

Bylaws for Falcon Tor

Falcon Tor is a nonprofit corporation in the State of Missouri. Falcon Tor is the only official legal entity and all business dealings shall go through Falcon Tor and the Board of Directors (hereinafter referred to as the B.O.D.). Falcon Tor is a medieval recreation society that uses the rules set forth in the Amtgard Rules of Play. The most current official version of the rules shall be officially adopted by the organization.

Falcon Tor is a social organization set up to foster medieval recreation and sport in a safe environment. The safety of the membership is paramount.

Falcon Tor is a secular organization that will not discriminate based on race, religion or creed or sexual orientation. All members of the organization are bound by this document, the Bylaws document of Falcon Tor.

Introduction to Amtgard

Amtgard is a vehicle of recreation. These Bylaws and the Rules of Play are guidelines to aid in the interaction of people who participate in this game.

Standard Disclaimers



Neither the legal entity of Falcon Tor, Amtgard Inc, nor any Amtgard officials (B.O.D. Members, Monarch, Regent, Prime Minister, Champion, Guildmaster of Reeves, etc.) are responsible for any injuries sustained while playing Amtgard.



Amtgard does not provide for religious affiliation. We are a non-sectarian organization.



Amtgard does not condone any illegal activity or physical violence against another person.

SECTION ONE: Membership

I. Membership is limited to persons who have signed a waiver, and currently attend official meetings and events in groups and locations officially recognized by the Board of Directors of Falcon Tor.

II. Any member under the age of 18 may only join if their parent or legal guardian signs the waiver.

III. No person under the age of 14 may be a member unless their parent or legal guardian is present at all functions the member takes part in and has the permission of the highest-ranking official present.

A. If the highest-ranking official present is not the monarch, the monarch may veto or approve this action upon his or her arrival.

IV. Membership is divided into two classes:

A. General Populace.

1. This group consists of all members who attend official meetings and events. Other than attendance and adherence to the rules and clarifications of Falcon Tor, there is no further requirement.

2. This is a non-voting membership. They may not vote in any officer election or Althing meeting, unless they are also members of a voting membership as specified below.

B. Members in Good Standing.

1. This group consists of all members who occasionally participate in the functions of Falcon Tor and who adhere to the rules, clarifications, and decisions of the governing body of Falcon Tor.

a. 'Occasionally' is defined as at least 7 times in the 6 months immediately prior to the end of declarations for Crown, Prime Minister, or Guild elections.

b. 'Participate' is defined as attend, sign-in, and interact in accordance to the nature of the function as determined by the Prime Minister or the Prime Minister's designated representative.

2. The person must have been on the records as an attending member of Falcon Tor for six months.

3. The person must be "Dues Paid" during the current reign.

a. Dues are \$6 for each six-month period, and must be paid at one time, not month-by-month.

4. Must be at least 14 years of age.

5. The person must identify the official park within Falcon Tor that they attend (A.K.A. Home Park). This should be the park they attend most, although in the case of a member who attends more than one park regularly, they may opt to select whichever park they choose.

6. This membership class grants the following benefits:

a. May vote in elections and Althings.

b. May run for any office of their park as long as they also meet the other requirements for the given position.

C. Dues Paid for Life

1. A member is allowed to pay a one-time fee of \$100.00 dollars to become a "Dues Paid for Life" member. This membership is non-transferable. This membership is to Falcon Tor only. Should the member relocate and join another chapter of Amtgard inc. these dues will not transfer with them.

V. Good Character Requirements

A. All members of Falcon Tor will obey federal law and the laws of the state and locality in which they live; as well as the laws of the locality in which Falcon Tor events are held.

B. All members of Falcon Tor are personally responsible for their own behavior. Any physical damage to non- Falcon Tor property, public property, or any other unbecoming behavior demonstrated by an individual at a Falcon Tor event is the responsibility of the individual alone. Falcon Tor will not be held financially or criminally responsible for such behavior.

VI. Elected Officers

A. Falcon Tor shall have the following elected officers and requirements.

B. These officers may not hold any other in-game office.

1. A member may only declare for one of these offices at a time, and may not run for any other office simultaneously.

C. Monarch

1. Office Responsibility

a. The Monarch is responsible for public relations and Amtgard's interaction with mundania at all events. This includes but is not necessarily limited to:

i. Recruiting.

ii. Speaking to interested passersby or delegating someone required to maintain a good image in the community.

iii. Dealing with Police, Rangers, and whatever other forms of mundane authority need to be addressed.

b. The Monarch shall preside over and conduct all ceremonies and functions.

c. The Monarch shall ensure the publication of a calendar of all Falcon Tor events within 30 days of his or her coronation.

d. At the start of his or her term, the Monarch shall sign a contract that states their fiduciary responsibility to the corporation. Each Monarch shall be held personally responsible for funds in their care and shall make amends should those funds turn up missing.

e. At the end of his or her term, the Monarch shall present a list of awards, titles, and honors given by him/her during his/her reign to the incoming Monarch or the Prime Minister.

f. Within one month of the beginning of his/her term the Falcon Tor Monarch shall compile all lists of awards, titles, and honors given previously for his/her records. He/She shall then forward a complete copy of that list to all of his/her Kingdom Monarchs if applicable.

