

KNIGHTS OF TRINITY

Bye-laws

ARTICLE I. NAME AND OBJECT

Section I.01 Name and Scope

- (a) There shall be established an organisation called the Knights of Trinity, hereafter referred to as “the KoT”.
- (b) Any geographically distinct part of the organisation will be referred to as a Chapter.
- (c) All parts of the organisation will be subject to these bye-laws.

Section I.02 Purpose

- (a) The purpose of the organisation will be to:
 - (i) Promote interest in roleplaying (and related) games and the benefits of playing them;
 - (ii) Provide opportunities for members of the organisation to gather to play roleplaying (and related) games;
 - (iii) Support members in their efforts to play roleplaying (and related) games out-with organised meetings and events.
- (b) This organisation is not organised, nor will be operated for, pecuniary gain or profit. No part of the property of the organisation, or any part of its net earnings will be held as the benefit of any private individual. The organisation will never be authorised to engage in a regular business of a kind ordinarily carried on for profit, or any organisation activity except where it furthers the aims of the organisation as identified in Section I.02(a)

ARTICLE II. RULES

Section II.01 Rule Types

- (a) A bye-law describes the way in which the organisation will be structured and run;
- (b) A policy describes a set of guiding principles which identify how the organisation’s bye-laws will be executed;
- (c) A standing order describes an administrative procedure that will be followed in the execution of the organisation’s bye-laws.

Section II.02 Bye-laws

- (a) A bye-law will apply as written where it is identified as a rule that “will” apply and will be referred to as a “Charter” bye-law.
- (b) A bye-law is subject to local interpretation where it is identified as a rule that “shall” apply and will be referred to as a “Chapter” bye-law.
- (c) All bye-laws are superseded by local and state legislation, where such laws apply.

Section II.03 Policies

- (a) A policy will apply as written where it is identified as a rule that “will” apply and will be referred to as a “Charter” policy.
- (b) A policy is subject to local interpretation where it is identified as a rule that “shall” apply and will be referred to as a “Chapter” policy.
- (c) All policies are superseded by local and state legislation, where such laws apply.

Section II.04 Standing Orders

- (a) A standing order will apply as written where it is identified as a rule that “will” apply and will be referred to as a “Charter” standing order.
- (b) A standing order is subject to local interpretation where it is identified as a rule that “shall” apply and will be referred to as a “Chapter” standing order.
- (c) All standing orders are superseded by local and state legislation, where such laws apply.

Section II.05 Oversight of Rules

- (a) The organisation will divide the tasks carried out in support of its Purpose into groups. Each group will be referred to as a “Portfolio”.

- (b) The organisation will identify the participation required for a portfolio by using the ARCI model – referring to Accountable, Responsible, Consulted and Informed.
 - (i) **Accountable:** An accountable person is the one ultimately answerable for the correct and thorough completion of tasks within the assigned portfolio. There must only be one accountable person for each portfolio.
 - (ii) **Responsible:** A responsible person is one who does the work to complete a task as part of a portfolio. There must always be at least one responsible person for any task.
 - (iii) **Consulted:** A consulted person is one who may have pertinent information related to the completion of a task, typically a subject matter expert.
 - (iv) **Informed:** An informed person is one who is kept up-to-date on the progress of a task.

ARTICLE III. MEMBERSHIP

Section III.01 Full membership

- (a) Full membership of the KoT shall be open to all adults over the age of 18.
- (b) A full member shall be referred to as a “Knight”.
- (c) Membership shall be managed by the organisation, with administration performed by the member’s local Chapter.

Section III.02 Junior membership

- (a) Junior membership of the KoT shall be open to anyone under the age of 18.
- (b) A junior member shall be referred to as a “Squire”.

Section III.03 Rights

- (a) A member will have the right to raise a complaint;
- (b) A member will have the right to resign from the organisation;
- (c) A member will have the right to use assets belonging to the organisation in the furtherance of the organisation’s purpose.
- (d) A Knight will have the right to vote on matters affecting the organisation;

Section III.04 Diversity statement

- (a) Membership of the KoT will be granted irrespective of gender, ethnicity, religion, age, or any other legally protected characteristic.

Section III.05 Costs

- (a) Membership of the KoT will be granted free to someone who meets the criteria of membership. A small charge may be levied to cover the costs of any membership materials.

Section III.06 Exclusions

- (a) Membership will not be available to anyone meeting one of these criteria:
 - (i) Being convicted of an offence which required a custodial sentence, should such an offence be brought to the attention of the Council;
 - (ii) By two-thirds majority decision of the Council.

