



## The Constitution

This document is the Constitution of Brick Central LUG. It includes the rules by which the Group is run and to which Members and Officers must adhere.

### 1 NAME

- 1.1 The official name of the organisation is 'Brick Central LUG'.

### 2 AIMS & OBJECTIVES

- 2.1 To provide a forum, based mainly in the central area of the UK, for adult fans of LEGO to meet and exchange ideas.
- 2.2 To publicise the community of adult fans of LEGO to the general public.
- 2.3 To organise, and help in the organisation and publicity of, meetings of Members, and shows for Members and the general public.
- 2.4 To act as the representative of adult fans of LEGO in dealings with other organisations. Specifically, to develop the relationship between the Group and its Members, and The LEGO Group.
- 2.5 To adopt and maintain the requirements in full of the relevant RLUG Tier Status as applicable at any time.

### 3 TERMS USED

- 3.1 Within this document, the following words and expressions have the following meanings.
  - 3.1.1 The 'Group' or 'BC' means Brick Central LUG (LEGO User Group).
  - 3.1.2 'Member' means any person who has applied for, and been granted, membership of the Group and who has paid his/her subscription.
  - 3.1.3 'AFOL' means Adult Fan of LEGO: a person over the age of 18, who is eligible to be a Member of the Group.
  - 3.1.4 The 'OC' means the Organising Committee of Brick Central (see Clause 6 for definition).
  - 3.1.5 'Officer' means a Member of the Organising Committee.
  - 3.1.6 'Committee Meeting' means a meeting of the Organising Committee, which may be held in a physical location or by electronic means if this is acceptable to all participants.
  - 3.1.7 'AGM' means the Annual General Meeting of the Group.
  - 3.1.8 'SGM' means a Special General Meeting of the Group.
  - 3.1.9 'General Meeting' means either the AGM or an SGM.
  - 3.1.10 'BC Website' means [www.BrickCentral.org](http://www.BrickCentral.org)
  - 3.1.11 'Facebook Group' means [www.facebook.com/groups/BrickCentral/](http://www.facebook.com/groups/BrickCentral/)
  - 3.1.12 'Facebook Page' means [www.facebook.com/BrickCentralLUG/](http://www.facebook.com/BrickCentralLUG/)
  - 3.1.13 'LAN' means LEGO Ambassador Network
  - 3.1.14 'RLUG' means Recognised LEGO User Group



## 4 MEMBERSHIP

### 4.1 Eligibility

- 4.1.1 Membership will be granted to any person over the age of 18 years who has applied to the Group for membership and has paid the annual subscription that was in force when their application was made.
- 4.1.2 Membership will be available to anyone without regard to gender, ethnicity, nationality, disability, sexual preference, religion or belief.
- 4.1.3 Affiliate membership will be granted to any person over the age of 8 years but under the age of 18 years whose parent or guardian is a fully paid up Member.

### 4.2 Applications

- 4.2.1 Application for membership will be made by means of a standard application form, which will be submitted by electronic means, through the website.
- 4.2.2 Applications for membership will be granted by default, but may be subject to review and rejection by the OC within the first six months of membership.

### 4.3 Suspension, barring and expulsion

- 4.3.1 In exceptional circumstances, the OC may bar an applicant from becoming a Member of the Group if it is agreed by majority vote of the OC. The decision including reasons for barring must be declared to the membership via the Facebook group and email.
- 4.3.2 The OC will have the power to suspend membership or any of the privileges or rights of membership, including voting, if it is apparent to the OC that a Member is not abiding by the constitution or by-laws of the Group.
- 4.3.3 Justifiable grounds for expulsion of a current Member from the Group will include compelling evidence of any of the following:
  - a) Non-payment of subscription fees.
  - b) Theft, embezzlement or fraud.
  - c) Physical or psychological abuse or intimidation.
  - d) Bringing the Group into disrepute.
  - e) Other behaviour or actions deemed unacceptable by a majority vote of the OC.
- 4.3.4 The OC will follow an agreed procedure for suspension and/or expulsion of a Member, which is available on demand.
- 4.3.5 The timing of the procedure listed in Clause 4.3.4 will be appropriate to the particular circumstances and at the discretion of the OC.

