

Stargate Live Role-Playing Society UK

CONSTITUTION 2018

1 Name

- a) The name of the society shall be the Stargate Live Role-Playing Society UK, hereafter referred to as "the society".

2 Purpose

- a) The society shall exist to facilitate live role-playing events set against a background based on the Stargate TV series. This shall be a non profit making society where all funds generated will be used for the running of the society and holding of events.

3 Ethos

- a) All officers and members shall attempt to:
 - i. Safeguard player enjoyment as their primary objective
 - ii. Foster a friendly and good-humoured atmosphere at all society events and meetings
 - iii. Welcome and encourage new players
 - iv. Minimise splits and factions
 - v. Not take the piss

- b) However, notwithstanding point 3.a, it shall be acceptable for members to constructively express their dissatisfaction with plot, props, organisation and other aspects of the society or its events.

4 Membership

- a) The Membership year is to run from 1 January to 31 December. Membership of the society is open to any person who:
 - i. Pays the full annual non-refundable subscription fee
 - ii. Abides by the rules of the society
 - iii. Abides by any requirements with regard to safety and legality as shall from time to time be laid down by the President or an authoritative external body

- b) Membership of the society grants the right to:
 - i. Attend any meeting of the society;
 - ii. Speak at any meeting of the society;

- iii. Vote in any election of the society;
 - iv. Stand for election to any post of official of the society;
 - v. Attend any event organised by the society, on payment of the fee, if the event is not full.
- c) At the discretion of the Executive, new members may play one event as a guest before membership fees become due. They may not receive any other benefits of the society.
Individuals who are crewing events are not required to join the society in order to accrue feats and downtime however they must join the society before attending any event as a player character or to receive the other benefits of the society.
- d) In the event that a member is perceived to have broken the rules of the society, including the LARP system rules, any member of the executive may:
- i. Require the member to abide by the rules.
 - ii. If the member will not so abide, and/or the breach is considered to be serious a suspension the individual's membership is allowed. The suspension shall be for a set duration and requires the agreement of two members of the executive.
- This decision may be reversed, ratified or given permanent effect by a majority vote of the membership, such a vote to be held within at most two weeks of the incident taking place.
- e) The Society's membership fee is set at a rate of £20.00 and reviewed annually at the AGM. Membership fees become due on 1 January.
- f) Society members are responsible for providing an up-to-date means of contact which shall include at least a postal address or email address. If this information is not provided and maintained, the executive shall not be responsible if the member is not kept informed of meetings, events, elections etc.
- g) Society members shall be responsible for indicating whether they wish for any photos of them to be taken at events, or should their circumstances change, to be removed from Society sites and web pages.

5 The Executive

- a) The society shall be administered by a group of officials (hereafter referred to as "the executive") who shall be elected annually, by a ballot of all members, and shall have the duties and responsibilities set out below:
- i. **The President** shall:
 - Carry out liaison as necessary with external bodies (e.g. the police)
 - Oversee the safety and legal aspects of all society activities
 - Be responsible for booking site / facilities for society events

- Coordinate the storage of the society's props in good order and promote the creation of new props
- Attend general meetings of the society

ii. **The Treasurer/Secretary** shall:

- Administer the society's finances
- Maintain an up-to-date account of all financial transactions
- Advise the executive and the membership of expenditure of budget
- Prepare a statement of income and expenditure to be presented at the AGM for ratification
- Be responsible for the administration of all matters relating to membership and subscription
- Be responsible for all society correspondence and administration
- Take minutes at meetings, and circulate agendas and minutes of meetings to the membership
- Act as returning officer for all society polls, votes and ballots (Should this officer be a candidate in any election then another officer may be appointed acting returning officer by the executive for the duration of that election.)
- Attend general meetings of the society

iii. **The Plot Coordinator** shall:

- Have their membership contribution refunded
- Be responsible for maintaining central details of player characters (e.g. downtime) and producing documentation of these for use at the society's events
- Coordinate the recording of plot points which occur at the society's events
- Work with event organisers to ensure that proposed plot developments are in accord with previous plot points
- Be required to organise at least one event per membership year
- Make the final decision as to whether a proposed plot or plots for a society event is approved
- Attend general meetings of the society

iv. **The System Referees (numbering three)** shall:

- Assist the Plot Coordinator in their duties
- Be responsible for maintaining a current copy of the LRP system rules
- Be responsible for developing the rules
- Provide final adjudication on the interpretation and application of the Stargate LRP system rules

- Provide final adjudication on any rules and conditions established under which role-play on the society's website or message board are allowed to take place
 - Offer appropriate support and guidance to Society members acting as event referees
 - A final decision on any rules clarifications shall be decided upon by a vote of the three System Referees
 - Attend general meetings of the society
- b) In the absence of any member of the executive their duties may be delegated to another executive member. Alternatively a member may be co-opted to fulfil such duties subject to the approval of a society general meeting.

6 Elections and Committee Terms

- a) A Committee member shall be elected by quorum of the society membership, needing a simple majority of votes to secure their position. In the case of a tie, the deciding vote will be decided by the incumbent Committee.
- b) A Committee member's term lasts until either:
- i. They step down,
 - ii. Are removed by a vote of no confidence,
 - iii. Or when a new candidate chooses to stand for the position at a following AGM.
- c) In case a new candidate stands at an AGM, the incumbent of the given role can choose whether they also wish to stand or not.
- d) Should an alternative candidate for a Committee position present themselves prior to an AGM, they must do so with the support of a proposer and seconder. The Society must be informed of the decision of an individual to stand at the AGM at least one month before the meeting, to allow the incumbent committee member to make a decision to contest the role, and any additional alternative candidates to present themselves.
- e) Upon the resignation of a member of a Committee, the rest of the Committee shall act as caretaker of that role until a ballot can be held as per a).
- f) When a ballot is to take place for any officer post, society members will be informed of its date and format at least 2 weeks before the ballot takes place.

7 Meetings

- a) The Annual General Meeting (AGM) shall take place during January. If possible it will take place at an event. The date, time and place of the AGM must be publicised to all members at least four weeks in advance.

- b) Emergency general meetings (EGM) may be called by a majority vote of the Executive. If possible they should take place at an event. The date, time and place of EGMs must be publicised to all members at least two weeks in advance. An EGM may only discuss the matter for which the meeting was called.
- c) Quorum is necessary to make changes to this constitution, or consider a motion of no confidence in a society officer. The quorum for an AGM shall be 21 members, or 60% of the membership, whichever is less. The quorum for a SGM or EGM shall be 14 members or 40% of the membership, whichever is less. A non-quorate meeting may make decisions in principle but the result must be ratified by the next quorate meeting or the motion will lapse.
- d) Each member has the right to attend any executive committee meeting. These meetings shall be announced as far in advance as possible. Any non-executive member has the right to speak for not more than five minutes on any subject under discussion but may not vote on any decisions of the meeting.

8 Events

- a) Any member of the society may organise an event on behalf of the society with the approval of a majority of the executive including the Plot Coordinator.
- b) Any event organiser or official will not be allowed to take part as a player character at the event they organise but will still gain feats & downtime as if they had played.
- c) Any member of the society shall gain feats / downtime for events at which they attend but cannot participate as player characters equal to 1 feat per day, 1 vitality increase per event and full downtime. Reasons for non-participation include roles in crewing, organisation, refereeing, or in the role Plot Coordinator.
- d) Once per membership year, any society member may purchase a full downtime for one event they have not attended, at the cost to be determined by the executive.
- e) All members agree to spend one hour following the event contributing to the clean-up of the site except in exceptional circumstances that require them to leave early.

