

Tabletop Games and Roleplaying Society Constitution

Date Recognised/Renewed 17/03/2021

1 Preface

- 1.1 This constitution should act as the base for inquiries into specific details on how the Society works. Any further questions can be asked to current members of the Executive Committee.
- 1.2 The current executive committee is available for viewing on our website:
<https://www.warwicktabletop.co.uk/exec/>
- 1.3 The history of the Constitution will be kept on the Society Website alongside previous copies of the Constitution for public consumption. The history of Society Mascots can also be found there.
- 1.4 The Executive Committee will maintain an Exec Handover Document as a companion to this Constitution. This will contain the logistics of the day-to-day running of the Society as to not bloat the Constitution. This document will be available publicly on the Society Website.

2 Name

- 2.1 The name of the Society shall be Warwick University Tabletop Games and Roleplaying Society, and shall be referred to hereafter as "the Society"

3 Aims and Objectives

- 3.1 The Society shall have written statement of aims and objectives providing a clear understanding of the Society. This shall be subject to review annually by the Society's Executive Committee.
- 3.2 The Society aims and objectives shall be:
 - 3.2.1 To provide a friendly and welcoming environment for anyone who wants to play tabletop or roleplaying games, regardless of whether they've played for years or are newcomers.
 - 3.2.2 To bring the fun of playing tabletop and roleplaying games to a wider audience.
 - 3.2.3 To run weekly sessions that cater to the wide diversity of games we play: wargames, card games, boardgames, tabletop RPGs and LARP.
 - 3.2.4 To run introductory sessions at the start of the year to encourage new blood into the Society.
 - 3.2.5 To have an Executive Committee that are willing and capable of teaching and/or finding suitable teachers for those interested in taking up a new game or system.
 - 3.2.6 To run special larger events at a lesser frequency (e.g. bi-termly board game weekends) to bring all areas of the Society together.
 - 3.2.7 To partner with other Societies where appropriate to promote our society and lend them the resources they need to bring tabletop games to a wider audience.
 - 3.2.8 To promote tabletop games and role-playing at Warwick University.
- 3.3 The Society, its Executives, its funds and all its activities shall be subject to the provisions of the By-Laws, Regulations and Policy of the University of Warwick Students' Union.
- 3.4 The Society shall be subject to a disciplinary code as laid down by the Students' Union and administered by the Societies Executive.

4 Executive Committee

- 4.1 The Executive Committee members should not make decisions that unduly disbenefit any section of the Society over another. This also applies to the members of such activities.
- 4.2 The Executive Committee shall be responsible for the day to day running of the Society and may decide upon any matter that has not yet been decided upon by a General Meeting. The Executive Committee shall further be responsible for:
- 4.2.1 Organising the activities of the Society in such a way as to include the greatest possible number of Society members.
 - 4.2.2 Managing the expenditure of the Society's funds in a responsible fashion and in line with the aims, objectives and planned activities of the Society whilst adhering to the SU's financial regulations.
 - 4.2.3 Formulating and submitting an annual bid for funds from the Societies Executive prior to any specified deadline which shall include a statement of activities and objectives for the coming year and detailed justification of the figures contained in the bid.
 - 4.2.4 Formulating and submitting any additional bids for funds from the Societies Executive or groups within the Students' Union, or otherwise.
 - 4.2.5 Assisting any review of the Society's activities and use of funds carried out by a standing committee or group of the Students' Union that has granted funds to the Society.
 - 4.2.6 Upholding the Constitution of the Society and ensuring that its aims and objectives reflect the Society activities.
 - 4.2.7 Ensuring that all Society activity abides by the By-laws, regulations and policy of Warwick SU.
- 4.3 Duties of all members of the executive committee, elected or appointed, shall be:
- 4.3.1 To attend as many exec meetings as reasonably possible.
 - 4.3.2 To represent the Society to the public and its members.
 - 4.3.3 To not bring the Society, nor any of its members, sponsors or associated associations into disrepute.
 - 4.3.4 A member of the Executive committee who is absent from any five exec meetings within a single term of office, or three consecutive exec meetings, without having offered prior apologies, shall face a vote of no confidence as per the SU's constitution at the next exec meeting.
- 4.4 **Core Officers**
- 4.4.1 The Core Officer duties shall include:
 - 4.4.1.a To attend the Society's Annual General Meeting.
 - 4.4.1.b To attend Societies Council and complete mandatory training sessions/courses.
 - 4.4.2 There are three core officers: **President, Vice President** and **Treasurer**.
 - 4.4.3 **President**
 - 4.4.3.a The President shall organise and oversee the running of the Society.
 - 4.4.3.b The President shall chair committee meetings.
 - 4.4.3.c The President shall produce an annual report.
 - 4.4.3.d The President shall represent the Society.
 - 4.4.3.e The President shall respond to SU communication.
 - 4.4.3.f The President shall assist in running events.
 - 4.4.4 **Vice President**
 - 4.4.4.a The Vice President acts in the same capacity as the SU-mandated Secretary role.
 - 4.4.4.b The Vice President shall book rooms.
 - 4.4.4.c The Vice President shall organise, run and minute exec meetings.
 - 4.4.4.d The Vice President shall complete Society paperwork.
 - 4.4.4.e The Vice President shall run the Society Facebook page and assist reps in running associated Facebook groups.

