

**The United Kingdom  
Airsoft Sites Governing Body**



**UKASGB  
CONSTITUTION**

**This Constitution was confirmed and accepted as a working document for the purpose of guidance to members and applicants 10.10.03. It was further agreed that the requirements under Rule 9 be suspended whilst the process of establishing the structure of the Governing Body is in progress.**

**Issue No 6. 14.11.06**

## 1 **TITLE**

- 1.1 The Governing Body shall be called The United Kingdom Airsoft Site Governing Body, hereafter to be referred to as “The Governing Body”

## 2 **MISSION, AIMS, OBJECTIVES & CRITERIA FOR SUCCESS**

**Mission:** The pursuit of excellence in the provision of Airsoft Games, Marshalling and on site scenarios whilst supporting and encouraging the proper control and use of Airsoft equipment.

### **Aims**

- To continuously improve the standard of Sites and Airsoft games played in the UK by developing and sharing Best Practice to all
- To help raise the profile of Airsoft Games in the UK by encouraging players to develop their skills in an environment of safety, fair play and challenging games.

### **Objectives**

- To provide the highest standards in Marshalling by developing and imparting appropriate training and guidance.
- To ensure that all Airsoft players enjoy their games in the safest of environments through development and compliance with Health & Safety guidelines
- To ensure that where appropriate all those under the age of 18 years who play Airsoft on member sites receive the best support available under safe vigilance and guidance via a comprehensive Child Protection policy
- To enable full participation in Airsoft games by all people; irrespective of race, sex, disability, or religion
- To promote an ethical and responsible approach by players toward Airsoft games and the equipment they own or use on or off the site.
- To provide an administrative structure that enables players to link with established member sites, to establish teams and to compete with other teams on a National or Regional basis.

### **Critical Success factors**

- By encouraging all Airsoft sites in the UK to register with the Governing Body.
- Through continual review and improvement of the Governing Body to fully represent the interests of Site owners and the leisure activity known as “Airsoft”.

### 3 **MEMBERSHIP**

3.2 There shall be 2 of classes of membership available. These are:

- 3.2.1 Full Member;
- 3.2.2 Probationary member

*When considering applicants names or titles of sites the committee will differentiate between names and technical or military terminology. (Example: The usage of such terms as CQB or MILSIM, will be accepted providing the additional wording clearly differs from that of another applicant, probationary member or member. Example: MILSIM AIRSOFT as compared with MILSIM BATTLE ZONE. However identical names, regardless of additional wording will not be accepted. Example: DEERSTALKER AIRSOFT as compared with DEERSTALKER SKIRMISH. The earliest applicant will have preference.*

3.3 The following are eligible to apply for membership:

3.3.1 Probationary applicants.

Any site that is in the process of setting up, but has no established structure or documentation. Such applicants will not be allowed a vote but may participate in meetings and will be supported by the Governing Body in their efforts to qualify as full members. Probationary applicants receive no benefits and are not covered by the Insurances of the Governing Body. A period of 6 months will be allowed for probationary applicants to fulfil the membership criteria.

3.3.2 Full membership.

Any established site that meet the following criteria:

- (a) Operates on a site which is owned, leased, rented or has a formal agreement to use the area for the purpose of Airsoft games
- (b) Health and Safety Policy and Risk Assessments
- (c) Child Protection Policy. (Where under 18s are allowed to play)
- (d) Constitution (Where a site has members)
- (e) Articles of Association. (When a site is a limited company)
- (f) Site rules
- (g) Planning permission (As per the requirements of the “General Permitted Development Order 1995”)
- (h) Qualified First Aider + Accident book

3.3.3 Sites meeting the above criteria may apply for full membership. All applications will be considered at the General Meeting for agreement or notice of further action. Once accepted applicants must pay the joining fee of £125 within 7 days and when appropriate the Annual fee at least 28 days prior to the AGM.

- 3.3.4 Fees. Members will pay the Annual fee of £50 at least 28 days after to the AGM regardless of when the joining fee was paid. The joining fee is not the Annual fee as they may be required at different times of the year. Should a site receive the agreement of the General Meeting to become a member, they will be required to pay £125 joining fee. Applicants wishing to receive sample documents, H&S policy, Constitution etc may do so by paying a £25 contribution toward the final fees required for membership.
- 3.3.5 Names / Titles. An application will not be processed should it have the same name, title as an existing Member or Probationary member. In order for membership to be granted, any such applicant must change their site name.

