

Townsville Tabletop Guild Constitution for James Cook University Student Association

1. Interpretation

“Association” means the James Cook University Student Association. “Association Council” means the James Cook University Student Association Council.

2. Name

The name of the Club shall be “Townsville Tabletop Guild”. Hereinafter called the Club.

3. Objects

The objects of the Club shall be:

- i. To support the objectives of the JCU Student Association
- ii. To provide a space for all avenues of tabletop gaming that encourages diversity in our community
- iii. To provide a safe environment for people to make like minded friends
- iv. To foster the development of character and social skills needed in an academic and workplace setting
- v. To promote a sense of community for JCU students

4. Membership

All members of the James Cook University Student Association and such other persons as the Committee may from time to time determine, shall be eligible for membership of the Club.

For membership to be granted, individuals must agree to the club's rules. Members who do not comply with the club's rules will be issued warnings or a potential for the membership to be revoked or suspended for repeat offences (revoking and suspending memberships will be voted on during a meeting and passed with a two-thirds majority vote).

The rules for the club are as follows:

1. No meta-gaming, with respect to context of the specific event.
2. The event coordinator / game master's decisions are final, with regards to rules queries or discrepancies.
3. Zero tolerance policy for breaching event consent rules, as dictated by the event coordinator / game master.
4. Be respectful of other members and their / the club's property. Ask before using the club's equipment and return any borrowed equipment by the end of each event.
5. Be respectful of the event space during club events, including cleanliness and excessive noise.

5. Management

- 5.1 Management of the Club shall be vested in a Management Committee, which shall be elected annually by the membership at the Annual General Meeting.
- 5.2 The Management Committee shall be comprised of:-
 - i. The President who shall be the spokesperson for the Club and shall represent the Club whenever necessary.
 - ii. The Vice-President who shall depute for the President in his/her absence.
 - iii. The Honorary Secretary, who shall keep accurate minutes of all meetings of the Club and the Committee, maintain a register of members of the Club, attend to Club

correspondence and keep such other records as are required by the Club or by Association Council from time to time.

- iv. The Honorary Treasurer who shall keep a record of all monies received, and payments made by the Club such as will permit an unqualified audit of the Club's accounts for presentation to the Annual General Meeting, and shall present regular financial statements and accounts to the Management Committee. All monies received by the Club shall be paid in full into a Club account set up for the purpose, and disbursements shall be paid by internet transfer from the Club's account, except those amounts which may be made by the Honorary Treasurer in the case of petty cash disbursements. The Honorary Treasurer shall set up an imprest account for petty cash disbursement with an upper limit to be determined from time to time by the Management Committee.
- v. Such other members with such other responsibilities as the Club may from time to time appoint at a general meeting.
- vi. Casual vacancies on the Committee may be filled by appointment by the remaining members of the Committee from the Club membership.
- vii. In the event that all executive positions are unable to be filled by students, the role of the Vice-President will be the only role permitted to a non-JCU student, with the standard process of elections still applying.

6. Finance

- 6.1 The Club shall open a Bank, Building Society or Credit Union account, to be operated upon by the signatures of any three (3) members of the Club's executive. These members shall be {which executive committee members will be signatories?}.
- 6.2 The Committee shall prepare an annual budget for the proper ordering of the financial affairs of the Club and for presentation to the Clubs and Societies Committee or in support of each annual application for an Association grant.
- 6.3 The Committee shall ensure that the Association regulations in respect of the Club and Society finances and reporting are satisfied.
- 6.4 The financial year of the Club shall end 31 December each year.

7. Meetings

7.1 Annual General Meeting

The Annual General Meeting of the Club shall be held in October of each year. Fourteen (14) days notice of the A.G.M. shall be given to the membership and the Association by notice placed on the official Association notice boards and by such other methods as the committee may deem appropriate.

At the Annual General Meeting the Honorary Secretary shall deliver a written report of the Club's activities for the preceding year. The Honorary Treasurer shall present audited financial statements and accounts for the preceding year.

Quorum at the Annual General Meeting shall be $\frac{3}{4}$ of the executive and five ordinary members. In the event of quorum not being present within thirty (30) minutes of the scheduled time for the meeting, the meeting shall be adjourned to the same place and time in the following week at which those members present shall constitute a quorum.

7.2 Special General Meetings

Special General Meetings may be called by the Committee or by petition to the Honorary Secretary from a number of ordinary members equivalent to twice the numbers of Committee members.

Special General Meetings shall be called within fourteen days of receipt by the Honorary Secretary of a request from the Committee or the membership as above. Seven (7) days notice shall be given to the membership of a Special General Meeting.