4.4.4.f The Vice President shall post the minutes of each exec meeting to the Society's website in a timely manner.

4.4.5 Treasurer

4.4.5.a The Treasurer shall be responsible for the finances of the Society.

4.4.5.b The Treasurer shall monitor the Societies' online account kept on the SU system.

4.4.5.c All funds shall be held and processed through the groups Students' Union bank account. No money shall be held in personal bank accounts.

4.4.5.d The Treasurer shall submit grant funding applications.

4.4.5.e The Treasurer shall sign off monetary reimbursement forms.

4.5 Additional Elected Officers

4.5.1 Event Reps

4.5.1.a Event Reps help run their respective events. They are expected to run their event or otherwise provide notice such that another member of exec can run it in their place.

4.5.1.b The Event Rep is responsible for moving any equipment to and from storage and must help maintain an inventory of said equipment.

4.5.1.c The Event Rep shall coordinate the finding and teaching of games or systems to new players.

4.5.1.d The Event Rep shall organise purchases of new equipment.

4.5.1.e The Event Rep shall help run their respective Facebook group.

4.5.1.f The Event Reps shall be:

4.5.1.f.i **Wargames Rep**, which runs the weekly Wargames session.

4.5.1.f.ii **Draft Rep**, which runs the weekly Magic The Gathering Draft.

4.5.1.f.iii **Boardgames Rep**, which runs the weekly Boardgames session.

4.5.1.f.iv **Casual Card Games Rep**, which runs the weekly Casual Card Games session.

4.5.1.f.v **RPGs Rep**, which aids in the running of RPGs in the society.

4.5.1.f.vi **LARP Rep** and **Quartermaster**, which run the weekly LARP session. The LARP Rep focuses on the running of the session and the Quartermaster focuses on the transportation and maintenance of equipment.

4.5.2 Communications and Operations Officer

4.5.2.a The Communications and Operations Officer shall write the weekly newsletter during term time.

4.5.2.b The Communications and Operations Officer shall ensure that these newsletters are published through accepted means in a timely manner.

4.5.2.c The Communications and Operations Officer shall help the Vice President run the Society Facebook page and assist reps in running the Facebook groups.

4.5.2.d The Communications and Operations Officer shall help the Web Admin write content for the Society website.

4.5.2.e The Communications and Operations Officer will assist in the running and management of special events where needed.

4.5.3 Web Admin

4.5.3.a The Web Admin shall maintain the Society website, including the removal of spam posts and accounts.

4.5.3.b The Web Admin shall add additional functions to the Society website as necessary.

4.5.3.c The Web Admin shall work with the RPGs Rep to ensure the Events page is accurate.

4.5.3.d The Web Admin shall lead the management and moderation of the Society Discord server.

