details will be passed on to the council who will have a week to raise any issues with the application.
- 2.7 A clubs membership of the network will run from confirmation of receipt of membership paperwork and payment. This confirmation will be sent by the GCN Vice President to the Clubs' Contact once all the above conditions have been met
- 2.8 A yearly renewal of membership is to be carried out every September. All clubs' memberships will expire on September 29th each year with renewed membership commencing September 30th each year. The membership renewal will follow the same conditions as above.

3.0 Assets

- 3.1 Assets of the Gaming Club Network itself are held at the discretion of the GCN Council for the use of Members of the GCN and of the general Gaming Community.
- 3.2 In the event of the Gaming Club Network being wound up, after settlement of all liabilities, the GCN Council is charged with donating all of the GCN's remaining assets to Voluntary and/or Charitable organisations which have similar objectives and restrictions on the distribution of their assets as those of the GCN. No Individual or Member Club within the GCN shall have any automatic right to any assets of the GCN.

4.0 Gaming Club Network Officials

- 4.1 The Gaming Club Network recognises three types of officials, each with clear roles and responsibilities. These are the Council, Representatives, Assistant. All GCN Officials are members of Member clubs. In addition to these representatives of the of the Member Club committees also have specific responsibilities towards the GCN.

4.2 The GCN Council

The Gaming Club Network Council will consist of a minimum of three Officials, President, Treasurer and Secretary. All members of the Council shall act in concert and shall use their knowledge and abilities for the furtherance of the Council and its activities not withstanding role descriptions in the following sub-sections. The roles and responsibilities of any other council positions will be described in Appendix 1: Council Position Responsibilities.

4.2.1 President - Responsible for:

- 4.2.1.1 Encourage membership to the GCN for independent clubs.
- 4.2.1.2 Encourage the volunteer effort of the GCN Member Clubs.
- 4.2.1.3 Act as a focal point for contact between the GCN Council and game manufactures, originators and retailers.
- 4.2.1.4 Chair GCN Council meetings.
- 4.2.1.5 Chair other activities and meetings including the GCN's AGM and elections of GCN Officials.

4.2.2 Treasurer - Responsible for:

- 4.2.2.1 Managing the GCN's finances and assets in accordance with the Constitution.
- 4.2.2.2 Managing the day-to-day details of the GCN's financial accounts.
- 4.2.2.3 Maintaining the GCN's bank accounts and records of its assets and liabilities and for ensuring these are available for inspection at the order of the GCN Council or other Official Statutory and Regulatory bodies which have a legal right to access.
- 4.2.2.4 The production of Annual and other Accounts and Returns of a financial nature as required by the Council or other Official Statutory and Regulatory bodies.
- 4.2.2.4 Reporting to and advising the GCN Council on financial and other statutory and legal matters as necessary.
- 4.2.6.5 The Treasurer shall act as President on all occasions where the President and Vice-President are not present.

4.2.3 Secretary - Responsible for:

- 4.2.3.1 Calling, organising and minuting GCN Council meetings.
- 4.2.3.2 Arranging the agenda at all GCN Council and other meetings.

- 4.2.3.3 Calling, organising and minuting the GCN's AGM and other official meetings, notifying the Membership of elections and ratifications of the appointment of GCN Officials and Representatives.
- 4.2.3.4 Collating and maintaining the GCN Google calendar.
- 4.2.3.5 Collating and publishing Member submitted articles on the GCN website
- 4.2.3.5 Exercising Member Club's proxy votes at AGMs and other meetings as directed.
- 4.2.3.6 Supporting the Council with ad hoc administrative tasks as appropriate.
- 4.2.3.7 The preparation and submission of all non-financial returns required by the Council and other Statutory and Regulatory bodies.

4.2.4 Other Council Officials

- 4.2.4.1 The responsibilities of other Council Members will be determined by the council for the good governance of the organisation. An example of these responsibilities is provided in Appendix 1: Council Member Responsibilities.

