

The Constitution of Brickshire
2nd April 2017
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The Constitution of Brickshire: The
Yorkshire LEGO® User Group

1. Name The LEGO® User Group shall be officially called 'Brickshire: The Yorkshire LEGO® User Group'

(Hereinafter referred to as 'Brickshire'). It may also be referred to as 'Brickshire: The Yorkshire LUG'.

2. Terms used

- 2.1 'AFOL' means Adult Fan of LEGO®: a person over the age of 18, who is eligible to be a member of Brickshire.
- 2.2 'TFOL' means Teenage Fan of LEGO®: a person over the age of 13 and under the age of 18, who is eligible to be a TFOL member of Brickshire.
- 2.3 'Ambassador' means the officially appointed LEGO® Ambassador for the group
- 2.4 'AGM' means the Annual General Meeting of Brickshire.
- 2.5 'EGM' means an Extraordinary General Meeting of Brickshire.
- 2.6 'LUG' means LEGO® User Group.
- 2.7 'The Membership' refers to all voting members.

3. Aims and Objectives

The objectives of Brickshire shall be:

- 3.1 To provide a forum, based in the Yorkshire, United Kingdom, for adult fans of LEGO® to meet and exchange ideas.
- 3.2 To publicise the community of adult fans of LEGO® to the general public.
- 3.3 To organise, and help in the organisation and publicity of displays for members and the general public.
- 3.4 To act as the representative of adult fans of LEGO® in dealings with other organisations and LEGO® user groups. Specifically, to develop the relationship between the group, its members, and the LEGO® company.

4. Membership

- 4.1 The Membership shall consist of the following categories:
 - 4.1.1 AFOL Member: A person over the age of 18 who has applied for, and been granted, membership of Brickshire and who has paid their annual subscription fee
 - 4.1.2 TFOL Member: A person over the age of 13 and under the age of 18 who has the permission of a parent or guardian to be a TFOL member of Brickshire.
 - 4.1.3 Official: An AFOL member who does not hold another position of official on any other RLUG and is elected to the position of Chairperson, Vice Chairperson, Treasurer, Secretary or Social Media Secretary.
 - 4.1.4 LEGO® Ambassador: An AFOL member nominated by the membership to act as the official ambassador to The LEGO® Group.
 - 4.1.5 Quartermaster: An AFOL member elected by the officials to be responsible for LUG Inventory of the LUG.

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- 4.1.6** TFOL Co-coordinator: A member elected by the officials to act as the child protection representative.
- 4.2** Membership fees shall be agreed at each Annual General Meeting.
- 4.3** All members joining Brickshire shall be deemed to accept the terms of this Constitution and any Bye-Laws published by Brickshire.
- 4.4** Membership will be granted to any person over the age of 18, unless any of the Officials deem the person to not be suitable to join the membership.
- 4.5** TFOL membership will be granted to any person who is aged over the age of 13 and under the age of 18, that has the permission of a parent or guardian responsible for that child. Unless any of the Officials deem the person to not be suitable to join the TFOL membership.

5. Management

- 5.1** The affairs of Brickshire shall be run by the Officials as elected by the membership at the AGM
- 5.2** The Officials of Brickshire shall consist of the Chairman, Vice Chairman, Ambassador, Treasurer, Secretary and Social Media Secretary who shall be elected biannually at the AGM. If the post of any officer should fall vacant after such an election, the membership shall have the power to fill the vacancy.
- 5.3** The Officials of Brickshire can amend and add to the constitution when the Officials unanimously agree with the proposed changes.

6. General Meetings

- 6.1** Annual General Meeting
 - 6.1.1** The Club shall hold an Annual General Meeting in the month of March or April to:
 - 6.1.2** Approve the minutes of the previous year's AGM.
 - 6.1.3** Receive reports from the Chairman and Secretary.
 - 6.1.4** Receive a report from the Treasurer and approve the Annual Accounts.
 - 6.1.5** Receive a report from the Auditor.
 - 6.1.6** Elect the Chairperson, Vice Chair person and Treasurer, every even year.
 - 6.1.7** Elect the Secretary and the nominated LEGO@Ambassador, every odd year.
 - 6.1.8** Consider changes to the Constitution.
 - 6.1.9** Appoint an Auditor for Brickshire's accounts.
 - 6.1.10** Deal with other relevant business.
- 6.2** Extraordinary General meeting
 - An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least five members of Brickshire.
- 6.3** Notices: At least 30 days' notice shall be given to all voting members of any General Meeting.

6.4 Voting

- 6.4.1** Eligible members to vote will be an AFOL member and be up to date with their membership fees. TFOL members shall be excluding from voting.
- 6.4.2** With the exception of changes to the Constitution decisions put to a vote shall be resolved by simple majority at General Meetings.

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- 6.4.3 The Chairman of Brickshire shall hold a deliberative as well as a casting vote which must be supported the other Honorary Officers.
- 6.4.3 The use of proxy voting and voting via the forum will be at the discretion of the officials
- 6.5 The quorum at General Meetings shall be five members.
- 6.6 Changes to the Constitution
- 6.6.1 Notice shall be given to all voting members of any General Meeting as specified in 6.3 and then any proposal to change the Constitution shall be submitted in writing to the Secretary at least 15 days prior to the meeting.
- 6.6.2 All proposals for changes to the Constitution shall be agreed by a unanimous decision of the officials.

7. Finance and Accounts

- 7.1 The financial year shall run from April to March each year.
- 7.2 The Honorary Treasurer shall be responsible for the preparation of annual accounts of Brickshire.
- 7.3 The accounts shall be audited by an independent person elected annually at the Annual General meeting.
- 7.4 All monies drawn against Brickshire's funds shall be agreed by the Treasurer and one other of the elected officials
- 7.5 The officials shall be considered jointly responsible for the financial liabilities of Brickshire.

8. Bye-laws

- 8.1 The officials shall have the power to publish and enforce such bye-laws as it feels necessary to govern the activities of Brickshire, these bye-laws must be passed by a simple majority vote by the officials and published to the members in a timely manner.

9. Conduct and behavior.

It is expected that every member of Brickshire abide by the following rules and guidance and by doing so retain membership of Brickshire RLUG.

- 9.1 Prompt payment of membership fees when requested by the treasurer. Along with any invoice submitted by the LUG in relation to services obtained as result of LUG benefits.
- 9.2 Respecting other members and their views, either in person or online by adhering to forum and social media rules as posted.
- 9.3 Behaving in a way that best promotes the constitution and the intentions of the LUG as set out in the aims and objectives.
- 9.4 Any behaviour that can be considered by a simple majority by the officials to be bringing the LUG in to disrepute will automatically be instant removal of membership.
- 9.5 No member is permitted to over promote charity and personal business using Brickshire's members only forum or its private social media platforms.

10. Complaints Procedure.

- 10.1 Any complaint should be directed to an official. Ideally the Chairperson, if not appropriate then the vice chairperson etc.

10.2 The complaint will be reviewed by the officials and a course of action agreed.

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10.3 Complaints will be recorded along with outcomes by the officials.

10.4 All decisions on dealing with the complaint will be decided by the officials by a majority vote unless the decision made by that vote is that the complaint should be put before the membership at a general meeting. Should the complaint need to be put before the membership it will either be done at the next meeting or discussed on the forum.

10.5 Any complaint received will only be discussed by the officials and the parties involved unless 10.4. is invoked. Any person who is subject to a complaint will be given 3 months by the officials to respond

10.6 Any member may voluntarily terminate their membership at any time by writing to the Secretary.

10.7 The Chair shall make recommendations either to the officials or the general membership (see 10.4) regarding the outcome of any complaint. This can be in the form of verbal warnings through to immediate termination.

10.8 A simple majority either by the officials or the membership will decide the outcome of the complaint. The outcome of any decisions will be recorded and the Secretary will notify interested parties in writing of the outcome.

10.9 Suitable outcomes are: Verbal warning, written warning, final written warning and termination of membership.

10.10 Appeals must be made in writing after an outcome and within 28 days.

11. Roles and Responsibilities of Elected Officials.

11.1 Chair Person:

- Preside over meetings, direct and guide the club in order to fulfil the aims and objectives
- Remind members to adhere to the conduct and behaviour when at events and particularly in the public domain.
- Be the face of the LUG at any event and support the ambassador in maintaining relationships.
- To make sure that the other officials are fulfilling their roles and responsibilities, including liaising with the quartermaster to assist them in managing their responsibilities.