Section III.07 Inactivity and Removal

- (a) A member shall be considered inactive if either:
 - (i) They have not appeared at an organisation or event for a period of six months;
 - (ii) They do not renew their membership by the required annual renewal date.
- (b) A member shall be considered reactivated if:
 - (i) They return to a meeting at any Chapter while considered inactive.
- (c) A member will be removed from the membership roll if any of these conditions are met:
 - (i) The member is inactive, and it is the end of the operating year in which they became inactive;
 - (ii) The member requests that their information is removed from the membership roll;
 - (iii) There is a two-thirds majority decision of the Council.
- (d) If a member is removed from the membership roll, the information that will be removed is covered by the Data Protection & Privacy Policy.

Section III.08 Renewal

- (a) A request to renew membership will be made to a member within a month of the anniversary of their official membership date or last renewal date, whichever is later.
- (b) The membership renewal will also include the renewal of consent required by the Data Protection & Privacy Policy.

ARTICLE IV. OFFICERS

Section IV.01 Name and Selection

- (a) Officers will be put in place to allow the organisation to run smoothly.
- (b) Officers for the organisation will be drawn from the Full Members of the organisation.
- (c) An Officer of the organisation will be referred to as a "Councillor".
- (d) The minimum number of Councillors required for the operation of the club is three.
- (e) The number of Councillors required in the Council, and the selection of Councillors to the Council will be established by a two-thirds majority decision of the Council.

Section IV.02 The Council

- (a) A ruling body will be formed comprising two parts:
 - (i) An Inner Council, comprising the Executive Officers of the organisation;
 - (ii) A Full Council (referred to as "the Council"), comprising all Councillors in the Organisation.

Section IV.03 Duties

- (a) A Councillor shall undertake the following general duties:
 - (i) Enforcement and oversight of these bye-laws and any associated standing orders.

ARTICLE V. EXECUTIVE

Section V.01 Purpose

- (a) There will be Executive Officers to carry out specific tasks required for the smooth operation of the organisation.

Section V.02 Permanent Officers

- (a) The named permanent positions of the organisation will be:
 - (i) Lord President;
 - (ii) Lord Castellan;
 - (iii) Lord Chancellor.
- (b) Permanent Executive Officers shall be created as required by an amendment to these bye-laws.

Section V.03 Temporary Officers

- (a) Temporary Officers shall be created as required by a two-thirds decision by the Council.
- (b) A Temporary Executive Officer position:
 - (i) Will be created with a specific scope of duties;
 - (ii) Shall be filled by any active Full member of the organisation;
 - (iii) Will be dissolved once those duties are completed, or by a two-thirds majority decision of the Council.

Section V.04 Lord President

- (a) The Lord President shall be accountable for the portfolios relating to:
 - (i) Relationships with external organisations and companies;
 - (ii) The rules, policies and regulations of the organisation;
 - (iii) The relationship with the members of the organisation;
 - (iv) The digital assets of the organisation.

Section V.05 Lord Castellan

- (a) The Lord Castellan shall be accountable for the portfolios relating to:

- (i) The regular meeting schedules;
- (ii) The pool of games masters;
- (iii) The physical assets of the organisation.

Section V.06 Lord Chancellor

- (a) The Lord Chancellor shall be accountable for the portfolios relating to:
 - (i) The financial position of the organisation, including bank accounts;
 - (ii) Special events;
 - (iii) Social events held for members.

ARTICLE VI. OPERATION

Section VI.01 Operating Year

- (a) An operating year for the organisation starts on the 1st of January, running until the 31st of December.

Section VI.02 Regular Meetings

- (a) Regular meetings (referred to as “Club nights”) shall occur every week. It is up to each Chapter to determine the best night for their circumstances.
- (b) Club nights will be grouped together into units referred to as Blocks.
- (c) In an operating year, Club nights shall be arranged as follows:
 - (i) Alternating blocks of 8- and 6-weeks’ length;
 - (ii) The first block of the year shall be an 8-week block;
 - (iii) Two weeks’ break should occur which covers Christmas and New Year weeks.
 - (iv) In the event of a year providing a 53rd meeting day, the 6-week block in the middle of the year shall be extended to 7 weeks in length.
 - (v) In the event of a year having only 51 meeting days, the 6-week block in the middle of the year shall be reduced to 5 weeks in length.

Section VI.03 Annual Meeting

- (a) The annual meeting for a Chapter will be held once per year, at a time convenient to the Chapter.
- (b) The purpose of the annual meeting shall be to report to the members:
 - (i) The number of games run in the year;
 - (ii) The number of current memberships;
 - (iii) A summary of any changes to rules since the last annual meeting;
 - (iv) Any other pertinent business.

Section VI.04 Special Event

- (a) A special event refers to a meeting of members which does not form part of the normal business of the organisation. This shall include:
 - (i) National competitions;
 - (ii) Social events.