4.6 Additional Appointed Officers

- 4.6.1 The additional appointed officers (appointed from elected executive committee members or other society members) shall be:
- 4.6.2 Equity, Diversity and Inclusion (ED&I) Officer**
- 4.6.2.a The ED&I Officer shall work with the Welfare Officer to ensure section 7 is adequately fulfilled.
- 4.6.2.b The ED&I Officer shall strive to attend any ED&I related training that the SU/University offers and feedback any information learned to the exec as a whole.
- 4.6.2.c The ED&I Officer shall strive to obtain the society's demographic breakdown from the SU if available, and note where we are under representative of certain groups.
- 4.6.2.d The ED&I Officer shall lead initiatives to try and rectify this (e.g. via collaborations with other Societies).
- 4.6.3 Welfare Officer**
- 4.6.3.a The Welfare Officer shall work with the ED&I Officer to ensure section 7 is adequately fulfilled.
- 4.6.3.b The Welfare Officer acts as the SU-mandated Welfare Officer, going to all welfare-related training and acting as a point of contact for welfare issues in the society.
- 4.6.4 Health & Safety Officer**
- 4.6.4.a The Health & Safety Officer shall complete the yearly risk assessment form.
- 4.6.4.b The Health & Safety Officer shall complete any subsequent risk assessments for special events.
- 4.6.4.c The Health & Safety Officer shall work with reps (especially Quartermaster) to ensure all equipment is safe to use.
- 4.6.5 Assistant Reps**
- 4.6.5.a The Assistant Rep(s) shall be appointed by Executive Committee when it is felt extra help is needed.
- 4.6.5.b The Assistant Rep(s) shall assist parent reps in their roles.
- 4.6.6 The Graphic Design Officer**
- 4.6.6.a The Graphic Design Officer shall ensure that prior to the new academic year, advertisement materials are created/updated (as/if necessary) in time for Welcome Week. This includes responsibility for producing the physical component with a printing company. The materials are as follows:
- 4.6.6.a.i Society banner
- 4.6.6.a.ii Business cards
- 4.6.6.a.iii Posters/flyers to advertise the society as a whole, as well as each individual area of the society.
- 4.6.6.a.iv Stickers (primarily to label our board games).
- 4.6.6.b The Graphic Design Officer is responsible for liaising with the Communications Officer to create any necessary promotional material relating to the big events that we hold, examples being the bi-termly Tabletop Weekend, the termly quiz, the end-of-year LARP, and collaborations with other Societies. These can, but do not necessarily require, a physical component.
- 4.6.6.c The Graphic Design Officer is responsible for looking into new methods of advertisement, and liaising with the treasurer into the cost effectiveness of these.
- 4.6.7 The Holiday Officer**
- 4.6.7.a The Holiday Officer shall ensure that there is exec presence at our holiday events (whether it be themselves or another available exec).
- 4.6.7.b The Holiday Officer shall be responsible for our Postgraduate Board Game events run in collaboration with the SU.

5 Meetings

5.1 Executive Committee Meetings

- 5.1.1 The Executive must meet at least every other week during term time to ensure the Society is operated to a high standard and should endeavour to notify members of the committee at least 3 days before the meeting is due to be held.
- 5.1.2 Where the Executive Committee requires a vote on any issue, only Core Officers and Additional Elected Officers shall have a vote.
- 5.1.3 Appointed Officers shall not have a vote at Executive Committee Meetings.
- 5.1.4 Where an individual holds more than one Core Officer or Additional Elected Officer post, that individual shall receive only one vote.
- 5.1.5 Where a Core Officer or Additional Elected Officer post is held by a job share, the post shall have one vote. If the individuals who share the post cannot agree on how to vote, then the post shall abstain.
- 5.1.6 Quorum for an Executive Committee Meeting shall be a third of the Core and Additional Elected officers, rounded up.

5.2 General Meetings

- 5.2.1 The Society Executive shall call at least one General Meeting (the Annual General Meeting) per year for the purposes of discussing plans and activities for the coming year. This meeting may also be used to hold Executive Committee elections, and vote on changes to the Constitution.
- 5.2.2 Annual General Meetings also include the election of the Society Mascot. This Mascot has no power (so does not have to be officially listed as an exec member) and does not have to be a member of the society, nor a person. Mascot proposals can be made and voted on by members and non-members alike.
- 5.2.3 The Executive shall call further general meetings (Extraordinary General Meetings) either on its own initiative or at the request of 10% of the membership or the request of the Societies Officer.

6 Elections

- 6.1 Elections shall be held online or at a quorate general meeting in line with the Elections section of Regulation 9.
- 6.2 Votes will be counted using a “Single Transferable Vote” electoral system.

7 Welfare and Equal Opportunities

- 7.1 No Society member will be made to feel excluded, discriminated against or victimised on any grounds under any circumstances. This includes, but is not limited to: gender, age, race, ethnic origin, sexual orientation, disability, religious belief, political belief, pregnancy and maternity, marriage or civil partnership, perceived academic ability, appearance, social status, spent criminal convictions, HIV status, gender reassignment, opinions on games/systems or preferred gaming/play styles or groups.

Position	Name	Signature
President (Incoming)		
President (Outgoing)		