2. Office Requirements

a. To be eligible, the Monarch must:

i. Be a member in good standing.

ii. Be at least 18 years old at the time of election.

iii. Submit six entries in at least 30% of the categories in the cultural qualifications immediately prior to the election, with an average score of 3.

iv. Enter at least 50% of the Warskill Events.

v. Pass the Reeve's test with a score of 70% or better.

vi. Have a phone and working phone number.

vii. Must pass a Corpora test with a score of 70% or better.

b. Should none of the candidates for this office qualify in a specific office requirement, that requirement shall be waived for the candidates.

3. Official Powers

- a. The Monarch shall choose his or her official title for the reign from those allowed by the sponsoring Kingdom's Corpora.
- b. The Monarch will have an automatic seat on the Board of Directors.
- c. At the end of his/her reign, will be eligible to receive such titles as allowed by the sponsoring Kingdom's Corpora.
- d. The Monarch shall have the power to resolve any issues not covered by this document. Any invocation of this power must be reported at the next scheduled Althing.
- e. The Monarch will have the power to break ties at Althings and non-Monarch elections.
- f. The Monarch is not required to pay any fees or dues during his/her term.
- g. The Monarch may award any honor, title or award, subject to the limitations given in the sponsoring Kingdom's Corpora.
 - i. Awards and honors may never be given to members of other Chapters without the permission of the Monarch of that chapter.
- h. The Monarch may create new honors, awards, and titles. These new honors, awards, and titles may not be considered as suggested criteria for any of the four orders of knighthood.
- i. Monarch may remove (strip) a title of honor granted by Falcon Tor or one of its subgroups from a person for repeated proven violations of the Corpora and/or Rulebook under the following conditions:
 - i. Agreement of 2/3 of the majority at an Althing,
 - ii. Agreement of the Prime Minister,
 - iii. Agreement of 4/7 of the B.O.D. if the person to be stripped no longer resides in Falcon Tor.
- j. The Monarch may spend up to 10% of the treasury every month in order to run the group without an Althing vote being held.

4. Limits of the Office

- a. Should the Monarch miss more than four weeks in a row or twelve weeks total during their reign, he/she shall descend from office.
 - i. Exception: Special situations will be taken into consideration by an Althing vote.
- b. The membership may remove the Monarch from office by a 2/3 Althing vote of participating members in good standing.
- c. No Monarch may have this position for more than two consecutive terms.

D. Regent

1. Office Responsibility

- a. Primarily responsible for fostering the Arts and Sciences in Falcon Tor.
- b. Assumes all duties, responsibilities, powers and limits of office of the Monarch in his/her absence.
- c. The Regent shall head and be responsible for the Colleges of Arts and Sciences.
- d. The Regent is responsible for co-organizing the Midreign feast with a sponsoring member three months in to his/her term.

- e. The Regent is responsible for co-organizing the Crown Coronation feast with a sponsoring member at the end of his/her term.
- f. Shall be responsible for running the Dragonmaster competition during his/her reign.
- g. Shall be responsible for running the cultural qualifications event at the end of his/her term.
 - 1) Should they be running for another term or position, they shall appoint their assistant or a member in good standing to run the cultural qualifications in their stead.
- h. At the end of his or her term, the Regent shall present a list of awards, titles, and honors given by him/her during his/her reign to the incoming Monarch or Prime Minister.
- i. Within one month of the beginning of his/her term the Falcon Tor Regent shall compile all lists of awards, titles, and honors given previously for his/her records. He/She shall then forward a complete copy of that list to all of his/her Kingdom Regents if applicable.

2. Office Requirements

- a. To be eligible, the Regent must:
 - i. Be a member in good standing.
 - ii. Be at least 18 years old at the time of election.
 - iii. Submit seven entries in at least 50% of the categories in the cultural qualifications immediately prior to the election with an average score of 3.
 - iv. Enter at least 30% of the Warskill Events.
 - v. Pass the Reeve's test with a score of 70% or better.
 - vi. Must pass a Corpora test with a score of 70% or better.
 - vii. Have a phone and working phone number.
- b. Should none of the candidates for this office qualify in a specific office requirement, that requirement shall be waived for the candidates.