ARTICLE VII. AMENDMENT PROCESS

Section VII.01 Proposal of an Amendment

- (a) A member who wants an amendment made to a bye-law:
 - (i) Will detail the amendment to be made in writing and submit it to a member of the Council.
- (b) The Council:
 - (i) Will debate whether the amendment is justified, legal, and in the best interests of the organisation.
 - (ii) Will vote on the proposed amendment. A two-thirds decision in favour of the amendment will see it brought to the members.
 - (iii) Will inform the proposing member of the decision made on their proposal, and why if required;
 - (iv) Will schedule for the amendment to be brought to the members of the organisation at an appropriate time.

Section VII.02 Amendment of a Chapter Bye-law

- (a) An amendment to the bye-laws will be accepted:

- (i) By a vote of those Knights who are present, provided notice of the amendment has been given to Knights either at the previous meeting or sent to each Knight at least 30 days before the meeting.
- (ii) By a two-thirds majority decision in favour of the amendment.
- (b) An accepted amendment to a Chapter bye-law, and the date on which it will be implemented, will be communicated to all members of that Chapter within 7 days of the vote.

Section VII.03 Amendment of a Charter Bye-law

- (a) An amendment to the bye-laws will be accepted:
 - (i) By a vote carried out by the Knights of all Chapters as described in Section VII.02 and the results returned to the Lord President within 45 days of the vote being called. The Lord President will collate the results and announce the decision no more than 7 days after the last result has been returned.
 - (ii) By a two-thirds decision in favour of the amendment.
- (b) An accepted amendment to a Charter bye-law, and the date on which it will be implemented, will be communicated to all Councillors within 7 days of the vote. Each Chapter will then communicate the amendment, and the date on which it will be implemented to the members of their Chapter within 7 days of receiving it.

Section VII.04 Amendment of a Chapter Policy

- (a) An amendment to the policies will be accepted:
 - (i) By a vote of the Councillors who are members of the Chapter, provided notice of the amendment has been given to Councillors either at the previous meeting or sent to each Councillor at least 30 days before the meeting.
 - (ii) By a two-thirds majority decision in favour of the amendment.
- (b) An accepted amendment to a Chapter policy, and the date on which it will be implemented, will be communicated to all members of that Chapter within 7 days of the vote.

Section VII.05 Amendment of a Charter Policy

- (a) An amendment to the policies will be accepted:
 - (i) By a vote carried out by the Councillors of all Chapters as described in Section VII.04 and the results returned to the Lord President within 45 days of the vote being called. The Lord President will collate the results and announce the decision no more than 7 days after the last result has been returned.
 - (ii) By a two-thirds decision in favour of the amendment.
- (b) An accepted amendment to a Charter policy, and the date on which it will be implemented, will be communicated to all Councillors within 7 days of the vote. Each Chapter will then communicate the amendment, and the date on which it will be implemented to the members of their Chapter within 7 days of receiving it.

Section VII.06 Amendment of a Chapter Standing Order

- (a) An amendment to the standing orders will be accepted:
 - (i) By a vote of the Councillors who are members of the Chapter, provided notice of the amendment has been given to Councillors either at the previous meeting or sent to each Councillor at least 30 days before the meeting.
 - (ii) By a two-thirds majority decision in favour of the amendment.
- (b) An accepted amendment to a Chapter standing order, and the date on which it will be implemented, will be communicated to all members of that Chapter within 7 days of the vote.

Section VII.07 Amendment of a Charter Standing Order

- (a) An amendment to the standing orders will be accepted:

- (i) By a vote carried out by the Councillors of all Chapters as described in Section VII.06 and the results returned to the Lord President within 45 days of the vote being called. The Lord President will collate the results and announce the decision no more than 7 days after the last result has been returned.
- (ii) By a two-thirds decision in favour of the amendment.
- (b) An accepted amendment to a Charter bye-law, and the date on which it will be implemented, will be communicated to all Councillors within 7 days of the vote. Each Chapter will then communicate the amendment, and the date on which it will be implemented to the members of their Chapter within 7 days of receiving it.

ARTICLE VIII. DISSOLUTION

Section VIII.01 Trigger

- (a) The KoT will be dissolved if any of these conditions are met:
 - (i) The organisation loses the rights to the name, marks and indicia for the KoT;
 - (ii) There is a three-quarters majority decision of the Council;
 - (iii) There is a legal requirement to do so.

Section VIII.02 Procedure

- (a) In the event of the dissolution of this organisation to the extent allowed under applicable law, all the assets of the organisation shall be sold, and the proceeds distributed to another organisation organized and operating exclusively for the purposes identified in Section I.02(a).
- (b) If for any reason upon the dissolution of the KoT the Inner Council should fail to act in the manner herein described, the assets will be distributed in accordance with the law governing the distribution of assets of non-profit organisations in the jurisdiction in which the organisation is located.