

February 5, 2005

To: Members of the Provisional Chapter  
Re: Chapter Constitution  
From: Society Board IFGS

Greetings: The guideline for a Provisional Chapter in the process of adopting a chapter constitution, according to the Society Constitution, p-4, Article IV, Chapters, Section 4, is "Constitution. The Chapter constitution will be based upon the standard Society Chapter Constitution and By-Laws which may be modified to suit the needs of the chapter in a manner not inconsistent with the constitution and By-laws of the Society, subject to approval of the Board."

Therefore your group may use the 'Standard Chapter Constitution' as a starting point and make modifications to it if needed. These modifications may not be at odds with the Standard Constitution and any changes must be approved by the Society Board. To make this as easy as possible for all concerned, the modifications should be sent in on a separate page with notes as to what the your group wishes change, the location of the change within the standard document and the reason why the change is needed or wanted.

As an example of a possible change: Constitution, p-6, Article VI, Elections, Section 4, Number, Election, and Term: This section refers to a seven (7) member board of directors. Our group feels that a five (5) member board would suit our chapter better. Therefore, we request to change this to five (5) Directors, with the appropriate changes in Sections 5 & 6, from four (4), to two (2) Directors.

Therefore, here is your copy of the 'Standard Chapter Constitution' for your review. Incidentally, provisional chapters should refer to the 'Standard Chapter Constitution' as a guideline until they have adopted their own Chapter Constitution. Also note that the "Standard Chapter Constitution" is for groups at full chapter status, that is to say there is leeway allowed that the document might not suggest.

Best of Luck, Society  
Board IFGS

Society Board, International Fantasy Gaming Society  
P.O. Box 3577, Boulder, Co. 80307-3577

# CONSTITUTION FOR THE CHAPTER OF THE INTERNATIONAL FANTASY GAMING SOCIETY

## ARTICLE I PURPOSE

**Section 1.** - The Chapter of the International Fantasy Gaming Society (IFGS), hereinafter referred to as the Chapter, is a chapter of a nonprofit membership corporation, the International Fantasy Gaming Society, hereinafter referred to as the Society, incorporated under Colorado law. The purpose of the Chapter shall be to sponsor, conduct, sanction, promote and encourage the play of live-action, full-scale role playing games; and to perform educational functions related to role playing games within the chapter area. In addition, the Chapter will maintain a registry of records needed for such games. To that end, the Chapter may transact business, manage property, and take such other actions as are permitted for chapters of corporations of IFGS' type under Colorado and local state law.

**Section 2.** - The Chapter may accept such other purposes as the Membership and Society may from time to time determine.

## ARTICLE II BOARD OF DIRECTORS

**Section 1.** - Authority: The day to day affairs, activities, and concerns of the Chapter shall be vested in the Board of Directors, hereinafter known as the Board. The Board derives its authority from the Membership and the Society through this Constitution and the Society Constitution and By-Laws. Any actions of the Board may be subject to approval by a vote of the Membership and are subordinate to the Society Board, the Articles of Incorporation, the Society Constitution, and By-Laws and this Constitution and By-Laws.

**Section 2.** - Qualifications: To serve as a Director, a person must be a Regular, or Life member of the Chapter, age eighteen, (18) years or older.

**Section 3. - Duties:** The duties of the Board shall include but not be limited to:

A. - Holding meetings at such times and places as it deems proper; such meetings to be open to any member in good standing and other interested parties. Closed meetings or executive sessions may be called by the Board for the purpose of protecting the privacy of members, consultations with legal counsel, discussions concerning games and game protests, and discussions on contracts, but no votes or binding decisions may be made in a closed meeting or executive session.

B. - Representing the Chapter in communications with other chapters, members, businesses, or associations.

C. - Authorizing the printing and circulation of Chapter documents.

D. - Setting policies, under which games are to be sanctioned and conducted.

E. - Auditing bills and disbursing the funds of the Chapter as needed.

F. - Appointing and abolishing special committees.

G. - Appointing and utilizing agents.

H. - Suspending or expelling members as described in ARTICLE III

I. - Taking such other actions as it considers proper and expedient to best promote the interests and welfare of the Membership.

J. - Publishing all of its actions in a newsletter to reach all members.

**Section 4. - Quorum:** The presence, in person, by proxy, or by telecommunication of a majority of the Directors shall constitute a quorum for the transaction of business at any meetings of the Chapter Board.