3. Official Powers

- a. Should the Monarch be removed from office, either voluntarily or forcibly, the Regent shall take the position of monarch and appoint a member in good standing to hold the position of Regent.
- b. The Regent may bestow the following orders:
 - 1) Dragon
 - 2) Lion
 - 3) Owl
 - 4) Rose
 - 5) Garber and Armorer credits
 - 6) Chamberlain (a.k.a. Smith Credit)
 - i. Awards and honors may never be given to members of other Chapters without the permission of the Monarch of that chapter.
- c. The Regent is not required to pay any fees or dues during her/his term.
- d. At the end of his/her term, will be eligible to receive such titles as allowed by the sponsoring Kingdom's Corpora.
- e. The Regent may create new honors and awards in keeping with her/his duties. These new honors and awards may not be considered as suggested criteria for any of the four orders of knighthood.

4. Limits of the Office

a. Should the Regent miss more than six weeks in a row or ten weeks total during their reign, he/she shall descend from office.

i. Exception: Special situations will be taken into consideration by an Althing vote.

b. The membership may remove the Regent from office by a 2/3 Althing vote of participating members in good standing.

c. No Regent may have this position for more than two consecutive terms.

E. Prime Minister:

1. Office Responsibility

a. The Prime Minister is responsible for the following aspects of the group funds:

i. Collect all fees and dues.

ii. Maintain and keep accurate records of the group treasury.

iii. Keep accurate records on all group income and expenditures.

iv. Maintain accurate records on the Dues Paid status of all group members.

v. The Prime Minister may keep no more than \$100.00 cash in the coffers at any time.

(1) Exceptions: funds earmarked for special events and any funds in transport to or from the bank.

b. The Prime Minister is responsible for the upkeep of the records:

i. Keep records of attendance and active members.

ii. Keep the Member Information files on all members up to date.

iii. Collection of Subgroups attendance records, dues, receipts for dues, and dues paid listings.

iv. The Online Record Keeper (O.R.K.) shall be used by Falcon Tor and its subgroups to keep attendance records, dues, awards levels and member information.

c. At the start of his or her term, the Prime Minister shall sign a contract that states their fiduciary responsibility to the corporation. Each Prime Minister shall be held personally responsible for funds in their care and shall make amends should those funds turn up missing.

d. The unexplained loss of any major portion of dues in their care shall be cause for removal from office and disciplinary action.

2. Office Requirements

a. To be eligible, the Prime Minister must:

i. Be a member in good standing.

ii. Be at least 18 years old at the time of election.

iii. Have a phone and working phone number.

iv. Must pass a Corpora test with a score of 70% or better.

3. Official Powers

a. The Prime Minister is not required to pay any dues or fees during his/her term.

- b. The Prime Minister shall have an automatic seat on the Board of Directors.
- c. At the end of his/her term, will be eligible to receive such titles as allowed by the sponsoring Kingdom's Corpora.
- d. The Prime Minister shall break ties in the Monarch's election.
- e. The Prime Minister may spend up to 10% of the treasury every month in order to run the group without an Althing vote being held.

4. Limits of the Office

- a. Should the Prime Minister miss more than six weeks in a row or ten weeks total during their reign, he/she shall descend from office.
 - i. Exception: Special situations will be taken into consideration by an Althing vote.
- b. The membership may remove the Prime Minister from office by a 2/3 Althing vote of participating members in good standing.
- c. No Prime Minister may have this position for more than two consecutive terms.

F. Order of Succession

- 1. Should the Monarch leave office in midterm for any reason, the Regent shall be appointed as Monarch for the remainder of the term.
 - a. Should the current Regent have been appointed, then an Althing shall be held and all members in good standing shall elect a new Monarch.
- 2. Should the Regent leave office in midterm for any reason, the Monarch shall appoint a member in good standing to fill the role of Regent for the remainder of the term. The B.O.D. does *not* need to approve this appointment, since the Regent does not receive an automatic seat on the Board of Directors.
- 3. Should the Prime Minister leave office in midterm for any reason, the Monarch shall appoint a member in good standing to fill the role of Prime Minister for the remainder of the term. The B.O.D. must approve such appointment by majority vote, since the Prime Minister receives an automatic seat on the Board of Directors.

VII. Other Officers

- A. Falcon Tor shall have the following additional officers and requirements.
- B. The offices of Champion and Guildmaster of Reeves may not hold any other in-game office.
- C. Champion of the Realm (A.K.A. Champion)

1. Office Responsibility

- a. The Champion shall maintain a "Lost and Found" for the organization.
- b. The Champion shall see that all weapons and armor have been checked for safety and legality.
- c. The Champion shall organize the battlegames on days when no predetermined scenarios are scheduled.
- d. The Champion shall determine the events that comprise all Warskill events held while in office.

2. Office Requirements

- a. To be eligible, the Champion must:
 - 1. Be a member in good standing.
 - 2. Place first in the Champion's Tournament at the Crown Coronation event.

3. Submit five entries in the cultural qualifications immediately prior to the election with an average score of 3.

4. Enter all of the Warskill Events.

5. Pass the Reeve's test with a score of 70% or better.

b. Should none of the candidates for this office qualify in a specific office requirement, that requirement shall be waived for the candidates.

