

# **MOBICON BY-LAWS**

## **ARTICLE I**

### **DUTIES OF THE BOARD OF DIRECTORS**

#### **SECTION I - PRESIDENT**

The President shall preside over all Board of Directors meetings, is responsible for the direction of the convention and supervision of the Board of Directors.

To be eligible for the office of President, the candidate must have served at least two years as an officer of MOBICON with at least one of those years being on the Board of Directors.

The President shall be a member of the Coordinations Committee.

#### **SECTION II - VICE-PRESIDENT**

The Vice-President shall carry out the President's duties in his or her absence. In the event of the President's death, resignation, or removal, the Vice-President shall temporarily assume the office until a new President is elected. The Vice-President shall serve as Parliamentarian at all Board of Directors meetings and shall ensure the laws of MOBICON are upheld.

To be eligible for the office of Vice-President, the candidate must have served at least one year as an Officer of Mobicon.

The Vice-President shall be a member of the Entertainment Committee.

#### **SECTION III - TREASURER**

The Treasurer shall be responsible for the receipt, disbursement and accounting of all monies. The Treasurer shall report on the financial status at each Board of Directors meeting and shall prepare a detailed financial report to be presented to the membership at the Annual Meeting.

To be eligible for the office of Treasurer, the candidate must have served at least one year as an Officer of MOBICON.

The Treasurer shall be a member of the Registration Committee.

#### **SECTION IV - SECRETARY**

The Secretary shall be responsible for maintaining copies of the written minutes and posting copies of the electronic minutes of the Board of Directors meetings on the website, Convention correspondence to include copies of emails with outside sources, and maintaining the Constitution, By-Laws, Standing Rules, and proposed amendments. The Secretary may appoint a Scribe for assistance.

To be eligible for the office of Secretary, the candidate must have served at least one year as an Officer of MOBICON.

The Secretary shall be a member of the Promotions Committee.

#### **SECTION V - SPOKEPERSON**

The Spokesperson shall serve as liaison between the Board of Directors and Governing Committee. The Spokesperson shall convey requests for funds to be used by individual committees for the sole purpose of putting on the Convention. The vote of the Spokesperson at all Board of Directors meetings, whenever possible, should reflect the majority of the Governing Committee.

The Spokesperson shall act as Chairperson of all Governing Committee meetings and shall assume directorship of the Convention in the absence of the President and Vice-President.

To be eligible for the office of Spokesperson, the candidate must be an active member of MOBICON, and the current Chairperson of one of the Committees.

#### **SECTION VI - VACATING OF OFFICE**

Any Officer vacating their office shall be required to immediately turn over all MOBICON documents, records and property to the Board of Directors. The President shall be responsible for retrieving all MOBICON materials.

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## **ARTICLE II**

### **DUTIES AND ELIGIBILITY REQUIREMENTS OF GOVERNING COMMITTEE CHAIRPERSONS**

#### **SECTION I**

The Chairpersons shall be responsible for the direction, preparation, and operation of their respective committees. They shall be responsible for maintaining and updating a current list of Active committee members, monthly meetings, appointments of subcommittee heads and other committee positions; and other duties as assigned by the Board of Directors.

To be eligible for the office of Chairperson, the candidate must be at least eighteen (18) years of age, an Active member of MOBICON, and have served at least one (1) year on the respective committee

#### **SECTION II - VACATING OF OFFICE**

Any Chairperson vacating their office shall be required to immediately turn over all MOBICON documents, records, and property to the Board of Directors. The President shall be responsible for retrieving all MOBICON materials.

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# **ARTICLE III**

## **COMMITTEES**

### **SECTION I - PROMOTIONS**

Shall be responsible for all media promotions, T.V., Radio, and printed advertising and obtaining donations of licensed and/or trademarked products for promotional purposes; preparation and printing of the program book, and preparation and mailing of flyers and/or newsletters; maintenance of the website and other associated electronic advertising outlets, as well as, maintaining a data base of advertising sources; obtaining donations for and running of the charity auction; contact with and maintenance of relationship with the currently approved charity; obtaining of, sales of, and inventory of t-shirts and other promotional items; and other duties or subcommittees as assigned by the Board of Directors.

### **SECTION II - REGISTRATION**

Shall be responsible for the collection of dues, preparation and printing of membership badges; issuing membership badges and program books and sales of t-shirts and other promotional items at the Convention; and maintaining the list of current members of MOBICON, as well as, maintaining the overall membership data-base; and other duties or subcommittees as assigned by the Board of Directors.

All incoming monies shall be immediately transferred to the Treasurer.

### **SECTION III - GAMING**

Shall be responsible for scheduling, preparation, and manning of all demo and gaming tournaments at the Convention of licensed and non-licensed games; staffing and running of the game room in general; and all live-action game/demonstration (IE: LARP's, SOLAR, SCA) events, and other duties and subcommittees as assigned by the Board of Directors.