**Section 5. - Proxies:** Every Director entitled to vote at any meeting may do so by proxy. The proxy shall be in writing and specify that Director's intentions in whatever form the Director considers appropriate, and is revocable at the pleasure of the Director executing it. A proxy must be dated and shall be valid for thirty (30) days after that date.

**Section 6. -** Any Chapter Board Member who is not present in person or via telecommunications for at least one half (1/2) of the meetings of a Chapter Board during any six (6) month period, may be removed from office by a two thirds (2/3) vote of the remaining members of the Chapter Board.

**Section 7. - Removal of Directors:** Any number of Directors shall be removed from office, either with or without cause, immediately upon a two-thirds (2/3) majority of the votes cast in a special election called for that purpose as described under ARTICLE V, Section 1, of the By-Laws.

### **ARTICLE III MEMBERSHIP**

**Section 1. -** Membership in Society shall be required before anyone may participate in their third (3rd) paid I.F.G.S. sanctioned event. Membership in the Chapter and a subscription to the national publication, "The Chainmail" are optional.

**Section 2. -** Membership in the Chapter shall be available to any person regardless of race, creed, color, gender, sexual orientation, or national origin. Membership in the Chapter may be denied, by vote of the Board, to any person or group who has had membership in this Chapter, the Society, or another Chapter of IFGS terminated or denied for reasons other than non-payment of dues.

**Section 3. -** Membership in the Chapter shall be granted upon payment of the appropriate dues and fulfillment of the qualifications for that type of membership. All Chapter members must also be members of Society.

**Section 4. -** Types of membership:

A. Regular Member - Regular members of the Chapter eighteen (18) years of age and older, are eligible to vote, hold office, chair committees and are entitled to a subscription to the Chapter newsletter and any other benefits of membership as may be determined by the Chapter. A person may be a Regular Member of only one (1) Chapter.

B. Junior Member - Available only to persons under the age of eighteen (18) years. A Junior Member may not vote, hold office or chair committees, but is entitled to a subscription to the Chapter newsletter and all other benefits of a Regular Member.

C. Associate Members - An Associate member can participate in I.F.G.S. events in every capacity except Player Character, Safety Officer, Game Designer, and Game Producer. Associate members are not entitled to vote in Society or Chapter elections, and are not entitled to receive newsletters from either the Society or its Chapters.

D. Life Member - A Life Membership is the same as a Regular Membership, including a subscription to the newsletter for life.

**Section 5.** - The dues for each category of membership in the Chapter shall be set forth by the Society Board. Chapters may set an additional fee.

**Section 6.** - Termination of membership:

A. Membership in the Chapter will be automatically terminated if membership in the Society terminates due to non-payment of Society dues.

B. Membership may also be terminated or suspended by the Board for any serious or willful violation of a safety rule, or the conviction of a crime committed in connection with or related to the IFGS.

C. For cause other than non-payment of dues, a statement of charges shall be sent by certified mail to the member being charged, at that member's last recorded address at least fifteen (15) days before final action is taken by the Board, and the member being considered for termination or suspension shall have the right to a hearing before the Board. Such termination or suspension shall require five (5) votes to terminate or suspend.

D. Persons whose memberships have been terminated or suspended shall NOT be eligible for refund of dues or fees. The Chapter shall honor all other financial commitments to such persons or groups.

## ARTICLE IV MEETINGS OF THE CHAPTER

**Section 1.** - The Chapter shall hold one annual meeting during the month of January to serve as the Chapter Annual Meeting.

**Section 2.** - Advance notice of each Chapter meeting shall be posted in the Chapter Newsletter whenever possible

**Section 3.**- Rules of order contained in the book, Robert's Rules of Order Revised, shall govern the Chapter on all cases to which they are applicable, and when they are not inconsistent with the Constitution and By-Laws of the Chapter.

## ARTICLE V FINANCES

**Section 1. - Fiscal Year:** The fiscal year of the Chapter shall be the same as that of Society.

**Section 2. - Payment of Dues:** Dues shall be payable in advance for each fiscal year. The fiscal year for dues begins on the first day of the following month in which dues were first paid. All benefits begin immediately.

**Section 3. - Chapter Fees:** If a Chapter chooses to charge Chapter fees, the nature and amount of these fees shall be defined and set by the Chapter Board.