3. Official Powers

a. The Champion is not required to pay any dues or fees during his/her term.

b. At the end of his/her term, will be eligible to receive such titles as allowed by the sponsoring Kingdom's Corpora.

4. Limits of the Office

a. Should the Champion miss more than four weeks in a row or ten weeks total during their term, he/she shall descend from office.

i. Exception: Special situations will be taken into consideration by an Althing vote.

b. Should the Champion be required to descend, the duties of the Champion shall fall to the current Weaponmaster until a new Champion's Tournament may be held.

c. The membership may remove the Champion from office by a 2/3 Althing vote of participating members in good standing.

d. There is no limit to the number of consecutive terms a Champion may serve, as long as he/she continues to be eligible for the office.

D. Guildmaster of Reeves (A.K.A. G.M.R.)

1. Office Responsibility

a. The Guildmaster of Reeves shall work with the Monarch, Prime Minister, and Champion to ensure that the rules are applied accurately, fairly, and honestly on the battlefield.

b. The G.M.R. shall work with the Champion in checking armor and weapons for safety and legality.

c. The Guildmaster of Reeves must make sure that there are an appropriate number of Reeves at any Falcon Tor event, and ensure that the conduct of Teeves is competent and fair.

d. The G.M.R. will work with the Prime Minister and Monarch to rate armor.

2. Office Requirements

a. The Guildmaster shall be appointed by the Monarch, from a member of the Reeve's Guild.

b. The Guildmaster of Reeves must be a member in good standing.

c. Members of the Reeve's Guild will consist of those who have taken the Reeve's test within the past six months and passed at 75% or better.

3. Official Powers

a. The Guildmaster of Reeves will give the Reeve's test at Crown Qualifications, Weaponmaster/ Dragonmaster, and may give the Reeve's test upon request.

b. If there is contention over a handbook rule, the G.M.R. shall issue a temporary clarification that will be held as official until the next Althing. The Monarch has the power to overrule this temporary clarification.

4. Limits of the Office

- a. The Guildmaster of reeves may be removed by a 2/3 vote of all Reeve's Guild members and approval of the Monarch and Prime Minister.

VIII. Offices by Monarch's Appointment

A. The Monarch shall have the ability to create and appoint any offices or ranks he desires. Ranks and offices outside those mentioned in these Bylaws shall have no powers that override these Bylaws.

B. The following offices are standard for chapters of Amtgard, but they are optional. Each of these offices is held at the discretion of the Monarch.

C. Captain of the Monarch's Guard

- 1. The Captain shall be in charge of security and act as the Herald during all Falcon Tor events.
- 2. The Captain shall ensure that the Monarch is properly escorted.
- 3. Should the office of Captain not be filled, the duties of the Captain shall fall to the Champion.

D. Court Bard

- 1. The Court Bard is Responsible for organization and performance of the arts at official Falcon Tor functions.
- 2. Should the office of Court Bard not be filled, the duties of the Court Bard shall fall to the Regent.

E. Court Jester

- 1. The Court Jester is responsible for humor and levity at official Falcon Tor functions.
- 2. The Court Jester may serve as the Herald for all announcements of the Monarch if required.
- 3. Should the office of Court Jester not be filled, the duties of the Court Jester shall fall to the Regent.

F. Scribe

- 1. The Scribe is responsible for publishing a bi-monthly club newsletter.
- 2. The Scribe shall print any fliers, letters or other news of the Monarch and Prime Minister.
- 3. The Scribe shall work with the Monarch and Prime Minister to maintain a yearly calendar of events.
- 4. The Scribe takes the minutes of all Falcon Tor meetings and Althings.
- 5. The Scribe is responsible for forwarding all records to the Prime Minister.
- 6. Should the office of Scribe not be filled, the duties of the Scribe shall fall to the Prime Minister.

SECTION TWO: Board of Directors

I. Membership and Duties

A. The Board of Directors is for the express purpose of managing the business and corporate affairs of Falcon Tor. They will possess no power concerning rules of the games or cultural presentations themselves except in the cases of safety for the membership.

B. The Board of Directors will be an entity consisting of five elected seats and two additional seats reserved for the two primary Falcon Tor officers: the current Monarch and current Prime Minister.

C. Election to the Board shall be for a term of one year. Two members will be elected during the winter midreign, and the remaining three shall be elected at the summer midreign. The seats held for the Falcon Tor officers will change according to election or appointment accordingly.

D. At the first meeting of the Board of Directors following an election for Board of Directors, a vote shall be held for position of Chairman. The candidate with the most votes, not necessarily a 2/3 majority, will assume the position for the next six months.

E. The Chairman is responsible for calling official votes on issues and for making primary motions.

F. Should any of the elected Board members decide to run for the office of Monarch or Prime Minister, they will step down from the B.O.D. position no later than the day on which Qualifications for the election are held.