All incoming monies shall be immediately transferred to the Treasurer.

### **SECTION IV - ENTERTAINMENT**

Shall be responsible for acquiring Guests for the Convention; the scheduling of other auctions and the operations of all auctions other than the Charity Auction, the scheduling and operation of all non-gaming programming; and other duties or subcommittees as assigned by the Board of Directors.

All incoming monies shall be immediately transferred to the Treasurer.

### **SECTION V - COORDINATIONS**

Shall be responsible for the set-up, maintenance and tear down of the Convention site, Con-Ops, the Art Room, the Hospitality Room, and the Retailers Room, and any manual task or errand deemed necessary for the operation of the Convention.

The Coordinations Committee will be responsible for security and volunteer co-ordination at the Convention. Security duties include, but not be limited to: verification of membership

(via badges) for entry into Convention events, periodic patrolling of the Retailers Room, and any other security duty deemed necessary.

The Coordinations Committee shall be responsible for inventory and maintenance of all MOBICON property and equipment during the convention and throughout the year, as well as, maintenance of the retailer's and artist's data-base and other duties and subcommittees as assigned by the Board of Directors.

All incoming monies shall be immediately transferred to the Treasurer.

#### **SECTION VI - COMMITTEE MEMBERSHIP**

Persons under the age of eighteen will be required to obtain written consent of parent, or legal guardian, and permission of the Committee Chairperson to work on any MOBICON committee.

To be considered an Active member of any committee, the member must attend at least 2/3 of the called meetings of that committee, and work their scheduled time at the Convention. Chairpersons will be responsible for maintaining a list of committee members and their attendance at meetings to verify Active status.

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## **ARTICLE IV**

### **FINANCIAL MATTERS**

#### **SECTION I - BANKING POLICY**

MOBICON shall maintain one checking account, designated the working account, for the purpose of paying the expenses of MOBICON, and all incoming monies shall be deposited therein. Funds from the working account may, upon approval of the Board of Directors, be transferred to a savings or other interest bearing account, and the monies earned or withdrawn be added to the working account.

All checks drawn on the working account shall be signed by the Treasurer and countersigned by another member of the Board of Directors. At least two (2) members of the Board of Directors, other than the Treasurer, will be designated as countersignees, who shall be the President and Vice President. A signature card bearing the signatures of the Treasurer and designated Board of Directors countersignees will be prepared and submitted to the bank of deposit immediately following the election of a new Board of Directors, or at any time that the authorized signatures are changed. The Treasurer and counter-signees shall be issued an account debit card when available. This card may only be used for expenses from the approved or amended operating budget.

#### **SECTION II - FISCAL YEAR**

The fiscal year of MOBICON shall be the period between the call-to-order of the Annual Meeting and the call-to-order of the immediate following Annual Meeting.

#### **SECTION III - THE MOBICON CHARITY**

Funds donated to charity will be determined by a majority vote of the Board of Directors following the last day of the Convention and presented to the Charity. The amount donated

will be a minimum of 60% of the net income from operations. Net income shall be determined by the following formula:

NET INCOME = INCOME FROM THE CURRENT FISCAL YEAR - EXPENSES OF THE CURRENT FISCAL YEAR.

The MOBICON Charity shall be selected by a majority vote of the Board of Directors within sixty (60) days of the Annual Meeting.

#### **SECTION IV - BUDGETS**

Within three (3) months after the Annual Meeting, the Committee Chairpersons shall each submit a budget draft for expenses MOBICON shall incur for the convention to be voted on by the Board of Directors. The budgets will become valid upon a majority vote. No funds will be disbursed by MOBICON unless covered by a valid budget. Requests for funds not covered by an initial budget must be approved by the Board of Directors.

#### **SECTION V - FINANCIAL ACCOUNTABILITY**

All Officers and Chairpersons handling funds of MOBICON shall prepare a detailed financial report of income and expenses along with supporting documents, if any, for presentation to the Treasurer. These reports must be given to the Treasurer not later than twenty-one (21) days prior to the Annual Meeting. Receipts must be turned over to the Treasurer at the meeting following any transaction.

Upon receipt of the Officer and Chairperson reports, the Treasurer will prepare a detailed financial report on the fiscal year for presentation to the membership at the Annual Meeting. The Treasurer shall bring all bank statements, checks, check stubs and any other documents relating to MOBICON to the Annual Meeting for inspection by the membership. These documents will thereafter be turned over to the newly elected Treasurer.

The corporate records of MOBICON shall be open to inspection by any active member in attendance at any regular or special meeting. All Officers and Chairpersons attending a regular or special meeting of MOBICON shall bring all records relating to their office for the current fiscal year. If deemed necessary, the President may also order the records from any prior fiscal year to be brought to any regular or special meeting of MOBICON.