**Section 4. - Debts:** The Chapter shall never pay, assume, or become responsible for the unapproved debts or liabilities of any individual, group, or other Chapter sponsored by the Chapter.

**Section 5. - Hardship:** The Board may, in cases of financial hardship, account payment in kind (goods or services) in lieu of cash payment of Chapter dues or fees. Such goods or services must be over and above usual amounts donated by paying members and may not include service on any committee or as an officer of the Chapter.

**Section 6. - Payments:** All invoices must be approved by the Board or its agent before payment is made. All checks drawn upon funds of the Chapter for over \$ 200.00 must be signed by the Treasurer and one (1 ) Board member who is not the Treasurer.

**Section 7. - Distribution of remaining monies:** The remaining monies in the Chapter Treasury at the end of each fiscal year shall be carried forward to the next fiscal year in the Chapter. This money shall be used for the benefit of the Chapter.

**Section 8. - Custody:** The custody and keep of all Chapter Registry records and other property shall revert to Society if the Chapter fails to keep its duties to its members current, or if the Chapter is suspended or terminated by Society.

## **ARTICLE VI**

### **Elections**

**Section 1. - Directors:** The Directors shall be nominated and elected from the Regular and Life Members of the Chapter, age eighteen (18) years and older.

**Section 2. - Nominations:** Any qualified member of the Chapter age eighteen (18) or older with current dues paid and in good standing may be nominated by presenting a petition to the Election Committee signed by at least five (5) members of the Chapter on or before the date set by the Election Committee and published in the Chapter Newsletter. The Election Committee may also nominate one (1) or more qualified candidates for each open position.

**Section 3.- Write in Candidates:** The Election Committee shall include a space on the ballot for write in candidates.

**Section 4. - Number, Election, and Term:** The Board shall consist of seven (7), Directors elected from the Membership. Directors shall be elected by a general election to be held less than ninety (90) days and greater than thirty (30) days prior to the next annual meeting. The duly elected Directors shall be installed at the annual meeting following their election and shall serve for a term of approximately two (2) years, until the installation of their successors. Directors may succeed themselves.

**Section 5. - Rotation:** Election of Directors shall be staggered such that three (3) Directors are elected in odd-numbered years and four (4) Directors are elected in even numbered years.

**Section 6. - Initiating Rotation:** The three (3) or four (4) Directors with the highest vote count from the first Chapter election shall serve the first two year terms and the remaining Directors elected shall serve for one year terms.

**Section 7. - Amendment:** Amendments to this Constitution may be recommended by the Chapter Board or may be brought forth by initiative as described in the By-Laws. Adoption of Amendments to this Constitution shall require a two-thirds (2/3) majority of votes cast. The Amendment shall be submitted in writing to the entire voting membership with or before the distribution of the ballots to resolve the Amendment and shall be subject to approval by the Society Board.

**Section 8. - By-Laws:** Revisions to the By-Laws may be recommended by the Chapter Board or may be brought forth by initiative as described in the By-Laws. Adoption of revisions to the By-Laws shall require a simple majority of votes cast. The revision shall be submitted in writing to the entire voting membership with or before the distribution of the ballots to resolve the revision and shall be subject to approval by the Society Board.

**Section 9. - Decision of vote:** On all matters to be voted on, a simple majority of votes cast shall decide the issue, unless otherwise noted in this Constitution.

## **ARTICLE VII VOTING**

**Section 1. - Who may vote:** Only Regular and Life Members of the Chapter who are eighteen (18) years or older and in good standing with current dues paid shall be entitled to vote. A person may vote in only one (1) chapter. Each person shall be entitled to cast one (1 ) ballot.

**Section 2. - Method of voting:** Voting on all binding matters to come before the membership shall be by written, secret ballot. The Board shall direct the Election Committee to send a ballot to each member entitled to vote at least thirty (30) days prior to the due date for the return of that ballot.

**Section 3. -** Names on the printed ballot shall be arranged by random drawing, and a final blank line shall be provided for write in candidates. A campaign statement of two hundred (200) words or less for each candidate will be printed and enclosed with each ballot if such is presented to the Election Committee by the deadline set by the Election Committee, this deadline is to be published in the Chapter Newsletter at least twenty one (21 ) days in advance of that deadline..