9 Intellectual Property

- a) Any member who creates an aspect of the game world which becomes part of the society's canon shall be expected to write a brief on that aspect within a month of its first appearance to be handed over to the plot coordinator.
- b) Plot coordinators will consult the original creators on questions of theme and mood where those become relevant for upcoming events and plot; in turn, those creators will at least begin responding to such requests within a fortnight.

10 Complaints

- a) Complaints are to be dealt with in a clear and open manner with anonymous complaints only being permissible in exceptional circumstances where there is reason to believe that making the subject of the complaint aware of the nature or origin of the complaint would possibly bring harm to the complainant.
- b) Complaints may only be anonymous with the backing of the majority of the executive committee and the choice to allow such is exclusively with the executive committee, not at the discretion of the complainant. In each case, the complainant may withdraw the complaint if they do not wish it to be put forward at any time.
- c) The grounds for complaint are to be out of character concerns.
- d) Complaints are to be related to the complainer's own circumstances.
- e) Reasonable effort must have already been made by the complainer to discuss the matter with the subject of the complaint beforehand.
- f) Each complaint will adhere to the following steps, making every effort in each stage to allow the parties to find an amicable resolution:

1 Submission and mediated resolution

If informal discussion is inconclusive or unproductive, then a mediated discussion of the complaint between the parties involved should be offered, supported by an impartial member of the committee.

2 Formal complaint review

If a complaint cannot be mediated, it will be submitted to the president in a written format. The president will then send a copy to the target of the complaint and call a meeting of the executive committee to review if the complaint has substance under the constitution and guidance available for the society. If there are no such issues, the complaint should be closed and all parties informed. There will be no discussion of potential outcomes at this stage.

A single point of contact from the executive will be agreed on by the committee to lead on each individual case that is considered to have substance. This is for avoidance of bias and to allow future appeals.

3 Subject's response

If the complaint is not closed, the complainant and target of the complaint should be made aware of the outcome of this meeting and the subject of the complaint given the opportunity to respond to any issues that the executive have accepted are valid complaints. This should be in a manner that allows the subject to respond effectively and clarify their position.

4 Committee evaluation

Following from that, the single point of contact should follow up on responses. The response should be weighted toward the guidance that this is a communal society, and we should strive to support our members.

Available actions in order of seriousness:

- Feedback to the subject to guide improvement
- Informal warning
- Informal warning with a request for public apology
- Formal written warning
- Formal warning with a request for public apology
- Second formal written warning

NOTE: Everything beyond this point must be referred from the single point of contact to the committee as a whole. It is not expected that these outcomes will be the response to a first complaint about an individual.

- Ban from serving on committee positions for a period of time
- Ban from running events for a period of time
- Censure (request for resignation of position/suspension/vote of no confidence)

Should repeated incidents/complaints occur regarding same subject within the same year, the executive may escalate the response along the above steps. At the discretion of the executive committee, they may skip ahead to any of the listed responses if the matter is deemed to be of due seriousness.

5 Feedback

The committee should inform the complainant and subject of the complaint and answer questions/give responses as needed.

6 Appeal

That either the subject of the complaint or the complainer have the right to appeal the decision made. This shall be done by asking the whole committee to consider the complaint in full.

Once the whole committee has considered the complaint and outcome and made their decision, this decision shall be final.

Anonymous complaint

In the case of an anonymous complaint, the executive committee should review the complaint and move forward from step three withholding the name of the

complainant and summarising the issues with the subject of the complaint. The subject of the complaint should then be given a chance to respond and move forward as normal from that point.

Prejudicial interests

Any person hearing the complaint must not be related to or have a significant personal relationship with either the complainant or the subject of the complaint. They also cannot be a witness to the complaint.

11 Property and Funds

- a) Any property purchased for the society should be held in the society's name or, if this is not possible, in the name of the President, who shall hold this property on behalf of the members. If this property generates any income (e.g. via sale or hire) this shall be added to the society's funds.
- b) If the society is dissolved, any funds remaining after all obligations have been settled shall be shared equally among the members at the time.