G. Should a Board Member step down voluntarily, they will have the option to name the successor to their seat. This action must be taken within one week of the announcement to step down. Should such an action not be taken, the Chairman will appoint another member of Falcon Tor to hold the seat for the remainder of that term.

H. All members appointed as successors may only assume office by a majority approval of the Board Members. Should a successor not be approved, the appointing Board Member shall select another member to take their place. If the second selection is not approved, the Board will select a successor by majority vote.

I. No member of the Board of Directors will engage in business dealings with the not for profit corporation known as Falcon Tor, as this constitutes a conflict of interest.

II. Board Meetings

A. An official Board Meeting may take place only if a meeting is announced at least one week in advance and four Board Members are in attendance. Should two consecutive scheduled meetings not have a quorum, the next scheduled meeting will be held regardless of attendance.

B. An Emergency Board Meeting may be declared with 24 hours notice of the emergency issue. The only business that may be considered for that meeting is the emergency issue itself.

C. All Board of Directors meetings, except for disciplinary proceedings, are open to the dues paying members of the Falcon Tor. Each member of Falcon Tor so attending may be given a chance to address the Board concerning various issues but will hold no vote on those issues.

D. The Board of Directors shall be directed by the Chairman. The Chairman shall be responsible for the content of the meetings and for calling the votes. The chairman shall not be the Monarch or Prime Minister of the chapter.

E. Voting

1. The B.O.D. member holding the Falcon Tor office of Prime Minister shall be responsible for the official tallying and recording of all votes.

2. Each member will possess one full vote on all issues brought before the Board of Directors. In the case of a tie, the Chairman may opt to cast a deciding vote or to hold the vote until any missing or abstaining Board members are given a chance to vote affirmatively or negatively.

3. All motions on any issue, other than disciplinary votes, will require a simple majority to carry.

4. Disciplinary motions (i.e. motions to ban a current member from Falcon Tor) will require a vote of five out of seven to be carried.

F. Should any Board Member miss two consecutive meetings, a motion may be made to remove the Member from the Board by majority vote and permit the current Chairman to appoint a member in good standing of Falcon Tor to the Board. The Board must approve such appointment by majority vote.

III. Duties of the Board of Directors

A. The Board will oversee all corporate business for Falcon Tor.

B. The Board will vote on any and all business or corporate decisions as set forth by the laws of the State of Missouri and the Federal Government of the United States.

C. The Board will have the power to admit new parks to the Falcon Tor chapter.

D. Disciplinary Action

1. The Board will have the final vote on any Disciplinary Action regarding a member of Falcon Tor.
2. Disciplinary Actions may be brought by any Falcon Tor officer; elected, appointed or won. This list includes, but is not limited to:
 - 1) Monarch
 - 2) Prime Minister
 - 3) Regent
 - 4) Champion
 - 5) Guildmaster of Reeves
 - 6) Other Guildmasters
 - 7) Reeves
3. Disciplinary Action should only be taken in limited cases including, but not limited to:
 - a. A pattern of ongoing behavior that demonstrates the inability to take part safely in Falcon Tor events.
 - b. Continued use of unsafe equipment.
 - c. Inappropriate behavior toward non-participants.
 - d. Vandalism of Falcon Tor property.
 - e. Committing a felony or violent misdemeanor at a Falcon Tor event.
4. Appropriate punishment may be determined by the Board. Standard punishments will include banishment from Falcon Tor permanently or temporarily; repair, replacement or monetary reparation for property; or public apologies for behavior.
5. In all cases, the accused member and the accusing officer have the right to attend the Board meeting and to issue statements defending their positions. Witnesses of actual events may be brought.

SECTION THREE: Althings:

- I. An Althing shall be scheduled once each month. Whether it is actually held is subject to group interest and involvement. (i.e. - if no one has business to bring before the group, then there will be no Althing for that month).
- II. Anyone may attend, however only a member in good standing may vote.
- III. The Monarch, Regent or Prime Minister shall act as chairperson for the meeting, in that order.
- IV. Althing Activities
 - A. Discuss and enact rule clarifications.
 1. If there is contention over a handbook rule, the Guild Master of Reeves shall issue a temporary clarification that will be held as official until the next Althing. The Monarch has the power to overrule this temporary clarification.
 2. Only a Guildmaster of an official class or the Guildmaster of Reeves may bring up rules changes for a class. Any Guildmaster of an official class or the Guildmaster of Reeves may bring up a rules clarification concerning the general rules.
 3. Once brought up, any attending member may speak briefly concerning the rule.
 4. A rules clarification is adopted by majority vote.
 5. Rules clarifications may not contradict explicit wording of the official rules. A rule may be changed by an Althing decision in instances where safety is concerned.
 - B. Revise and update the Bylaws.
 1. Any member may bring forth a motion to change the Bylaws.