**Section 4. -** Other proposals requiring a vote of the Membership will follow the listing of the candidates.

**Section 5. -** Ballots for the election of Directors and for such other matters as may require attention at that time shall be compiled by the Election Committee and distributed to the Membership not later than seven (7) weeks prior to the annual Chapter meeting. Ballots shall be sent in an envelope, via first class mail, as a separate mailing from newsletters or game fliers.

**Section 6. -** Only completed ballots returned to the Chair of the Election Committee postmarked by midnight, three (3) weeks prior to the annual Chapter meeting and received before midnight, ten (10) days prior to the annual Chapter meeting, shall be counted.

**Section 7. -** Final results of all votes shall be published in the first possible issue of the Chapter Newsletter following the official ballot count, and announced at the next Chapter meeting.

## **ARTICLE VIII OFFICES**

**Section 1. - Offices:** The Board shall elect from among the directors a President and a Vice President who shall serve as Chair and Vice-Chair of the Board. The board shall also select a Secretary, a Treasurer, and other such officers and chairs as the Board deems necessary. The terms of these officers and chairs shall be for one (1 ) year or until the next installation of Board members. Only the Chapter President and Vice President are required to be elected from members of the Board of Directors.

**Section 2. - Vacancies:** Whenever a vacancy occurs in the Board, or in any office for any reason except expiration of term, it shall be filled within thirty (30) days by a majority vote, by written secret ballot, of the remaining Directors. The person so elected shall serve out the remainder of the term being filled.

## **ARTICLE IX COMMITTEES**

**Section 1. - Standing Committees:** These are permanent committees and their functions shall be described in the By-Laws.

**Section 2. - Special Committees:** The Board may, at any time, establish such other committees as it considers proper to deal with any matter not covered by a standing committee.

## **ARTICLE X INITIATIVE AND REFERENDUM**

**Section 1. - Right of Redress:** The Membership shall have the right to subject any action taken by the Board to a vote of the Membership as described in the By-Laws. The Board shall be bound by that vote, and such a decision can only be overruled by another vote of the Membership or by a directive from the Society Board.

**Section 2. - Right to Action:** The Membership shall have the right to submit any proposition to the Membership for vote as provided for in the By-Laws.

## **ARTICLE XI ADOPTION**

**Section 1. - Adoption:** Upon acceptance by the Chapter Board and approval of the Society Board this Chapter Constitution shall become immediately effective.

# **BY-LAWS OF THE CHAPTER OF THE INTERNATIONAL FANTASY GAMING SOCIETY**

## **ARTICLE I AUTHORITY AND PURPOSE**

- 1.The authority for these By-Laws is derived from the Chapter Constitution.
- 2.The purpose of the By-Laws are as follows.
  - A. To set policies which are to be followed in regulating the general affairs of the Chapter. B. To detail the rights, duties and powers of Members in relation to the Chapter and among themselves.
  - C. To make provision for a ballot on any matter which in the judgment of the Membership or the Board may be necessary and proper.

## **ARTICLE II BOARD OF DIRECTORS**

- 1.The Board will appoint Special Committees, and agents to fill various positions as deemed necessary by the Board.
- 2.The Board will publish the dates of its regularly scheduled meetings in the Chapter Newsletter and will issue a written agenda for each meeting prior to that meeting, when possible.
- 3.Any Director who is directly involved in a protest involving a Chapter game will disqualify themselves from any and all decisions affecting the play, performance and outcome of that game until such time as the scoring for that game has been completed and all appeals have been exhausted.
- 4.The Officers of the Chapter shall be appointed by the Board as described in the Constitution. No person shall hold more than one Office or Chair on a Standing Committee in the Chapter at any one time. The Officers of the Chapter and their duties are:
  - A. President: The President shall be the principal representative of the Chapter. The President shall serve as Chair for meetings of the Board and for meetings of the Chapter. The President shall be the official spokesperson for the Chapter. The President or his alternate (the Vice President) shall be the only members of the Chapter authorized to commit the Chapter to any obligation. Contracts may only be signed by the Chapter President or Vice President.
  - B. Vice President: The Vice President shall act as the President if and when the President is unable to perform the functions of the office for any reason.
  - C. Secretary: The Secretary shall be responsible for the taking of minutes at all meetings of the Board and at all meetings of the Chapter and for maintaining a permanent record of such minutes. The Secretary shall make this permanent record available for inspection by any member of the Chapter. The Secretary shall be responsible for notifying the membership of all action taken by the Board through the Chapter Newsletter.
  - D. Treasurer: The Treasurer shall account for all Chapter funds. This shall include accounting for accounts payable and accounts receivable as required by law, in particular, this shall include an up-to-date accounting of all dues and fees owed or paid to the Chapter. In addition, the Treasurer shall retain current records of payment of membership for the Chapter.