## 5 MEETINGS OF THE GROUP

### 5.1 The Annual General Meeting

- 5.1.1 An AGM will be held each year either in person or online within 28 days following the end of the financial year as laid out in Clause 8.1.
- 5.1.2 All Members of the Group are entitled to attend the AGM.
- 5.1.3 The presiding Officer will be the Chairperson of the OC, or any current Officer if the Chairperson is not present.
- 5.1.4 The AGM agenda and Officer Reports
  - a) The AGM agenda, which will include details of all nominees for election, will be circulated to all Members no less than 14 days before the date of the AGM.
  - b) Reports from the Chairperson, Treasurer and Ambassador will be circulated to all OC Members no less than 14 days before the date of the AGM.
  - c) Reports from the Chairperson and Treasurer will be circulated to Members no less than 7 days before the AGM.



- d) The Treasurer's report is to include a summary of accounts with the full accounts available to be viewed by Members at the AGM.
- e) Officer's reports will be presented at the AGM by that Officer or their appointed deputy.
- 5.1.5 The quorum for the Annual General Meeting is 15% of the total membership at the time.
- 5.1.6 Each Member will be able to cast 1 vote only in each election, or on any motion, resolution, or other elective procedure which may take place at any General Meeting, or in any other decision-making process.
- 5.1.7 Voting will be by electronic means prior to a Meeting, and/or a show of hands of those Members present at a meeting, however, no Member will be permitted to vote by both methods in the same election.
- 5.1.8 When the total votes cast are equal, the presiding Officer will have a casting vote. (If the presiding Officer is standing for re-election, see Clause 7.3.4.)
- 5.1.9 The minutes of the AGM are to be approved by at least two-thirds of the Officers and posted on the Facebook group and by email within a maximum of 28 days of the AGM.

## 5.2 A Special General Meeting

- 5.2.1 An SGM of the Group will be held whenever the OC decides one is required or whenever 50% of the total current Members request one, in writing, or by electronic means, and delivered to the Secretary.
- 5.2.2 All Members of the Group are entitled to attend an SGM.
- 5.2.3 An agenda and copies of papers relating to such a meeting will be circulated as per the arrangements for the AGM (see Clause 5.1.4).
- 5.2.4 An SGM will be conducted in the same way as an AGM (see Clause 5.1), with the exception that the Chairperson's Treasurer's and Ambassador's Reports and summary of accounts will not be required and the full accounts will not be available.

## 5.3 Regular Meetings

- 5.3.1 The OC will organise at least 5 or 11 regular Member meetings in addition to the AGM (that being the required number of meetings required by our RLUG Tier status as at the time). Meetings may be held in person or online.
- 5.3.2 Meeting dates will be set and advertised at the beginning of each year, wherever possible.
- 5.3.3 In person meetings will primarily be held around the central area of the UK, with exceptions made for special visits to places of interest to the membership or to other LUGs.

# 6 THE ORGANISING COMMITTEE

## 6.1 Function

- 6.1.1 The OC will control the affairs of the Group.
- 6.1.2 The OC will have the power to introduce and remove by-laws, being not inconsistent with the rules of the Constitution, to cover any matter arising in the management of the Group. By-laws do not form part of the Constitution.
- 6.1.3 In any case of doubt as to the meaning of a rule, or its applicability to a particular matter, the OC will have the power to decide the issue.
- 6.1.4 The OC may decide to propose affiliations with other organisations. Any such affiliation must be put to a membership vote at a General Meeting.
- 6.1.5 The OC will have the power to deal with any matter not covered by this Constitution. The OC will inform the membership of any significant decisions taken under this Clause.