Quorum at a Special General Meeting shall be twice the number of committee members.

7.3 Committee Meetings

The Management Committee shall meet at least once each semester. Quorum at Committee meetings shall be half plus one of the Committee memberships for the time being. Seven (7) days' notice of all Committee meetings shall be given to each executive committee member. Committee meetings may be called by the Honorary Secretary alone or on the request of half the membership of the committee.

8. Property

All property of the Club shall be held in trust for Club purposes. In the event of dissolution of the Club the property of the Club shall devolve upon the James Cook University Student Association

9. Powers of the committee

The Committee shall be empowered to do all things conducive and incidental to the attainment of the objects of the Club consistent with this Constitution and the James Cook University Student Association Regulations made there under.

The committee shall have the power to make regulations and by-laws, in accordance with this Constitution.

The committee has the power to revoke a membership, providing the vote is passed by 2/3 majority.

In addition to the two-thirds majority vote, the committee will adhere to the 'Levels of Consequence' guidelines for revoking a membership.

Levels of Consequence

Verbal Warning

- A member can be given two verbal warnings before they must be given a written warning.
- If a verbal warning can not be given due to any circumstance, a written warning can be given. However this warning will still be marked down as a verbal warning.
- Any rule being broken constitutes a verbal warning.

Written Warning

- A member can be given two written warnings before they must be suspended or banned from the club.
- A written warning can occur when:
 - ❖ Two verbal warnings have been issued
 - ❖ One verbal warning has been issued, as long as the rest of the committee sees it fit to do so
 - ❖ A club member reports them with series of evidence to their claim
 - ❖ An instance of defamation occurs against the club or a member of the club

Membership Suspension

- A member must be given at least two warnings (of any degree) in order to constitute suspension of membership.
- A majority of the committee members must vote in order for someone's membership to be suspended.
- Immediate membership suspension can be caused by any of the following:
 - ❖ An instance of verbal/physical/sexual abuse/assault occurs at the club caused by a member
 - ❖ An instance of extreme discrimination occurs
- Once a suspension has been given to a member then the committee must decide on the length of suspension and notify the offender.

Revoking a Membership

- A person's membership can be revoked if they have received at least two written warnings.
- Once a person's membership has been revoked, they are unable to rejoin the club for the minimum of 1 year.
- A member cannot be immediately banned from the club without all of the committee members agreeing to it.
- A ban cannot be revoked without all of the committee members agreeing to it.

10. Liability

10.1 Each member ("That Member") of the Club shall:

- i. Be solely liable for and indemnify the Association, the Club, the Management Committee, the Officers of the Club and/or other Club Members for all liability whatsoever to a third party, arising out of the actions or omissions of That Member (whether by negligence or otherwise) resulting in injury or loss to a third party, whether or not that third party is a Club Member,
- ii. Indemnify and save harmless the Association, the Club, the Management Committee, the Officers of the Club and/or other Club Members for all liability whatsoever to That Member in the course of "Club Activities", whether arising by way of negligence or otherwise.

10.2 "Club Activities" include activities engaged in predominantly for the advancement of Club Objectives enumerated on Clause 2, including activities on the nature of or incidental to:

- Meetings

- Functions/Events
- Workshops/Seminars
- Training sessions; and
- Competitions

11. General

In any matters not specified in this Constitution or in Regulations enacted by the Committee under this Constitution the provisions of the Constitution and Regulations of James Cook University Association shall apply.

12. Disputes

Any disputes must be submitted in writing to the President / Vice-President or Secretary and presented to the Executive Committee within three (3) days of receipt of the dispute. The Executive committee must then meet within fourteen (14) days to discuss and resolve the dispute.

Alternatively, the dispute can be brought to a general or special general meeting, and the disputed issue be decided by a 2/3 majority vote of members present at that meeting.

Executive committee decisions can be overturned by a 2/3 majority vote of members present at a general or special meeting.

13. Appeals

Any appeals must be submitted in writing to the Secretary and presented to the Executive Committee within three (3) days of receipt of the appeal. The Executive Committee must respond to the appeal within fourteen (14) days.

14. Amendments to Constitution

The Constitution may be amended at a general meeting of the Club by two-thirds majority vote of members present provided that fourteen (14) days notice shall be given to all club members of the proposed amendment/s by display on the official Association notice boards, and further provided that the amendment is approved by Association Council.

15. Dissolution

The Club shall be dissolved should it fail to hold its Annual General Meeting, or on the decision so to do of a two-thirds majority of members present and voting at a general meeting for which due notice has been given.