2. A motion to change the Bylaws may only be voted on at an Althing held at a Falcon Tor Coronation.
3. Any attending member may speak briefly on the requested change.
4. A Bylaws update is adopted by a 3/4 affirmative vote of participating Members in Good Standing. (See Membership section IV B above.)
5. The Bylaws take precedence over any Althing Decision. (See Althing Decision section C below.)
6. Any change to the Bylaws must be written in the proper form of the Bylaws.

C. Althing Decision

1. An Althing Decision is a motion that passes a simple majority vote of participating members in good standing and is not a change to the Bylaws.
2. An Althing Decision may not change, hinder, or add to any part of the Bylaws.
3. Examples of Althing Decisions are:
 - a. Discuss and vote on major expenditures (greater than 10%) of the group treasury. Such expenditures are approved by a majority vote of participating members in good standing.
 - b. Discuss and vote on any issue. This vote may override any decision made by any officer as well as remove officers as outlined by their office.
- D. All Althing agenda items must be phrased in such a way to render either a "for" or "against" vote.
- E. Althing votes shall be either "for" or "against", abstentions shall not be counted for the purposes of determining the outcome of voting.
- F. Althing Rules of Order may be set down by the Monarch. The Champion is responsible for enforcement.

SECTION FOUR: Dissolution Clause

- I. If at any time the Corporation of Falcon Tor dissolves, the dissolution will be reported to the Missouri Attorney General's Office within 10 working days.
- II. All assets shall be given to the general fund of the sponsoring Kingdom (currently the Kingdom of the Rising Winds).
- III. Should the Corporation of Falcon Tor be a freehold and have no sponsoring Kingdom, all assets shall be given to the general fund of Amtgard Inc.

SECTION FIVE: Financial

I. Purpose and Scope

- A. Amtgard, Chapter of Falcon Tor and all of its affiliates are required to meet the standards established by and set forth in this Code, including the standards established by and set forth in the appendices to this Code.
- B. The purpose of this Code is to establish minimum standards to be met by the chapter in the handling of their funds and other assets and in the maintenance of their financial records. The establishment of these standards is not intended to prohibit the use of more complex or additional safeguards which may be established by any chapter. It is not the intent of this Code and it shall not be interpreted in such a manner as to relieve any chapter of any duty or responsibility which is placed on them by the Corpora of the chapter.
- C. Nothing contained in this Code prohibits the use of mechanized or electronic equipment for the record keeping functions herein set forth. Properly developed and administered computerized accounting and record keeping programs are recommended for larger chapters. If such equipment is used and essentially accomplishes the purposes of the manual operations described in this code, the minimum standards set herein shall be considered met.

II. Custody of Funds

A. All money received must be placed directly into accounts insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA). The accounts must be in the name of the chapter. No monies other than funds belonging to the chapter may be placed into any chapter bank or investment account.

B. Savings accounts may be maintained in any of the following:

1. Banks in which deposits are insured by the Federal Deposit Insurance Corporation (FDIC).
2. Savings and loan associations in which deposits are insured by the Federal Deposit Insurance Corporation (FDIC).
3. Credit Unions chartered by the Federal Government or by the state in which the chapter is located and in which shares are insured by National Credit Union Administration (NCUA).

C. Petty Cash

1. It is recommended that petty cash funds not exceed \$100.00. Expenditures from petty cash funds must be supported by receipts. Up to \$50 in Petty cash funds may be given to a cashier to use as change. The "change" money leaving and returning to petty cash must be documented in the Cash Book.
2. Petty cash funds shall be reimbursed by check, for the amount expended since the previous reimbursement, at which time the receipts and listings of expenditures shall be submitted to the Prime Minister of the chapter, who shall retain such records. No cash received shall ever be placed directly in any petty cash fund.
3. All checks issued to replenish petty cash funds must be made payable to the Prime Minister. Petty cash checks are to be made out only in the amount of the funds being replenished for which proper documentation has been submitted as support for the reimbursement. The Prime Minister is responsible for accounting for the balance of petty cash as well as all funds disbursed from that account.

III. Maintaining Records

A. The following records must be maintained by the Prime Minister. All records listed below must be retained for a minimum of six years.

1. Automated accounting system output, if any.
2. Cash Book or Cash Receipts/Disbursements Journal. Information required to be entered in the Cash Book must be recorded and totaled monthly. This book or journal shall contain no erasures and no pages should be torn out. If errors are made, circle the error and make a note that it is an error; then make the correct entry. Those chapters using automated accounting systems that provide comparable information as is found in the Cash Book need not maintain a manual Cash Book.
3. Bank receipts for all deposits.
4. All documentation for receipts. Each item deposited into a bank account should be clearly identified and supported. A copy of that support must be kept on file. Chapters should also retain a photocopy of the actual check received.
5. All bank statements and canceled checks. The canceled checks which are returned with any statement must be kept with that statement, regardless of the date or number appearing on the check.
6. Bank reconciliations. Bank reconciliations should be prepared each month and attached to the bank statements.
7. All check stubs and voided checks. The signature block should be removed from all voided checks, which are to be clearly marked as "void" in large bold letters.
8. Void checks must be attached to the check stub or retained in a secure place.
9. All paid bills or invoices.
10. All officer and member expense reports and all receipts for expenses reimbursed.
11. All records of expenditures from any petty cash fund.
12. All financial reports prepared for the membership, officers, or Board of Directors.

13. All documents constituting evidence of ownership by the chapter of any property or equipment of any nature.

14. Magnetic media or optical storage back-up of all magnetic media data files.

15. Copies of minutes of any Board of Directors, Althing, or committee meeting, at which any financial decisions were made, approved or rejected.

B. The following records must be maintained or caused to be maintained regularly by the Board of Directors Secretary for a minimum of six years.

1. Minutes of all Althings

2. Minutes of all Board of Directors Meetings.

3. Minutes of all committee meetings.

4. Copies of all attachments to minutes which involve financial obligations on the part of the chapter.

C. When a new Prime Minister, B.O.D. Secretary, or B.O.D. Treasurer is elected, the outgoing officer must, as quickly as possible, give all such records to the incoming officer.

1. A list of records being given to the incoming officer should be prepared and signed by both the outgoing and the incoming officers. Copies of this records inventory should be kept by both outgoing and incoming officers.

IV. Income

A. The Prime Minister must maintain, or cause to be maintained, documentation for all funds received. This documentation must indicate the date of receipt of the funds, the source from which the funds were received, the purpose, and the amount received. This documentation should be retained and filed by date of receipt, or by payer in date order.

B. A Cash Book (or Cash Receipts Journal) must be maintained. A separate page or pages shall be used for each month's receipts. The same information shall be entered in the Cash Book, or automated accounting system, as is shown on the supporting documentation: the date, source, purpose, the amount of funds received, and the type of funds received (check, cash, money order, etc.). When recording dues, the Cash Book should also indicate the starting month for which the dues were received. If the club has more than one bank account, the Cash Book must indicate the account into which the funds were deposited. Clubs using an automated accounting system must record equivalent information in the automated system.

C. Copies of all bank deposit slips must be made and attached to applicable bank deposit receipts. These documents shall be retained by the Prime Minister and filed by date of deposit.

D. Each time money is deposited, the amount and date of deposit shall be entered in the Cash Book and in the appropriate bankbook of the club.

E. Monthly statements received from the bank showing the date and amount of each deposit shall be retained by the Prime Minister.

F. Any amounts received, whether in cash or check, that are the property of the club, must be promptly deposited in full in a bank account in the name of the club. Checks payable to the club must not be converted to cash, in part or in whole. All checks received shall be immediately endorsed with the club name, account number, and "For Deposit Only". Any cash received must be promptly deposited into the club's bank account, not added to the club's petty cash account.

V. Expenditures – Authorization

A. Club money can be spent only with proper authorization. Authorization should be given only for expenditures that serve a legitimate club purpose. It is the duty of all club officers, including the Board of Directors, to exercise adequate monitoring of all authorizations to ensure that funds are spent only for legitimate club purposes. Officers have a fiduciary responsibility to see that the club's assets are managed prudently, ensuring that any and all expenditures are for the exclusive benefit of the club and its members. Proper authorization is accomplished by the following methods:

B. Payments must be authorized by a vote of the membership. Examples include:

1. At Althing, by motion properly made and carried authorizing the expenditure of a specific amount (or "not to exceed a specific amount") for a specific purpose. The motion in its entirety should be entered in the minutes.

2. At Althing, by motion properly made, carried, and entered in the minutes authorizing the regular payment of recurring obligations (example: rent for a meeting hall once each month, monthly website costs, or annual post office box rental). Having once been made, such authorization will stand indefinitely unless cancelled by motion made, carried, and entered in the minutes at a subsequent Althing.

3. At Althing, by motion properly made, carried, and entered in the minutes authorizing the officers to enter into a purchase or service contract. Once signed, the contract becomes a recurring obligation, and no further authorization is needed. A copy of the contract must be attached to the minutes of the meeting at which it was approved and must also be made a part of the financial records.

4. At Althing, by motion properly made, carried, and entered in the minutes approving a budget for one special event (feast, camping event, etc). This budget shall set forth the anticipated income and the sources thereof, and the anticipated expenditures and their purposes.

A budget allows the autocrat of the event to spend up to the budgeted amount for line items.