11.2 Vice Chair Person:

- To act in the capacity of Chair when the Chair is unable to do so or if requested to fulfil any of the duties of the chair.
- To be responsible for membership engagement and to keep a register of what members so and contact those who seem to have "fallen away" and see if something can be done to bring them back.

11.3 Treasurer:

- Manage all financial transactions, keeping accurate records of the club finances.
- Issuing invoices subject to invoices details being provided by the initiator
- Collecting membership fees in conjunction with the Secretary.
- Provide financial records when requested.
- Verify that the club funds are expended as per the official's requests and provide accurate records at the AGM.

11.4 Secretary:

- Be responsible for notifying members of meetings events and any voting procedures
- Accepting membership requests and processing memberships
- Take minutes of meetings and make those minutes available to the membership should it be required in a timely manner.

11.5 Ambassador: Taken from the official LEGO Ambassador Network.

- The ambassador will represent a designated and Recognized LEGO AFOL User Group.
 - The role of the ambassador is to create and maintain a relationship with the LEGO Group and other LUG Ambassadors for the purpose of fostering an active AFOL community.
 - The ambassador is not employed or paid in anyway by the LEGO Group for the activities or representation done as an ambassador of the designated and Recognized LEGO AFOL User Group.
 - Furthermore the ambassador is not a representative of the LEGO Group and may not tell AFOL's or the public that the ambassador officially represents the LEGO Group.
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- As a part of being an ambassador of the designated and Recognized LEGO AFOL User Group the ambassador will have to sign a standard NDA governing the exchange of confidential information received from the LEGO Group.
 - Finally the role of the ambassador is regulated by the document "LEGO Ambassador Network" which is an integrated part of these Terms.

11.6 Social Media Secretary:

- Responsible for maintaining the website and the forum. Along with updating regularly and obtaining material from members. To supervise the social media presence of the LUG along with assistance from the Chairman and the Ambassador.

11.7 Quartermaster (an honorary title with no voting power amongst the committee):

- Responsible for retaining and recording of LUG inventory, providing it on request to any member who has had a written request for LUG owned items approved by the officials
- Providing a storage location for all LUG related deliveries. To liaise with the Chair and the Ambassador in order to achieve this.

11.8 TFOL C0-ordinator (an honorary title with no voting power amongst the acommittee):

- To act in junction with Brickshires Child protection policy
- To co-ordinate activities and supervise any activities with the assistance of the officials.
- To identify any safeguarding risks and record and bring to the attention of the officials.

11.9 All roles should be supported by the other elected officials, with direction from the Chair if required.

12. Lug owned property.

- 12.1** The lug will collectively own any LUG support, this will be retained by the quartermaster and a decision on how to distribute or use by the officials.
- 12.2** Lug purchased event support non LEGO items. Such as banners, table cloths etc. Anything purchased by club funds will be retained by the Quartermaster and will be available on request by submitting a form to the officials, this is purely to sign out items and provide an audit trail for such items.

12.3 Event Support.

- Any event/display can request event support from the LUG, this will be in writing or via the forum messaging service/email, to the Chairman or Vice Chair if the Chair is not available. The Chair will then bring this request to the officials for a decision. This can take the form of official LEGO event support (up to 3 events per year) or via the LUG supporting an event in other means.
- Decisions on which event achieves what support will be decided by a simple majority vote by the officials. Each event will be judged on its own merits. Decisions on the level of support are final.

13. Dissolution

In the event of the dissolution of Brickshire, any assets thereof shall be auctioned off to paid members of Brickshire Only and the proceeds donated to charity. All remaining monies will be

donated to a charity as agreed by the officials at the time of the dissolution.

The LUG may be dissolved if agreed by a majority vote of the remaining Membership. Once agreed, a date will be set not more than 30 days from the date of the vote for the LUG's affairs to be set in order.

Receipts from donations to charity will be published on the website by the Treasurer for a minimum of 30 days after the date of dissolution should the membership wish to audit the accounts.