4.3 **Representatives**

Representatives are appointed to promote the hobby at a local level, liaising with Individual Clubs and Game Retailers. Their responsibilities are:

- 4.3.1 Organise regular club cell meetings, including distributing minutes.
- 4.3.2 Liaise with Local Games Retailers and Member Clubs on a regular basis.
- 4.3.3 Liaise with the Gaming Club Network Council, ensuring the individual areas have a defined line of communication.
- 4.3.4 Organise Local Inter Club Events and GCN participation in Local Shows.
- 4.3.5 Ensure all Member Club data for their area is correct and correctly circulated.
- 4.3.6 Representatives shall report to GCN Council meetings as often as possible to advise the Council and assist in its discussions and proceedings.

4.4 **Assistants**

Assistants will be appointed to do specific tasks as determined by the GCN Council to aid in the good governance of the organization and to promote the hobby. GCN Representatives can also appoint assistants to aid them in their duties in their area of operation

4.5 **Member Club Representatives**

Member Club Representatives will act to liaise with the Representatives on a regular basis. In regard to the Gaming Club Network their responsibilities are to:

- 4.5.1 Organise within their Clubs ballots for the appointment of GCN Officials when elections are notified to them by the GCN Council.
- 4.5.2 Meet/correspond with the Representative regularly to ensure a proper dissemination of information within their Club and the general Gaming Community.
- 4.5.3 Attend GCN Council meetings as often as possible to advise the Council and assist in its discussions and proceedings
- 4.5.4. Periodically visit the GCN website where the Council shall post official notices which shall require notifying to their Club's Membership.

5.0 **Funding**

- 5.1 The Gaming Club Network's funds will be administered through such bank and/or -- building society accounts as are deemed necessary and authorised by the GCN Council which are designed for this purpose.

- 5.2 There shall be at least two GCN Council signatories to all GCN bank and/or building society accounts, one of whom must be the Treasurer. Two signatories must sign all GCN cheques and cash withdrawals.
- 5.3 Financial records shall be available for inspection by statutory bodies with a legal right to inspection and, on written communication to the GCN Council, to any GCN Member.
- 5.4 An Invoice or receipt should be obtained for all Network expenditure subject to reasonable de minimus levels as set by the Council. These should be checked by the Treasurer and retained for audit and statutory purposes.
- 5.5 All expenditure above the de minimus level set by the Council should be authorised by the Council before the GCN is legally committed to such expense.
- 5.6 Subject to statutory and regulatory restrictions and guidelines, the Council shall decide upon the financial reporting periods of the GCN and shall instruct the Treasurer to cause accounts to be drawn up for said periods.

6.0 Voting and decisions

- 6.1 Council meetings will take place during the year at such times and venues as called by the Secretary under authority from the Council.
- 6.2 All major decisions in Council meetings will be made by a majority vote of the Gaming Club's Officials as set out in Section 4.2. Three GCN Council Officials as set out in Section 4.2 shall constitute a quorum. In a tied vote, the President shall hold the casting vote. All GCN Officials and Member Club representatives shall have a right to attend Council meetings in a non-voting capacity.
- 6.3 An Annual General Meeting should be held each year within the months of October, November or December. These will be run in accordance with Appendix 2: Annual General Meetings and Emergency General Meetings.
- 6.4 Elections to GCN Council positions scheduled in Section 4.2 will be open to any member of a member club nominated by at least four individuals eligible to vote.
- 6.5 Representatives and Assistants are appointed by a majority vote of the GCN Council. Any member of a member club may stand for these posts.
- 6.6 Each Member Club has a single vote to be cast at GCN elections and at AGMs and EGMs. Each Club shall nominate a representative to cast said vote on behalf of the club and in line with the wishes of the clubs' membership. Where possible this representative should not be a serving member of the GCN Council.
- 6.7 All nominations for elections must be notified to the Secretary by post or email at least one calendar month prior to the time of the vote being held.
- 6.8 Any Member Club can call for an Emergency General Meeting to be called, provided they can obtain the backing of four other member clubs. The Club calling for the EGM must submit the request in writing to the GCN Secretary, including details of the meetings backers. The EGM will be held following the proper procedures necessary for an AGM.