6.1.6 The OC will communicate to the membership, within 14 days via the Facebook group and email, any significant decisions they have made, together with their rationale. The OC will also communicate any significant issues that are under consideration in order to seek comments from Members where appropriate.

#### 6.2 Structure of the OC

6.2.1 The OC will consist of the Officers of the Group, namely: a Chairperson, an Ambassador, a Treasurer, a Secretary, a Member Secretary, a Meeting Coordinator, a Social Media Coordinator, a Website Coordinator and an Events Coordinator.

6.2.2 The OC may appoint sub-committees to deal with specific matters (with pre-defined roles, responsibilities and boundaries) set out and defined by the OC. The OC may co-opt Members of the Group to any sub-committee appointed under this rule. Such sub-committees will exist until dissolved by the OC.

6.2.3 All Officers and Members of sub-committees must be fully paid-up Members of the Group throughout their tenure.

6.2.4 A listing of names of all Officers will be maintained on the BC website.

#### 6.3 Roles and responsibilities of the Officers

6.3.1 The Chairperson will:

- a) Take a leadership role in setting and managing the direction of the LUG.
- b) Ensure adherence to the BC Constitution and take the lead in ensuring that it is up to date.
- c) Act as the presiding Officer of OC meetings and General Meetings. If unavailable, the Chairperson will assign another Officer to preside.
- d) Set the agenda for OC meetings and General Meetings.
- e) Set the date, time and place of General Meetings.
- f) Prepare or oversee preparation of the Chairperson's report and present it for the AGM in accordance with Clause 5.1.4.
- g) Provide honest and complete answers at any time to any questions raised by Members.
- h) Provide routine updates at OC Meetings in accordance with Clause 6.4.1.
- i) Provide a summary of decisions made at OC Meetings to the Members in accordance with Clause 6.1.6.
- j) Manage the officers of the OC and ensure, where vacancies exist, that those are expediently filled (in accordance with Clause 7), otherwise re-assign all the responsibilities of said vacancy to another Member of the OC.

6.3.2 The Ambassador will:

- a) Act as the primary contact between The LEGO Group and the Group
- b) Work to become and remain a member of the LAN as the Group representative.
- c) Manage the Group in order to fulfil and comply with all requirements of the RLUG scheme.
- d) Manage all RLUG support for the Group, and ensure that fairness, equality and transparency are employed at all times.
- e) Prepare and present an annual report for the AGM in accordance with Clause 5.1.4.
- f) Provide routine updates at OC Meetings in accordance with Clause 6.4.1.

6.3.3 The Treasurer will:

- a) Take a leadership role in managing the long and short term financial strategy of the Group.
- b) Take charge of the funds of the Group which will be paid into the Group's bank account, Paypal Account or held as petty cash. All money received on behalf of the Group will be paid to the Treasurer and they will pay all demands under the authority of the OC.