## **ARTICLE III STANDING COMMITTEES**

1. Sanctioning Committee: The Board shall appoint the Chair and other members. This committee shall review games to determine if game design is consistent with the rules and philosophy of IFGS and this Chapter in regards to advertising, content, scoring, rewards and safety.
2. Registry: The Board shall appoint the Chair and any other members to the Chapter Registry who shall serve until removal by the Chapter Board. The Chapter Registry shall keep on file a current portfolio on each game participant.
3. Newsletter: The Board shall appoint the Chair and other such members to this committee as it deems proper, the Chair shall serve as the Editor of the Newsletter. The Newsletter Committee shall publish and distribute the Chapter Newsletter on a regular basis to be determined by the Board. This Newsletter shall include game flyers, minutes of Board meetings, announcements, and other such articles as the committee deems appropriate.
4. Quartermaster: The Board shall appoint the Chair and other members to this committee. It shall be the responsibility of this committee to inventory, store, and make available the props and other property of the Chapter as the Board or game designers require.
5. Election Committee: The Board shall appoint the Chair and other members to this committee. Responsibilities of this committee shall include: Verification of voter eligibility, petitions for initiative or referendums, distribution and collection of ballots, counting of ballots, challenges and recounts, and the reporting of election results in the Chapter Newsletter. Election Committee Members shall serve for one (1) or two (2) year terms, not all concurrent, to be staggered in a manner to be determined by the Board. Election Committee Members may NOT run for any elected position on the ballot while serving on the Election Committee.
6. Safety Committee: The Board shall appoint a Chair, who shall be the Chapter Safety Officer, and other members to this committee, as approved by the chair.

#### **ARTICLE IV COMMITTEE RULES**

1. It is the standing rule of IFGS that the benefit of the doubt ALWAYS goes to the PC.
2. All committee meetings are open to any member of the chapter.
3. Any actions of any committee are subject to veto by a vote of the membership, the Chapter Board, or the Society Board.
4. Any committee may form subcommittees to assist the committee in the performance of its duties.
5. The Chair or their representative will attend meetings of the Board as needed to report on current activities of that committee.
6. The Chair of all committees and all members of the Election Committee shall be limited to Regular and Life Members of the Chapter, age eighteen (18) years or older. Information concerning the meeting time and place shall be available to any member of the Chapter from the committee Chair.
7. Any committee member may resign their position by submitting written notice to the Board.
8. No one shall serve as chair for more than one standing committee within the Chapter.

## **ARTICLE V INITIATIVE AND REFERENDUM**

1. Any proposition may be submitted to a vote of the Membership by submitting a petition to the Board requesting such a vote. Such propositions may concern, but are not limited to, the following topics: Removal of any Officer or Chair; amendments to the Constitution, additions to or revisions of the By-Laws, countermanding decisions of the Board or such other matters as the members may present. The results of such a vote are binding on the Board, the Chapter and the members and may only be overturned by another vote of the membership or by a directive from the Society Board.
2. A petition to force a vote on an issue shall require ten (10) percent of the Membership of the Chapter or ten (10) signatures, whichever is less.
3. When such a petition is received by the Board more than ten (10) days and less than ninety (90) prior to the distribution of the annual ballots, then the issue shall be placed on the annual ballot. In all other cases, the Board shall instruct the Election Committee to conduct a special election to decide the issue. The special election shall be conducted so that the issue is decided within ninety (90) days following the receipt of the petition by the Board. Any number of proposals may be included in a single special election.
4. The Election Committee shall include with each ballot, statements summarizing the arguments for and against each of the proposals to be voted on. Each such statement is to be prepared by an individual or group supporting that side of the issue and shall be limited to five hundred (500) words. In the event that there is not an opposing opinion to a question, there shall be a note inserted by the Election Committee that there was NOT an opposing statement available.