

# **Official By-Laws**

## **The North Ridge Buffalo Chapter of Star Wars FanForce**

# BY- LAWS

## Article I. Name

The name of this organization shall be The North Ridge.

## Article II. Purpose

The North Ridge is an unofficial Star Wars fan club made up of people who enjoy the Star Wars films and their various spin-offs. The North Ridge was created in order to give Star Wars fans in the Buffalo area a chance to socialize and engage in activities such as collecting expeditions, movie outings, game nights, costuming, conventions, expanding our knowledge of the Star Wars Universe, and participating in charitable volunteer efforts. The group was brought together through their love of everything Star Wars. Since we are an internet based group, most of our communication is done through our message forum on theForce.net.

## Article III. Policies

- ?? The North Ridge is not affiliated any way with Lucasfilm, Ltd. or its subsidiaries.
- ?? The North Ridge holds a strict policy on discrimination. The group does not discriminate on the basis of age, race, gender, religion, physical handicap, or sexual orientation.

## Article IV. Membership

Membership is open to all interested persons, regardless of gender, age, religion, sexual orientation, or physical handicap. The basic membership requirement is access to the internet, an active interest in Star Wars, choose a screen name and post messages on the forum. There are two classes of membership: active and inactive.

- ?? **Active Membership:** Active membership is attained when a person pays annual membership dues. All active members have full voting privileges. Active members are also eligible to serve as officers of the club. And they have the right to attend *all* club meetings and activities. Active membership also constitutes regular posting in the message forum, as well as attending meetings and actively participating in the planning process for events. Full payment of dues does not directly constitute an Active Membership level. A member is in good standing when they actively participate in club meetings, keeps communication open, shows an effort to assist in planning, and keeps a balance of meetings and activities.
- ?? **Inactive membership:** Those who do not wish to pay membership dues are welcome to join the club at any meetings or activities which are not funded with club monies. However, only active members are allowed to vote in any club elections and attend any meetings or activities that are funded with club monies. Inactive members are welcome to participate, but are expected to contribute ideas or funds to cover costs of supplies at that event.

**Article V. Membership Dues**

Membership dues are twenty five dollars (\$25.00) per year. Once dues are paid, they are not due again until one year from the date of payment. Monies collected are used to defray club operating expenses and to finance club activities. All active members have the right to inspect club accounts, which will be maintained by the club’s Treasurer. Membership dues pay for club expenses such as: website-hosting; supplies (plates, cups, spoons, etc); printing, paper; prizes for raffles; and more. All purchases made with club monies will be made only after a vote is taken. Dues are to be paid within 90 days of signing the By Laws when joining The North Ridge.

**Article V. Amendment #1**

The membership rate for children under 16 will be \$5 with a paid parent membership of \$25. The parent will hold voting priviledges. All dues are non-refundable.

**Article V. Amendment #2**

The City Representative will have discessioanry purchase powers in the event of an emergency or short notice North Ridge activity. Purchases may be made within a reasonable amount of money up to \$30 without taking a group vote.

**Article VI. Voting Regulations**

All active members shall be entitled to one vote in all elections held within the club. Two-thirds (2/3) active members constitute a quorum. Email voting is allowed for officer elections and by-laws amendments. The City Representative shall state the terms and rules of email voting prior to each election or amendment vote. Absentee ballots may be used for those unable to attend a meeting and notify the City Representative before the meeting begins.

**?? Regular Voting**

- ?? Simple Majority
- ?? Show of Hands

**?? Amendments to Bylaws**

- ?? 2/3 Vote Required to Pass Amendment
- ?? Show of Hands
- ?? Email voting will be allowed within the designated time limit

**?? Officer Elections**

- ?? Simple Majority
- ?? Secret Ballot
- ?? Email voting will be allowed

## **Article VII. Leadership**

The leadership of The North Ridge shall consist of a Secretary, Treasurer, Diplomat, and FanForce City Representative. An Active Member may hold more than one office. If a vacancy of any leadership position should occur, the group shall nominate and vote for a replacement to serve out the remainder of the term.