#### **4 EXPULSION OF MEMBERS AND DISCIPLINARY MATTERS**

- 4.1 Members of the Governing Body whose conduct is inappropriate or who declines to abide by any of the Rules or Bylaws may be expelled or suspended by a resolution passed at a meeting of the disciplinary subcommittee where their entrance fee and subscriptions may be forfeited. Members shall have the right to appeal in person to the management committee with regard to any decision affecting themselves, provided that notice of such appeal be submitted to the Administrator, in writing, within seven days of notification of the decision to expel said member.
- 4.2 The Governing Body can only consider complaints against members on matters that relate to a contravention of the Constitution and breaches of the membership criteria.
- 4.3 All complaints will be put before the General Committee at the first meeting following receipt.
- 4.4 The General Committee will appoint 3 individual members to consider the complaint. These will be drawn from Member sites that have no connection with the site in question. The three members will consider the complaint and advise the General Committee whether or not a complaint is justified.
- 4.5 If the complaint is upheld the General Committee will impose such penalties as lie within its authority.

#### **5 OFFICERS**

- 5.1 The Officers of the Governing Body shall be as follows:

President - Non-Executive Officer - usually an Honorary position. (deferred until appropriate)

Chairperson  
Vice Chairperson  
Secretary } - Executive Officers  
Treasurer }

3 Members elected by Full members at an AGM

## 6 **ELECTION OF OFFICERS**

- 6.1 All Officers shall be elected at the Annual General Meeting of the Governing Body, from, and by, the Members of the Governing Body.
- 6.2 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.
- 6.3 Those nominated for election must be present when the vote is taken.

## 7 **GENERAL COMMITTEE**

- 7.1 The affairs of the Governing Body shall be controlled by a General Committee comprising of the Executive Officers of the Governing Body and 3 other Members elected from, and by, the Full Members of the Governing Body. The General Committee shall meet at agreed intervals and not less than four times per year.
- 7.2 The duties of the General Committee shall be:
- 7.2.1 To control the affairs of the Governing Body on behalf of the Members.
- 7.2.2 To keep accurate accounts of the finances of the Governing Body through the Treasurer. These should be available for reasonable inspection by Members and should be audited before every Annual General Meeting. The Governing Body shall maintain a bank current account and the following Officers shall be authorised to sign Governing Body cheques: The Chairperson and Treasurer.
- 7.2.3 To co-opt additional members of the Committee as the Committee feels this is necessary. Co-opted members shall not be entitled to a vote on the Committee.
- 7.2.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.
- 7.2.5 The business of the General Committee may proceed providing that the Chairman + 1 other officer are in attendance providing that all such business relates to the duties set out under 7.2.1.

## 8 **ANNUAL GENERAL MEETING**

- 8.1 The Annual General Meeting of the Governing Body shall be held not later than the end of September each year. 30 clear days written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every member at their home address and posting the notice on the Governing Body Website. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.
- 8.2 The business of the Annual General Meeting shall be to:
- 8.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
  - 8.2.2 Receive the audited accounts for the year from the Treasurer.
  - 8.2.3 Receive the annual report of the Committee from the Secretary.
  - 8.2.4 Elect an auditor.
  - 8.2.5 Elect the Officers of the Club (i.e. President; Chairperson; Secretary; Treasurer and other General Committee Members).
  - 8.2.6 Review Governing Body subscription rates and agree them for the forthcoming year.
  - 8.2.7 Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.

*NOTE: The agenda could provide for "Any Other Business", but Members are encouraged to refer other items to the General Committee and give the required notice for important Annual General Meeting business.*

- 8.3 Special General Meetings may be convened by the General Committee, or on receipt by the Secretary of a request in writing, from not less than 5 Full Members of the Governing Body. At least 21 days notice of the meeting shall be given.
- 8.4 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member.
- 8.5 At all General Meetings, the chair will be taken by the Chairperson or, in his absence, by The Vice Chairman or in his absence a deputy appointed by the General Committee or by Full Members attending the meeting.
- 8.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of

equal votes, the Chairperson shall be entitled to an additional casting vote.

8.7 A quorum for a General Meeting shall be 33% of Full Members and 2 Officers of the general Committee including 1 from the Chairperson; Secretary and Treasurer.

8.8 Each Full Member of the Governing Body shall be entitled to one vote at the Annual General Meeting and any General meetings that may be convened in accordance with 8.3.

8.9 Proxy votes are not allowed.

9 **ALTERATIONS TO THE CONSTITUTION** This rule is suspended. 10.10.03

9.1 Any proposed alterations to the Constitution of Governing Body may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

10 **DISSOLUTION**

10.1 If at any General Meeting of the Governing Body, a resolution be passed calling for the dissolution of the Governing Body, the Secretary shall immediately convene a Special General Meeting of the Governing Body to be held not less than one month thereafter to discuss and vote on the resolution.

10.2 If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Governing Body and discharge all debts and liabilities of the Governing Body.

10.3 After discharging all debts and liabilities of the Governing Body, the remaining assets shall not be paid or distributed amongst the Full Members of the Governing Body, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Governing Body.