7.0 Appointment and Resignation of Officials

- 7.1 The Council voting in quorum may co-opt and appoint onto the Council such persons as they feel necessary for the good governance and operation of the GCN. Such appointees shall hold office at the discretion of the Council until formally elected to Office by the Membership at the earliest possible AGM.
- 7.2 Members of the Council shall hold office as a duly elected official of the GCN for a maximum period of 2 years from the AGM at which they are elected or ratified. Following the expiry of this interval they must seek re-election at an AGM but may act as co-opted Officials until this can be effected.
- 7.3 GCN Officials (Council members, Representatives or Assistants) resigning must provide at least one months' notice to the president or acting president.

- 7.4 The Council voting in quorum shall have the power to remove from the Council any Official who fails to attend at least one Council meeting or AGM within a consecutive 12-month period or whose actions falls short of those expected from their position.
- 7.5 Member Clubs can call for a vote of no confidence in a Council Members following the provisions for an EGM in Section 6.8. If the vote is passed the Council Member will be removed from their position with notice as per Section 7.3
- 7.6 If the President is removed from office by a vote of no confidence or has stepped down the Vice President is to act in their stead.
- 7.7 The Council voting in quorum may remove from office any Representative whose actions falls short of those expected from their position.
- 7.8 The Council shall notify to any Council Official or Representative whose removal from office is being considered the reasons for such a possible course of action and shall give them every opportunity to make reasonable representations and/or present their case to the Council.
- 7.9 The Council and Representatives may appoint individuals to working sub-groups to work under their guidance and responsibility at such times as may be deemed appropriate. Their appointment shall be deemed temporary. Their actions and opinions shall not be held or made out to be those of the GCN and shall not be regarded as binding upon the Council of the GCN or the Membership of the GCN as a whole.

8.0 Standards

- 8.1 All elected and c-opted Officials will adhere to and display standards of behaviour consistent with the Gaming Club Network Code of Conduct.
- 8.2 All Member Clubs will adhere to the GCN Code of Practice.
- 8.3 All voting and decision-making will be administered in a fair, open and accurate manner.
- 8.4 All issues of concern should be voiced to the GCN Council. The Council will retain the right to remove any GCN Official with a majority vote of the Council.

9.0 Suspension of GCN Membership

- 9.1 Any Member Club proven beyond reasonable doubt to have breached the standards of the Code of Practice, Child Protection Policy or Constitution will be removed immediately from GCN Membership on the agreement of a majority of the Council of the GCN to protect the good reputation of the GCN and its Member Clubs.
- 9.2 The GCN Council shall at its discretion voting in quorum suspend from membership of the GCN any Member Club suspected to have breached the standards of the Code of Practice, Child Protection Policy or Constitution to protect the good reputation of the GCN and its Member Clubs.
- 9.3 The GCN Council has a legal requirement to refer all matters of criminal offences by the Member Clubs and Individuals to the police authorities and shall notify the appropriate authorities of all other legally reportable matters drawn to the Council's attention.
- 9.4 The Secretary or other duly nominated individual shall on the instruction of the GCN Council formally write to any Member Club informing them of the Council's concerns to allow them to make appropriate reasonable representations to the Council and shall formally inform Member Clubs under or threatened with suspension and/or removal from the GCN.
- 9.5 Suspended Member Gaming Clubs and former Member Clubs must not participate in any activity connected with the Gaming Club Network. Suspended and former Member Club and their Individual Members should not display or use the Gaming Club Network name, intellectual property and imagery until formally returned to full membership of the GCN by written notice from the GCN Council.
- 9.6 Suspension in the case of disagreement must be followed as soon as possible by conciliation and such further steps as are necessary.

- 9.7 Any Member Gaming Club that is suspended or dismissed or is threatened with such action has the right of appeal to the GCN Council. If so requested by the Member Gaming Club concerned, the GCN Council will convene a meeting to hear the appeal. Any individual party to a dispute may give evidence at such a hearing but they must not participate in discussions and decisions. Reasonable opportunity must be given for individual members from the concerned Gaming Club to attend the meeting of such an appeal to state their case against suspension or dismissal from Membership of the GCN.
- 9.8 Following suspension or dismissal from of membership of the GCN a Club may be reinstated to full Membership by majority vote of the GCN Council in quorum.
- 9.9 Records of all suspension and disciplinary actions must be maintained by the GCN Council.
- 9.10 The GCN Council shall have no power to demand the removal or suspension of any individual from any Member Club as these are all Independent under Section 1.0. However, the GCN Council reserves to itself the power to request such action from Member Clubs and refusal to comply will constitute reason to instigate suspension or dismissal proceedings to protect the good name of the GCN and its Membership. To this end Member Clubs are required to provide the GCN Council with all reasonable explanations and evidence requested from them.