#### **SECTION VI - MEMBERSHIP REFUNDS AND TRANSFERS**

Any person who has registered and paid their dues in advance but wishes a refund or wishes to roll that membership over to the following year must notify the Board of Directors in writing thirty (30) days or more before the opening date of the Convention in order to receive a refund. Requests for refunds that are received after the thirty day period will be charged a fee equal to 50% of the dues paid and be designated a Supporting Membership. A Supporting Member will be entitled to receive all MOBICON literature, but cannot attend the Convention unless the full fees are paid. A membership may only be rolled over once, after which, the payment will be forfeit. Refunds will be issued within thirty (30) days after the Convention. Refunds will not be given for any membership that has been revoked.

Membership may be transferred by submitting a request in writing to the Board of Directors prior to the opening date of the Convention. The statement must include the name of the recipient and be signed by the Member who originally held the membership.

#### **SECTION VII - RETAILER TABLES**

All retailer Tables must be reserved, and requests for reservation and full payment received no later than fourteen (14) days prior to the opening date of the Convention. Failure to

submit payment within the designated time may result in the loss of both table space and deposit. Retailer memberships will be issued only after receipt of full payment for table(s). The number of memberships issued per table will be set by the Board of Directors. The Board of Directors must be notified in writing, fourteen (14) days prior to the opening day of the Convention, of names of all persons authorized to receive Retailer Memberships. The Board of Directors may deny Retailer membership to any person who previously broke the established rules of MOBICON, or who had their membership revoked or denied. A list of Retailers denied membership shall be maintained by the Board of Directors and furnished to Coordinations on a yearly basis.

Requests for table refunds or roll-over must be submitted in writing to the Board of Directors, and will be made only on the condition that the table can be resold to another Retailer. Table roll-overs may only be rolled over to the following year, after which, the payment shall be forfeit.

Retailer Tables are non-transferable and there will be no subletting of tables without prior written authorization from the Board of Directors.

The Board of Directors reserves the right to deny or revoke table space and membership to any Retailer who violates the above rules or conditions.

#### **SECTION VI - DISSOLUTION**

In the event that MOBICON is dissolved by a 2/3 majority vote of the active members of the Board of Directors, all monies remaining after payment of all outstanding debts shall be donated to the charity designated for the current fiscal year, or if a charity has not been selected, to the charity of the immediate past Convention. Notification must be given to all Active members fourteen (14) days prior to the meeting in which dissolution will be voted on.

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## **ARTICLE V**

### **MEETINGS**

#### **SECTION I**

All Officers, Chairpersons, and Committee Members must be notified of regular meetings not later than ten (10) days prior to the date of the meeting. Notification may be given in person, by telephone, Email, or by mail to the address-of-record of the member, and must include the date, time and place of the meeting.

#### **SECTION II**

All Officers, Chairpersons, and Committee Members must be notified of special meetings not less than seven (7) days prior to the date of the meeting. Notification must be given in person, Email or by telephone by the member calling the special meeting.

#### **SECTION III**

Publication of the date, time, and place of the Annual Meeting in the program book of the Convention shall fulfill the requirement of notification to the membership of MOBICON.

#### **SECTION IV**

Any Board of Directors member or Chairperson who, without satisfactory explanation, fails to attend three (3) consecutive regular meetings where their presence was requested or required, may be removed from office and replaced under the provisions of Article IV, Section IV and V of the Constitution.

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## **ARTICLE VI**

### **EJECTING MEMBERS AND DENYING MEMBERSHIP**

Any member who creates a disturbance or violates the established rules of MOBICON at the convention may, upon the approval of three members from the Board of Directors or Governing Committee, be ejected from the Convention. Any person who breaks the established rules of MOBICON, or who caused a disturbance at the Convention, may be permanently denied membership or have their membership revoked by a majority vote of the Board of Directors and Governing Committee. A person denied membership, or one who has had their membership revoked, may request the Board of Directors and Governing Committee to review their case once each year. A 2/3 majority vote of the Board of Directors and Governing Committee will be required to restore membership a quorum shall be five (5) voting members.

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## **ARTICLE VII**

### **AMENDMENT OF THE BY-LAWS**

The By-Laws may be amended at any regular meeting of the Board of Directors and Governing Committee provided notice of the proposed amendment has been given to the voting membership at least fourteen (14) days prior to the meeting. All proposed amendments must be in writing, signed by two (2) members, and presented to the Board of Directors at any regular meeting. A 2/3 majority of the voting membership in attendance will be required for approval of the amendment. The Board of Directors will reject any proposed amendment to the By-Laws that is in conflict with the Constitution without submitting the proposed amendment to a vote.