

# Maine Historical Wargamers Association Charter

The club has a strict set of policies, rules and regulations which make up its charter.

## Name

The name of the Club shall be Maine Historical Wargamers Association, hereinafter referred to as the Club.

## Aims and Objectives

- The overall aim of the Club shall be to play and promote historical wargaming in Maine.
- To facilitate other requests from the Members and attendees.
- The Club will be non-party in politics, non sectarian in religion, sexual orientation or disability.

## Rules

Those attending the club must abide to the following set of rules. Failure to do so may result in being banned from the club, or worse; prosecution.

- Vandalism or deliberate damage to Club or attendee's property will not be tolerated.
- Threatening or abusive behavior will not be permitted.
- Disruptive behavior, that inhibits the enjoyment of other attendees, is unacceptable.
- Dangerous or improper use of Club property, or other attendee's modeling equipment, is strictly prohibited.
- Display of racial, sexual, religious, or other prejudices will not be tolerated.
- The Club and its venue operate a Zero Tolerance Policy towards illegal and controlled substances. Abuse is strictly prohibited.
- Intimidation and/or bullying will not be tolerated.
- Lack of basic hygiene is unacceptable.
- Theft of Club, or attendee's property, will not be tolerated - prosecution may ensue.
- Have fun - don't be a jerk!

## Membership

There will be one type of membership to the Club; Member.

- Member: These are people who form the committee, and organize and maintain the Club's assets. Members pay their fees in advance and form the steering group for the Club . They are the ones who vote on any issues.
- Dues shall be recommended by the Committee, and confirmed with majority vote of the Club. Membership runs from January 1<sup>st</sup> through December 31<sup>st</sup>.

## Termination of Membership

The Committee shall reserve the right, for good and sufficient reason, to exclude from the Club, or meetings, an individual Member. The individual Member concerned will have the right to be heard by the committee to appeal the decision.

## Board of Directors

A Board of Directors, or BoD, shall be comprised of three persons who perform the following roles and responsibilities:

- Govern the Club by establishing broad policies and objectives.
- Approve annual budgets.
- Approve minutes and actions of Annual General Meeting.
- Account to members of the Club for the organization's performance.

The term for members of the Board of Directors shall be one year in length. Members of the Board of Directors may serve continuous terms upon being approved by a vote of the membership at the annual meeting of the club.

### **The Committee of the Club**

The Committee shall consist of a President, Treasurer, Vice President, Secretary, all of whom must be fully paid members. All positions referred to hereinafter as Officers.

- The management and control of the affairs and property of the Club shall be vested in the Committee.
- The Members shall elect positions from within the Membership by a majority vote, for a period of one year, or until the next Annual General Meeting.
- The Committee may refer any part of its business to a sub-committee or work party. The nominated sub-committee or working party must have at least one Officer of the club, or representative selected by the Committee, and decisions concerning finance must be confirmed by the full Committee.
- When a Committee position becomes available, the Committee will take nominations from Members of good showing and take a vote. All votes shall be on a majority basis.
- No two Members of the same household may be financial signatories in the finances of the Club.
- The number of Members on the Committee can be altered to suit the needs of the Club by a majority vote of all Members.
- Candidates for Committee Officer positions shall submit their intention of interest by September 15<sup>th</sup> to the Committee. Voting for Officer positions shall take place at the Fall Game Day.

### **Meetings**

- At least seven days notice shall be given of the date, time, and location of any General Meeting, and at least fourteen days of an Annual General Meeting (AGM). The Annual Report of Committee Members of the AGM will be made available to all Members upon request.
- An AGM shall be held before the end of August in each year. The business of the meeting shall include:
  - The presentation of the Annual Report of Committee Members.
  - The presentation for approval of a Statement of Accounts.
  - Review of Huzzah!
- General Meetings (GM) may be convened at the discretion of the Committee at any time or at the written request of the secretary of at least six members of the Club. Copies of any motions discussed or carried, including reasons for doing so, must be made available to those members not available to attend the EGM.
- The Committee shall meet at least every 6 months, but as required to attend any ongoing issued raised.
- Sub-committees shall meet on an ad-hoc basis, depending on their own requirements.

- Documentation of all decisions and reasons why shall be made available as required.

### **Voting**

Only Members of the Club shall be eligible to vote at any meeting.

- When the President of the meeting feels it is necessary for a vote to be taken, it shall be done.
- The President will not be eligible to vote at any meetings, other than in the event of a tied vote. The President will then exercise a deciding vote. The President may however express a view of opinion.
- Due to the dispersed nature of the Club Membership, it shall be permitted that some issues be allowed to be discussed via e-mail. These votes will follow normal voting rules.

### **Finances**

The Club shall be able to receive donations, gifts or contributions without favor and to empower the Committee to raise funds by legal means.

- All monies received shall be paid into a bank account in the name of the Club, MHWA, or Maine Historical Wargamers Association.
- Three Officers or Board of Directors Members of the Club shall be authorized to sign checks on behalf of the Club.
- The funds of the Club shall be used to meet the cost of agreed projects and activities. Only duly authorized expenditure incurred on behalf of the Club shall be met.
- The financial year of the Club shall end on 31st December of each year.
- Accounts shall be prepared and presented to the Committee at the AGM by the Treasurer.
- Any fees, and Member benefits shall be discussed and amended as suits the Clubs needs.
- The Club is a non-profit organization. Any funds raised by the Club are invested in its successful running and routine maintenance.

### **Charter Disputes**

In all matters of dispute on the interpretation of this Charter, or on all matters on which the Charter is silent, the President shall give a decision.

Changes to the Charter may be made by a majority vote at a meeting or AGM where all Members are present.

### **Dissolution**

The Club may at any time be dissolved by a resolution passed by two-thirds majority of those present and voting at a Meeting of which fourteen clear days notice has been given to all Members, specifying that this is the purpose of the aforementioned Meeting.

All assets remaining after the satisfaction of any proper debts and liabilities, shall be applied towards charitable purposes. A suitable charity shall be agreed upon at the meeting to dissolve the Club by majority vote.

Adopted June, 2012

Revised January, 2014

Revised October, 2014