10.0 Amendment and alteration of the Constitution

- 10.1 This Constitution may only be amended and or altered by formal resolution at a properly convened and held AGM or EGM.
- 10.2 All proposed changes to the Constitution must accompany the notice of AGM or EGM sent to Members of the GCN.
- 10.3 To give opportunity for Members to fully digest the implications behind changes to the Constitution all changes to the Constitution shall not take effect until 2 calendar months after the date of the AGM or EGM at which the appropriate resolution was passed which should give ample time for any further necessary measures to be taken by the GCN's Officials and Membership.

Appendix 1: Council Position Responsibilities

In addition to the three council positions described in the Constitution (section 4.2), four additional council positions exist. All members of the Council shall act in concert and shall use their knowledge and abilities for the furtherance of the Council and its activities notwithstanding role descriptions in the following sub-sections.

- 1.0 Vice President - Responsible for:
 - 1.1 Manage the approval process for prospective Member Clubs. As per Section 2.6
 - 1.2 Monitor and the standards quality of clubs in relation to the GCN Charter.
 - 1.3 Maintain the GCN Club Database, holding details of Member Clubs and GCN Officials
 - 1.4 Acting as the main contact point for clubs requiring information about the Membership Process or the GCN.
 - 1.5 The Vice-President shall act as President on all occasions where the President is not present.
- 2.0 Commercial Manager - Responsible for:
 - 2.1 Liaising with game manufacturers, originators and retailers on issues regarding promotion of the GCN and its Member Clubs.
 - 2.2 Sourcing and producing promotional materials for the operation of the GCN.
 - 2.3 Compile and maintain up to date details of agreements with GCN affiliates
- 3.0 Regional Developmental Officer - Responsible for:
 - 3.1 Maintaining up to date contact information for all GCN Representatives
 - 3.2 Lead the training and Development of GCN Representatives
 - 3.3 To seek out prospective new GCN Representatives
- 4.0 Media Manager – Responsible for:
 - 4.1 Administrate GCN Website
 - 4.2 Monitor and Administrate GCN Social Media Accounts
 - 4.3 Advise the Council on new advertising opportunities and ways of supporting GCN Members through the internet and new technologies.

Appendix 2: Annual General Meetings and Emergency General Meetings

The good governance of the Gaming Club Network requires the input of our member clubs for certain decisions affecting the entire membership and the transparent election of GCN Council Members. The primary forum for this is our Annual General Meetings, or on rare occasions, Emergency General Meetings. These may be called in accordance with points 6.3 and 6.8 in the constitution; and run in accordance with the following:

- 1.1 The AGM will take place at a time and venue as determined by the Council in accordance with this Constitution. The Secretary shall give one calendar month's notice of the AGM by notice on the GCN's website and by post or other means if directed by the Council. The notice shall include full details of any changes to this Constitution and details of how Member Clubs may exercise proxy votes at the AGM.
- 1.2 The President or acting President shall present a review the activities and performance of the Gaming Club Network Council since the last AGM and shall present the plans for the coming year.
- 1.3 The Treasurer shall present an account of the GCN's financial position for the last financial period and shall comment on subsequent events as necessary for the Membership to gain a proper understanding of the organisation's financial position.
- 1.4 The AGM will, elect and ratify the appointment of Council Officials.
- 1.5 The AGM will include an open forum for any member of a Member Club to voice their views, raise issues or ask questions.
- 1.6 Resolutions must be proposed and seconded by 2 individuals entitled to vote under Section 6.6.
- 1.7 In a vote at an AGM or EGM a simple majority will decide.