- c) Manage all payments made by cheque drawn on the Group's bank account and ensure each cheque is signed by 2 of the signatories as defined in Clause 8.7.2.
  - d) Manage all payments made on the Group's accounts in accordance with agreed financial procedures.
  - e) Provide a full and complete account annually and whenever required to do so by resolution of the OC.
  - f) Maintain a register of all assets owned by the Group, as well as their whereabouts.
  - g) Prepare a summary of accounts to be presented at the AGM, as detailed in Clause 5.1.4.
  - h) Provide honest and complete answers at any time to any questions raised by Members in response to the summary of accounts.
  - i) Provide routine updates of the Group finances at OC Meetings in accordance with Clause 6.4.1.
- 6.3.4 The Secretary will:
- a) Distribute the agendas for OC meetings and General Meetings in accordance with Clauses 6.4.1 and 5.1.4.
  - b) Keep adequate records of all the proceedings of the OC and its sub-committees and store these in the OC shared online file area.
  - c) Record and produce minutes for all General Meetings and distribute as defined in Clause 5.1.9 and store these in the OC shared online file area.
  - d) Receive and count ballots for elections, or on any motion, resolution, or other elective procedure which may take place at any General Meeting, or any other decision-making process.
  - e) If there is any possible conflict of interest, such as if the current Secretary is standing in the election, the duties defined in Clause 7.5.4 will be performed by another Officer appointed by the Chairperson.
- 6.3.5 The Meeting Secretary will:
- a) Organise in-person or online (as appropriate) Member meetings in accordance with the Constitution and our Tier requirements.
  - b) Arrange and make relevant bookings for all aspects of in-person Member meetings, (including General Meetings), such as venues, activities, catering, etc.
  - c) Maintain Member meeting attendance records to supply to the Ambassador.
- 6.3.6 The Member Secretary will:
- a) Keep a register of Members.
  - b) Receive and process applications for membership in a timely manner and coordinate with the Treasurer regarding receipt of membership subscriptions.
  - c) Ensure all new Members are provided with a relevant information pack about the Group, and all current membership pack content in a timely manner.
  - d) Manage membership of the Facebook Group.
  - e) Manage Group membership enquiries from all sources.
  - f) Actively recruit Group Members at events/shows via and other sources.
  - g) Manage the Membership renewal process and ensure existing Members are given every opportunity to renew in a timely fashion appropriate to the anniversary of their nominal joining date.
  - h) Take the lead role in building and managing the annual membership pack.
  - i) Actively work on ideas to provide a good offering for Members so as to promote ongoing Member retention.
- 6.3.7 The Social Media Coordinator will:
- a) Manage BC Social Media accounts, increasing BC presence across a variety of platforms.



- b) Provide admin support on the BC Facebook group.
  - c) Actively source new and relevant content from BC Members.
  - d) Create content to be posted on social media.
- 6.3.8 The Website Coordinator will:
- a) Manage all aspects of the BC website.
  - b) Ensure the BC website remains current and accessible.
- 6.3.9 The Events Coordinator will:
- a) Take the lead role in organising 2 annual BC LUG events as set out in Clause 9.1.
  - b) Work with partner organisations to effectively support and manage LEGO based events as set out in Clause 9.2.
  - c) Create and manage a directory of exhibitors and their current displays from the BC membership which can be used to support events and LAN opportunities.
  - d) Create and manage a directory of LEGO based traders and businesses from the BC membership which can be used to support events.
- 6.3.10 All Officers of the Group who under these rules or in following these rules have the custody of any books, documents, records, property or money belonging to the Group must, on request, surrender them to the OC. They will also at any time produce them for inspection by another Officer.
- 6.3.11 All officers of the OC shall agree to abide by the procedural standards as agreed and approved by the OC.
- 6.4 Meetings of the OC**
- 6.4.1 The OC shall routinely meet at least 6 times per year, either in person or online, and will routinely include brief updates from the principal officers: the Chairperson, the Treasurer and the Ambassador.
- 6.4.2 The Chairperson will set the agenda and the Secretary will distribute it to the OC Members.
- 6.4.3 A special meeting of the OC will be called at the request of two or more OC Members.
- 6.4.4 At any meeting of the OC, each Officer present will have 1 vote on each item of business that the Chairperson deems necessary to put to a vote, unless they are also acting as described in Clause 6.4.5 below.
- 6.4.5 Any Officer of the OC who is unable to attend a meeting may nominate a deputy. The deputy must be a Member of the Group. A deputy will have 1 vote on each item of business and will count towards the quorum for each vote. Where such a deputy is an Officer of the OC in their own right, they will have an additional vote and an additional place in the quorum for each nomination.
- 6.4.6 3 Officers of the OC will form a quorum. Any resolution or item passed by a majority of the Officers present and voting at a quorate meeting of the OC will be a decision of the OC. In the event of an equality of voting, the Chairperson will have a casting vote.
- 6.4.7 Formal minutes will be kept of all OC meetings in the online shared file area. Minutes should be clear and concise with time lined assigned actions.
- 6.4.8 A summary of decisions will be actioned by the Chairperson on the Facebook group and by email no later than 14 days after the meeting.