In general, the autocrat has the authority to reasonably reallocate amounts within budget line items as long as the bottom line remains unchanged. Any such changes should be presented to the membership. Should the income or expense budget require modification, the revised budget must be submitted to Althing for review and approval. All changes to the budget must be clearly recorded in the minutes. The budget must be attached to the minutes of the meeting at which it is presented and approved, or revised and approved, and made a permanent part of the club's records.

C. The Monarch or Prime Minister may each spend 10% of the total treasury every month in order to run the group, these expenditures do not require authorization but they must be for a legitimate club purpose. These funds are intended for day to day costs of running the group (examples: rulebook copies, pens, and ledger books) and small emergency expenditures (example: condiments for feasts). Generally, the Petty Cash account is used for these expenditures. A description of the expenditures must be presented to the membership at the next Althing and recorded in the minutes.

D. Since all such authorizations and officer expenditures are entered in the minutes, the minutes themselves are to be considered a part of the financial records and must be retained for a period of six years. The authorizations remain in effect only as long as the minutes are retained.

VI. Expenditures – Procedures

A. All authorized expenditures must be made by check. Cash shall not be used unless it is the only option for the expenditure.

B. Withdrawals or checks drawn on any of the club's accounts must be signed by two officers. The Prime Minister and Monarch will be the primary signatory officers on the account and the Treasurer of the Board of Directors shall be a secondary signatory officer if one of the primary officers is temporarily unavailable.

C. Under no circumstances may any officer or authorized substitute sign any check before the date, the name of the payee, and the amount have been entered on the check. No check may be pre-signed.

D. At the time a check is issued, the date, amount, payee, and purpose of the check must be entered on the check stub or in the check register. No later than the end of the month in which a check is issued, the same information must be entered in the Cash Book or automated accounting system. Before signing checks, officers should verify that adequate documentation exists and that the expenditure has proper authorization and a proper club purpose.

E. Checks may not be made out to "Cash". Checks must be made payable to either an individual, who is responsible for providing a complete and proper accounting as to how those funds were spent, or to a vendor, who must submit receipts, invoices or other appropriate documentation. Checks used to replenish any petty cash fund are made payable to the Prime Minister, not to "Cash".

F. In paying any bill, the check number, the date, and the amount of the check should be written on the face of the bill, which shall then be filed and retained by the Prime Minister. This will safeguard against double payments.

G. Bank Debit Cards and/or Automated Teller Machine (ATM) Cards may not be used under any circumstance. Any such cards issued by a bank must be returned to the bank with notice that no such cards are to be issued in the future.

VII. Expenditures – Documentation

A. Receipts, invoices, and/or other documentation must be maintained to support all disbursements.

B. Expense reports must be used to document all reimbursements to officers and members. Each item to be reimbursed must be documented to indicate its date, amount and club purpose. Receipts must be attached. All expense reports should be filed on a timely basis. All expense reports must be approved by the membership at Althing and entered into the minutes.

VIII. Minutes of Meetings

A. The Scribe is the officer responsible for maintaining the minutes of all membership meetings (generally Althings). The Secretary of the Board of Directors is responsible for maintaining the minutes of all Board of Directors meetings. Minutes should also be kept for all committee meetings where fiduciary decisions are made; generally one of the committee members is designated to keep such minutes.

B. Minutes are a record of the proceedings of the meeting. They are a record of what was done at the meeting. It is not necessary to write down everything that was said by the members. The minutes should note the date and time of the meeting, who attended a Board of Directors meeting or which officers were present at Althing, and identify who presided at the meeting.

1. The minutes must note what motions were made, including any and all financial authorizations, who made the motions, who seconded the motions, whether they passed, and the vote. The minutes should also state whether the minutes of the previous meeting were read and approved and should note the time of adjournment.

C. Copies of any financial reports must be attached to the minutes of the meeting at which the report is given. Likewise, copies of budgets, audit report, other financial reports, and any contracts or policies approved, must be attached to the minutes at which they are adopted and therefore made a part of the financial records of the club.

D. Minutes must be signed by the officer of member who wrote them. All minutes must be approved by the appropriate body. Board of Directors approves Board of Directors minutes, Althing approves Althing minutes, etc. Minutes are normally read and approved at the next meeting of the body.

E. As the minutes are considered to be a part of the financial records of the club, they must be retained for six years.

IV. Reporting

A. It is the responsibility of all elected officers to ensure that members receive timely and accurate reports regarding the finances of their club and to ensure that required reports are properly and timely filed. The following reports, some required by law, serve to keep the members informed.

B. A monthly financial statement must be prepared, at the end of each month, by, or under the supervision of, the Prime Minister. Regular financial reports must be made to the Board of Directors and to the membership. Monthly financial reports must be completed and available to the Board of Directors and membership by one month of the ending date of the report.

C. All of the Prime Ministers monthly reports, logs, and financial procedures will be reviewed by the Treasurer of the Board of Directors each month. Discrepancies shall be brought to the attention of the Prime Minister, Monarch, and President of the Board of Directors.