

# **ADF WARGAMING ASSOCIATION (ADFWGA)**

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## **CONSTITUTION**

### **Clause 1 – TITLE**

1.1 The Association shall be known as the ADF Wargaming Association (ADFWGA).

### **Clause 2 – OBJECTIVES**

2.1 The primary objective of the ADFWGA is to encourage and promote the hobby of tabletop wargaming throughout the ADF. Ancillary objectives are:

- a. to organise a yearly ADF Wargaming Charity Event;
- b. to develop and maintain a positive relationship with other wargaming Clubs and Associations, both Australian and International;
- c. to aid its members with administrative guidance for attendance at ADFWGA events; and
- d. to be a non-profit organisation.

### **Clause 3 – MEMBERSHIP**

3.1 Membership of the ADFWGA is broken up into four categories:

- a. Ordinary Members. Serving ADF Members of the RAN, Australian Army and RAAF (Permanent and Reserve);
- b. Affiliate Members. ADF APS, Defence Contractors, retired and Inactive ADF members;
- c. Honorary Members. As approved by the Executive Committee or vote at the AGM; and
- d. Life Members. As detailed in Para 3.4.

3.2 The Executive Committee is responsible for managing the application process for all types of Members of the ADFWGA. Individuals can apply for membership by completing an application form and submitting it to the Committee for approval. Once approved, the individual will be considered to be an Ordinary Member, Affiliate Member or Honorary Member of the ADFWGA as directed by the Committee. A Member of any type may opt to cease their membership by contacting the Executive Committee.

3.3 In addition the Executive Committee may, upon receiving a nomination from two ADFWGA members, consider applications for Honorary Membership. Situations for the granting of Honorary Membership include, but are not limited to:

- a. civilians who are otherwise not eligible to join the ADFWGA but have provided support, sponsorship or otherwise acted to enable the success of the ADFWGA; and
- b. members of foreign Defence Forces serving in Australia.

3.4 Life Memberships. Life memberships will be offered to individuals who have provided significant service to the ADFWGA over a sustained period (guidance is not less than 7 years continuous involvement). Life Memberships will grant the recipient with the same standing as an ordinary member of the ADFWGA, regardless of whether they are current serving, ex-serving or civilian. Any ordinary member of the ADFWGA may nominate an individual for a Life Membership by formally contacting the Committee. The nomination should detail why the individual should be considered for Life Membership. Once the nomination is received the Committee will consider the nomination and if endorsed the nomination will be presented at the subsequent AGM for vote. If the nomination is not endorsed by the committee the individual who made the nomination will be informed.

3.5 There are no membership fees associated with being a member of the ADFWGA.

3.6 The Executive Committee reserves the right to expel members who contravene the spirit or rules of the ADFWGA.

#### **Clause 4 – DEFINITIONS**

4.1 In the ADFWGA constitution, unless a contrary intention is expressed, terms are defined as follows:

- a. **Wargaming.** Refers to tabletop wargaming that uses mock battlefields and a series of miniatures in order to workout possible outcomes through the use of a defined rules set and dice and/or cards.
- b. **Delegates.** Delegate shall mean a member of ADFWGA appointed to represent his or her unit/base, Region, Command, sport or organisation on the ADFWGA Executive Committee or Subcommittees.

#### **Clause 5 – MANAGEMENT OF ADFWGA AFFAIRS**

5.1 Management of ADFWGA is vested in the following bodies and policies:

- a. the ADFWGA Executive Committee, and
- b. other committees as appointed by the ADFWGA Executive Committee.

## **Clause 6 – PATRON**

6.1 The ADFWGA Executive Committee has the authority to invite members of the ADF, preferably of Commissioned Rank, that are either serving or retired to act as the Patron of ADFWGA. The responsibilities of the Patron are:

- a. to support the objectives of the ADFWGA both actively and morally,
- b. to aid where required with administrative advice for the running of the yearly ADFWGA Charity Event, and
- c. to attend ADFWGA events and approved competitions where practicable.

## **Clause 7 – COMPOSITION AND POWERS OF THE MANAGEMENT BODIES**

7.1 The main body responsible for the management of the ADFWGA is the Executive Committee. The ADFWGA Executive Committee (consisting of the Chairman, Vice Chairman and Secretary) is the management body of the Association. These members must be of at least Non – Commissioned Rank (CPL (Equivalent)). Unless a contrary intention is listed in this constitution, members of the Executive Committee are elected by the Ordinary Members via a vote.

## **Clause 8 - MEETINGS**

8.1 The ADFWGA will conduct three types of meetings. These are listed below:

- a. ADFWGA Committee Meeting (see paras 8.2 – 8.4).
- b. ADFWGA AGM (see paras 8.5 – 8.8).
- c. ADFWGA Special Meeting (see paras 8.9 – 8.10).

8.2 **ADFWGA Committee Meeting.** The purpose of the ADFWGA meetings is to manage the ADFWGA and organise its associated events. These meetings are to occur as directed by the Chairman, but not less than twice every financial year.

8.3 To form a quorum for a committee meeting a minimum of three members must be present. At the meeting each committee member will have one vote. In the event of a tie the Chairman will have a casting vote.

8.4 The secretary is to capture all action items from the meeting and record all decisions. In the absence of the Secretary the Vice Chairman or the Ordinary Member will act as the Secretary.

8.5 **ADFWGA AGM.** The ADFWGA is to hold an AGM each financial year. Where possible this will be conducted at the main ADFWGA event each year (as determined by the Committee) to ensure maximum participation from the ADFWGA membership. The location of the AGM may rotate amongst the ADFWGA events as

directed by the Committee. This may be based on attendance at the previous year's events to ensure maximum participation.

8.6 The agenda for the AGM is to be released at least 10 working days prior to the meeting. The Chairman will preside over the AGM and will outline the conduct of the meeting at its outset.

8.7 The election of Committee Members and amendments to the Constitution will only occur at the AGM.

8.8 ADFWGA Ordinary Members and Life Members present at the AGM shall have one vote. Voting will be conducted by a show of hands with a majority required to pass a motion presented at the AGM.

8.9 **ADFWGA Special Meeting.** A Special Meeting will be conducted at all secondary ADFWGA events (secondary events are events which are not hosting the AGM). The purpose of the Special Meeting is to provide information, regarding the Association, to a wider audience of ADFWGA members and provide a forum for members to have their input in the running of the Association.

8.10 The agenda for the Special Meeting is to be released at least 10 working days prior to the meeting. The Chairman will preside over the Special Meeting and will outline the conduct of the meeting at its outset.

8.11 **Quorum.** With the exception of the ADFWGA Committee Meetings quorums are not stipulated for the ADFWGA AGM or Special Meetings. These meetings will occur alongside ADFWGA events negating the requirement to stipulate a quorum.

## **Clause 9 – CONSTITUTIONAL AMENDMENTS**

9.1 No clause in this constitution shall be amended or rescinded nor any new clause made, except by resolution of a general meeting of the association agreed to by at least two thirds of the present members voting.

9.2 Proposed amendment/s to this Constitution are to be published with the AGM agenda not less than 10 business days before the AGM. The notification should include a copy of the current clause as well as the revised clause inclusive of all proposed amendment/s. Where possible copies of amendments to the constitution are to be made available at the AGM.

9.3 All amendments to the Constitution approved at the AGM are to be reviewed and approved by the Patron prior to inclusion in the Constitution. Should an amendment not be approved by the Patron it is noted in the AGM minutes. A revised version of the proposed amendment can be submitted at future meetings.

## **Clause 10 – ELECTION OF EXECUTIVE COMMITTEE MEMBERS**

10.1 Executive Committee members will be elected by the Ordinary Members (Serving ADF personnel) of the ADFWGA via a vote. In order to be eligible to hold an Executive Committee appointment individuals must:

- a. Be an Ordinary Member of the ADFWGA present at the AGM, unless exempted by the current Executive Committee due to extenuating circumstances (for example Operational Deployment).
- b. Hold the rank of CPL (Equivalent) or higher.
- c. Submit a committee election nomination form (attached at Enclosure 1 to Annex A).

10.2 The Executive Committee will be voted in during the AGM, held as part of the annual event, for a period of 36 months commencing in December 2013 for all positions. The election process is outlined in annex A.

10.3 Should a member of the Executive Committee be unable to fulfil their duties, they are to notify the Chairman as soon as possible. In the event that this will hinder the operation of the Executive Committee the Chairman can call a special vote to fill the position. The replacement would hold the appointment for the remainder of the original incumbent's tenure.

10.4 Due to the nature of service in the ADF a member of the Executive Committee may find themselves Medically Discharged during their elected term. In these circumstances the Committee Member will be permitted to remain serving as a member of the Executive Committee if they wish. If the individual does not want to remain on the Committee the process outlined in the constitution will be followed. At the next Committee election the discharged member will be allowed to nominate for the position held and if elected hold that position for the elected term. Discharged personnel will not be able to nominate for other positions on the Committee. If the discharged individual is not re-elected they will not be able to nominate for that position at subsequent elections.

## **Clause 11 OFFICE BEARERS – RESPONSIBILITIES**

11.1 **ADFWGA Executive Committee.** While the Chairman and the Committee have the authority to alter the duties of the Committee, generally the office bearers and their responsibilities are as follows:

- a. **Chairman.** The Chairman is to:
  - (1) Ensure that the ADFWGA affairs are conducted IAW this constitution.
  - (2) Preside over all ADFWGA meetings.

- (3) Be the main organiser for the ADFWGA Annual Charity Event including the drafting of any required Administration Instructions and establishment of an event sub committee as required.
- (4) The Chairman is responsible for the coordination of the Public Relations plan for the ADFWGA.

b. **Vice-Chairman.** The Vice –Chairman is to:

- (1) Understudy the Chairman and act as the Chairman in their absence.
- (2) Assist the Chairman with the planning of the annual charity event as required.
- (3) Coordinate the annual meeting and the election of Executive Committee Members.
- (4) Fulfil the duties of Treasurer unless a Treasurer has been appointed by the Committee.

c. **Secretary.** The Secretary is to:

- (1) Understudy the Vice Chairman and act as the Vice Chairman in their absence.
- (2) Compile, distribute and file all minutes of Committee and Annual General Meetings.
- (3) Maintain the database of members.
- (4) Assist the Vice Chairman in the coordination of the Executive Committee elections.
- (5) Provide all tournament organisers with archived Players Packs and relevant material to support the conduct of the annual charity event.
- (6) Maintain a correspondence register.

d. **Ordinary Committee Member.** The Ordinary Committee Member is to:

- (1) Understudy the Secretary and Vice Chairman and act as either in their absence.
- (2) Assist the organisation of ADFWGA events.

- (3) Assist the Secretary maintain the ADFWGA membership register.
- (4) Assist with requests for sponsorship as directed by the committee.

## **Clause 12 – OTHER KEY MEMBERS**

12.1 While the primary functions of the ADFWGA will not require the following appointments, this constitution gives the Executive Committee the scope to appoint individuals to fulfil these functions in either a short term or permanent capacity. If an appointment is considered permanent then it will be included in the election process from the first December after the position is created. The appointments are as follows:

- a. **Treasurer.** While the members of the ADFWGA do not pay a membership fee and the Association will not hold or manage funds for a protracted period; there will be brief periods where the Association will deal with money. This is primarily related to the annual charity event to facilitate the procurement of prizes. The ADFWGA will donate all excess funds to a charity voted for by the members of the Association at the previous years AGM. Therefore the Executive Committee has the ability, should they not have anyone suitably qualified on the Committee to manage these funds, to appoint a Treasurer to support the annual charity event, this individual does not need to be a member of the ADFWGA. The Treasurer is to:
  - (1) Maintain all financial records IAW current Defence policies.
  - (2) Establish and maintain banking accounts with appropriate institutions as required.
  - (3) Receipt all income in appropriate accounts.
  - (4) Pay all ADFWGA accounts promptly.
  - (5) Ensure that all cheques issued on behalf of ADFWGA are authorised by at least two committee members (By signature preferably or by written permission if other members are in different locality).
  - (6) Prepare and present a financial statement at all Committee meetings and at the conclusion of the appointment as the Treasurer.
- b. **Property Member.** At present the ADFWGA holds no property. All stores used for the annual championships are loaned by members of the Association or by local Wargaming Clubs. Should the ADFWGA obtain any property in the future which is beyond the scope of the Executive Committee to manage then a Property Member will be

appointed, if this becomes a permanent requirement this position will be elected as outlined above. If property is held by the ADFWGA the Executive Committee or Property Member is to:

- (1) Maintain a record of all property held including its value and depreciation as required.
- (2) Confirm the requirement for technical and non technical inspections IAW TRAMM-L.
- (3) Confirm and manage insurance requirements.
- (4) Present a property report at all Committee and AGM, providing a written report to the Secretary for filing with meeting minutes.
- (5) Conduct regular spotchecks and stocktakes on the property.

### **Clause 13 – ADFWGA Annual Charity Event**

13.1 The ADFWGA will hold an annual event IAW the Association's aims IOT promote gaming within Defence and to facilitate the annual setting for fundraising for the ADFWGA approved charity which is Soldier On. The approved charity can be changed at the AGM.

13.2 The Executive Committee will be responsible for the overall running and organisation of the event including but not limited to:

- (1) Establishment of event venue – including meal, function and accommodation facilities.
- (2) Appointment of Tournament Organisers to run specific game systems.
- (3) The approval and seeking of event sponsorship for the establishment of player and charity fundraising prizes.
- (4) The liaison with Brigade level personnel (Including RAAF and RAN equivalent organisations) in order to gain support for the running of the event and subsequent possible release of personnel to attend.

13.3 The Executive Committee is authorised to spend up to \$200 of entry monies on unforeseen event costs. These costs may include sponsoring selected individuals to attend the event where their involvement will significantly enhance the quality of the event. These costs do not include the normal costs associated with setting up and running the event; including purchasing expense items, terrain, raffle prizes, etc. The Committee will detail the expenditure of these funds at the AGM and this will be recorded in the minutes.

13.4 The Committee is to include a full break down of sponsorship, costs and money raised, where possible divided by activity, as an annex of the AGM minutes.



**Clause 14 – DISBANDMENT**

14.1 The ADFWGA may be disbanded by the ADFWGA Executive Committee, or by a resolution of two thirds of members present at any annual general meeting who are entitled to vote. Funds held on behalf of the ADFWGA shall be donated to Military Charities for its use and/or redistribution. On disbandment, perpetual trophy/trophies and/or wargaming equipment (if any) are to be handed over to ADFSC for safekeeping; either indefinitely or until ADFWGA is reformed, whereupon the trophy/trophies and equipment will be returned to the Association.

**Clause 15 – APPROVAL OF CONSTITUTION**

15.1 The 2013 AGM minutes reflect that this revised Constitution was accepted by the members of the ADFWGA on 13 Dec 14.

**Annex:**

A. ADFWGA Committee Election Process

Version 1.1 - 16 Jan 2015

**ANNEX A TO  
ADFWGA CONSTITUTION  
DATED JAN 2015**

**ADFWGA Executive Committee Elections**

1. The purpose of this document is to outline the process of the Executive Committee elections in accordance with the ADFWGA Constitution.
2. Nominations for executive committee positions will commence two to four weeks prior to the AGM and close one week prior to the AGM. In order to nominate for a position members are to submit the enclosed nomination form via email to the Association's email account (adfwga@hotmail.com). Please ensure the subject of the email states "Nomination for Committee Election". The positions are:
  - a. Chairman
  - b. Vice Chairman
  - c. Secretary
  - d. Ordinary Member
3. Nominations received after the closing date will not be accepted unless the nominee outlines exceptional circumstances as to why the nomination was unable to be sent within the window. The Executive Committee will review all applications for exceptional circumstances and advise the nominee as soon as practicable. Members are to ensure they meet the eligibility criteria contained in para 10.1 of the constitution, if members do not meet the eligibility criteria they will be informed at the earliest opportunity. Nominations can be rescinded at any time prior to the commencement of the AGM.
4. Nominations will, where possible, be displayed prior to the AGM.
5. At the AGM each position will be elected in turn the following order:
  - a. the Ordinary Member
  - b. the Secretary
  - c. the Vice Chairman
  - d. the Chairman
6. The process for the election will occur as follows for all positions:
  - a. The Nominees will be announced and confirm their nomination.
  - b. Once all nominees have confirmed their nomination voting will commence. Each ordinary member of the ADFWGA will be able to

vote once for each position. The person with the most votes will be appointed to the position in accordance with the Constitution of the ADFWGA with effect at the end of the AGM.

- c. In the event of a tied result those members that tied will contest an additional election to be conducted immediately after the tied result. This process will continue until there is a winner.
  - d. The current incumbent and the newly elected member will be required to co-sign the minutes of the AGM.
7. If only one nomination is received for a position the nominee will be elected unopposed once they confirm their nomination.
  8. The results of the election will be included as an annex of the AGM Minutes.
  9. A copy of this document will be available for all personnel in attendance at the ADFWGA Championships along with a copy of the previous year's AGM Minutes.
  10. Any change to this document or the election process will be explained in full at the AGM prior to the commencement of the election process.



ENCLOSURE 1 TO ANNEX A TO  
ADFWSGA CONSTITUTION  
DATED JAN 2015

**COMMITTEE NOMINATION FORM**

I, \_\_\_\_\_, nominate for the position of  
\_\_\_\_\_, on the ADFWSGA Committee next year.

My work appointment and location for next year are as follows:

Appointment	
Unit	
Location	
Telephone	
E-Mail	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Proposer</b>	<b>Secunder</b>
Signed:	Signed:
Name:	Name:
Dated:	Dated:
Contact Number:	Contact Number:

**Supporting Statement**

**ADFWSGA events attended in the last 24 months:** \_\_\_\_\_

\_\_\_\_\_

**Committee Experience (including ADF Sports if relevant):** \_\_\_\_\_

\_\_\_\_\_

**Game systems played:** \_\_\_\_\_

\_\_\_\_\_