## 7 NOMINATION AND ELECTION OF OFFICERS

### 7.1 Eligibility

- 7.1.1 Any Member of the Group is eligible to put themselves forward as a candidate for nomination provided no conflict of interest arises, e.g. with being an OC Member on another LEGO User Group.
- 7.1.2 There is no upper limit to the number of times an individual Member may stand for election.

### 7.2 Nominations

- 7.2.1 Nominees for the positions of Officers must be proposed by 3 Members, excluding themselves. The proposal must be made to the Chairperson, in writing or by electronic means, to be received at least 21 days before the General Meeting at which the election will occur.

### 7.3 Elections

- 7.3.1 The Officers of the Group will be elected at the AGM, unless a mid-term vacancy occurs which may be temporarily filled (see Clause 7.6).
- 7.3.2 The winner of an election will be the person receiving the most votes in a ballot.
- 7.3.3 In the event of 2 or more candidates receiving the same number of votes, the presiding Officer will exercise his/her casting vote to determine the winner.
- 7.3.4 In the event that the presiding Officer is standing for re-election (i.e. the Chairperson or otherwise), the OC will appoint a second Officer to temporarily take over as presiding Officer and, if required, to cast the deciding vote.

### 7.4 Length of tenure

- 7.4.1 Officers of the OC will hold office for 2 years.
- 7.4.2 There is no upper limit to the number of terms, successive or non-successive, that an individual Member may serve as an Officer.

### 7.5 Officer seeking election to another post

- 7.5.1 In the event of a serving Officer wishing to stand for a different OC post, the said Officer will be obliged to give notice to resign from their current post no later than when the call for nominations would normally be issued. The said Officer will relinquish their post upon the election regardless of whether or not they have been successfully elected to the new post. This is to enable the election of a replacement to the post they are vacating.

### 7.6 Mid-Term Vacancies

- 7.6.1 In the event that there is any vacant position, e.g.
- a) a position remains unfilled after an AGM, or
  - b) a Member of the OC resigns, or
  - c) a Member of the OC ceases (according to agreed procedure) to satisfactorily fulfil the responsibilities of their role (as defined in Clause 6.3),
- the OC may at any time appoint, by a majority vote of the remaining OC Officers, a Member to fill the vacancy on a temporary basis until the next General Meeting of the Group. Any proposals for a mid-term vacancy candidate shall be made to the OC prior to a meeting of the OC.

## 8 FINANCE

### 8.1 The Financial Year

- 8.1.1 The financial year of the Group will start on the 1st January and end on 31st December.

### 8.2 Subscriptions

- 8.2.1 Each Member will pay an annual subscription.
- 8.2.2 The subscription rate and date of effect will be set by the OC.



- 8.2.3 The annual subscription rate for Members is £12.00. This rate applies from on April 1st 2018.
- 8.2.4 A New Member's subscription will commence on the day that payment is received and continue for a period of 12 months.
- 8.2.5 Existing Members will be required to pay their annual subscription prior to the anniversary of their joining date (or nominal renewal date), and will be granted a further 12 months membership from the inherent renewal date. If payment is not received by this date then their membership will be suspended.
- 8.2.6 The OC will review the subscription cost on an annual basis. If an increase is deemed necessary by the OC, the proposed increase will be communicated via Facebook and email by December 1st to take effect from January 1st.

### 8.3 Financial assistance offered by the Group

- 8.3.1 The OC may, if it is agreed to be appropriate, grant, wholly or in part, financial assistance for reimbursement of expenses reasonably incurred by groups, or individuals, taking part in events arranged under the auspices of the Group, or other events at which the Group is represented, as long as prior approval to participate has been obtained from the OC.

### 8.4 Donations/Sponsorships

- 8.4.1 The Group will be open to receive donations/sponsorships.
- 8.4.2 All monetary donations will be entered into the Group accounts by the Treasurer.
- 8.4.3 All donations or sponsorships whether monetary or not, will be detailed in the OC minutes and the Treasurer's AGM report. The membership will be informed of the donation and donor or sponsorship and sponsor, and any terms and conditions that the OC have agreed to in connection with these.

### 8.5 Insurance

- 8.5.1 The Group will not normally maintain insurance cover. The OC will decide whether insurance cover is required for any particular event or for any other reason.

### 8.6 Financial Procedures

- 8.6.1 Procedures will be agreed and approved by the OC and maintained and operated by the Treasurer regarding authority to make payments from whichever fund is appropriate. All Members of the OC shall agree to abide by these procedures.

### 8.7 Bank Account

- 8.7.1 BC shall open a bank account suitable for community groups under the name of "Brick Central LUG".
- 8.7.2 The account shall have 2 signatories – The Treasurer and the Chairperson, and any cheques drawn on the account must be signed by both of these.
- 8.7.3 The Treasurer will have responsibility for the management of the account, utilising online and/or telephone banking wherever required.
- 8.7.4 Bank statements will be made available for inspection by OC at any time.

### 8.8 Paypal Account

- 8.8.1 BC shall open a Paypal account suitable for community groups under the name of "Brick Central LUG".
- 8.8.2 Access to the Paypal account will be granted to the Treasurer, the Chairperson and the Membership Secretary.
- 8.8.3 The Treasurer will have responsibility for the management of the account, utilising online and/or telephone banking wherever required.
- 8.8.4 Paypal statements will be made available for inspection by OC at any time.



## 8.9 Charity

- 8.9.1 The OC will assess funds raised throughout the year prior to the AGM. If it is deemed appropriate, taking into consideration all planned activity for the upcoming year, a donation will be made to a charitable cause, voted upon by Members at the General Meeting.

## 9 EVENTS

### 9.1 RLUG Events

- 9.1.1 The Group will aim to organise 2 public events each year.

- 9.1.2 These events will aim to:

- a) Showcase Members LEGO builds,
- b) Bring like-minded AFOLs together, from the central area of the UK and beyond,
- c) Inspire the next generation of LEGO builders,
- d) Promote the Group and the benefits of RLUG membership.

- 9.1.3 BC Events will be organised by the OC, led by the Events Coordinator.

- 9.1.4 BC Events will aim to provide display space for every Member (minimum of 1x 32x32 baseplate).

### 9.2 Partner Events

- 9.2.1 The group may provide Exhibitors and Event management to external organisations if deemed to bring benefit to the group by the OC. (i.e. cover Exhibitor expenses).

## 10 ONLINE ACTIVITY

### 10.1 Online Etiquette

- 10.1.1 The OC will act as Admins for the BC Facebook Group.

- 10.1.2 Much of BC activity takes place online. It is therefore important that all Members:

- a) are respectful,
- b) avoid strong/bad language,
- c) be aware of how comments might be read,
- d) cite all sources of shared information,
- e) be forgiving.

- 10.1.3 Private sales and advertising posts are only permitted 2 days per week, limited to 1 post per week.

- 10.1.4 Any post deemed illicit, illegal or any content which could bring the Group into disrepute will be deleted immediately, including those which contravene guidelines given to the RLUG by The LEGO Group, e.g. relating to leaks and other protected information, such as LUG benefits.

- 10.1.5 Members that fail to adhere to any BC online etiquette will be muted. Repeated disregard for rules will result in further action being taken, decided by the OC on a case to case basis.

## 11 DISSOLUTION OF THE GROUP

### 11.1 Means of dissolution

- 11.1.1 The Group may be dissolved:

- a) At a General Meeting, or