- ?? **FanForce City Representative** (Elected: Serves until resignation or death.)
  - ?? Serves as liaison between FanForce and The North Ridge
  - ?? Prepares announcements for posting on the FanForce web site
  - ?? Chairs meetings
  - ?? Serves as liaison between members and Diplomats
  - ?? Sets meeting agenda items
  - ?? Coordinates the production of promotional materials
  - ?? Establishes and maintains contacts with outside organizations for the promotion of the club
  - ?? Coordinates promotional activities
  
- ?? **Secretary** (Elected to One Year Terms)
  - ?? Writes and publishes meeting minutes
  - ?? Records attendance and reports to the City Representative
  - ?? Coordinates the announcement of meetings/activities
  - ?? Determines if quorum is met at each meeting
  
- ?? **Treasurer** (Elected to One Year Terms)
  - ?? Collects dues
  - ?? Maintains finances
  - ?? Keeps records of finances and reports account balance at meetings
  - ?? Makes payments to charities after event, and writes checks for payment of supplies needed for club events
  
- Diplomat** (Elected to One Year Terms)
  - ?? Serves as a problem solver to major group issues
  - ?? Will only be called upon in times of need or when a major rule has been broken
  - ?? Serves as a back-up to the FanForce City Representative when dealing with sensitive issues
  - ?? To have reasonable access to respond in a timely manner
  - ?? Keep ongoing communication with other elected Diplomats
  - ?? To act as a group when called upon

## **Article VIII. Underage Members**

Star Wars has always been a story for all ages. The North Ridge is comprised of members that reflect many of those ages. However, it is important for parents to be aware of several things if they choose to let their minor child (under 18 years of age) join the club:

- ?? No one will be supervising minors. While it is never the club's intention to allow a minor to get into trouble, the responsibility of the child's actions lay with the child and his/her parents or guardians. We are not a babysitting service.
- ?? The club encourages parents to attend meetings to get to know the members of the group and the types of activities the club engages in.
- ?? While no alcohol will ever be served to a minor by the club, meetings may take place in venues where alcohol is served. Adult members of legal age may be drinking alcohol during meetings and social events.
- ?? The group attempts to maintain all discussions at the PG level. However, some inappropriate language might inadvertently be used.
- ?? Members of the club will not be responsible for transporting a child to meetings and/or social events. If a parent chooses not to attend a meeting or event with his/her child, it is the parent's responsibility to ensure that the child has a safe mode of transportation to and from the meeting or event.
- ?? A parental waiver must be signed by a parent or guardian and the child before that child is allowed membership in the club.

## **Article IX. Costuming Standards**

As an active fan club celebrating the Star Wars saga, our members recreate costumes of their favorite characters to wear during events and charity functions. The costumes range from "movie accurate" to personal interpretations of the costumes worn in the films. We understand that while in costume, we are representing the Star Wars community and therefore acknowledge that we will perform with both civil and professional attitudes while in public.

Costumed members present at club events are bound by the Code of Conduct entry defining proper costumed presence. It is recognized that costuming characters is a hobby and, for most characters, takes a bit of imagination to make happen. However, to uphold the Code of Conduct, we must maintain a list of Costuming Standards:

- ?? Costumes are allowed of any *Star Wars* character derived from licensed *Star Wars* material. Custom renditions of *Star Wars* characters are encouraged, but should remain within the confines of decency and follow all guidelines contained in the Costuming Standards. When referring to costuming, decency is defined as being without profane or vulgar features or statements and must be viewable by young children.

- ?? Decoration of costumes is encouraged within the confines of decency, but must be devoid of any vulgar, illegal, or distasteful items that do not keep with the continuity of *Star Wars*.
- ?? Costumes should abide with the standards within one's budget. All costumes should be similar in quality and meet an equal standard.

Costumes must be in good working condition at all events. Name badges must be worn to all group events as well.

**Article X. Expulsion of Members**

While it is hoped that no member must be expelled from the group, it is prudent to have measures in place should the need arise. If any member of the club feels that another member should be expelled, that person may approach any of the club's Diplomats with his/her complaint. At that time, the Diplomats will meet to determine the best course of action.

**?? Conduct that justifies expulsion**

- o Engaging in any illegal activity while attending a club function
- o Threatening another member with physical violence
- o Committing physical violence against another member
- o Harassing or stalking another member via e-mail, phone, or written letter
- o Repeated unwanted sexual advances toward another member

**Article XI. Dissolution of the Club**

If, for any reason, The North Ridge should ever disbanded, the leadership shall be charged with the liquidation of all club assets, settlement of all liabilities, and taking down the website, and dispersing club funds equally among the Active Members.

These by-laws were approved by the membership of The North Ridge on

(date)\_\_\_\_\_.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary