

CALIGO MUNDI LTD.
PROCEDURES OF THE ORGANISATION

Contents

1. INTRODUCTION	2
1.1. Organizational Philosophy	2
1.2. Relevant Legislation	2
1.3. Alterations to Organizational Documentation	2
1.4. Definitions	2
2. STRUCTURE OF THE ORGANIZATION	3
2.1. Executive Committee	3
2.2. Board of Directors	3
2.3. Coordinators	3
2.4. Appointing Directors and Coordinators	4
2.5. Continuation of Positions	4
2.6. Removal of Directors and Coordinators	4
3. GAMES AND EVENTS	5
4. MEMBERSHIP OF THE ORGANIZATION	5
4.1. Fees	5
4.2. Membership Records	5
4.3. Rights	5
4.4. Responsibilities	5
4.5. Feedback	5
4.6. Difficult Scenes	6
4.7. Dispute Resolution	6
4.8. Mediation	6

1. Introduction

Caligo Mundi (“the Organization”) is a club focused on roleplaying games, board games, and other gaming activities.

This document was created to explain how the organization works on a day to day basis and is empowered by the relevant provisions of the Constitution.

1.1. Organizational Philosophy

The philosophy behind the Organization is one of equality and cooperation and should be the goal of every Members to work together for the good of the hobby and their own enjoyment of it.

1.2. Relevant Legislation

As a special purpose, not for profit company registered with the Australian Securities and Investments Commission, the Organization must operate under the auspices of the current Australian law.

The primary legislation that governs the Organization is the [Corporations Act 2001 \(Cth\)](#).

The Organization is a limited company and acknowledges the individual rights of original work, in accordance with the [Copyright Act 1968 \(Cth\)](#). Members of the Organization who create characters, history, Settings documents or plots for the Organization grant the Organization unrestricted and non-exclusive licence to use those plots in perpetuity. Acknowledgement and abidance by this is a condition of Membership within the Organization. Release of such is only by the permission of the Board.

The Organization recognises the intellectual property created by the publishers of the games we play. All terms and concepts created by the relevant game publisher remain the property of that publisher.

1.3. Alterations to Organizational Documentation

This document may be changed by the Board at any time in accordance with the relevant provisions of the Constitution.

Proposed changes to the Constitution itself, under Australian law, may only be made through a quorate vote of the Membership which passes the amending motion with a 75% majority.

Amendments that are approved at the organisation’s Annual General Meeting (“AGM”) or at a Special General Meeting (“SGM”) will become active at a date specified in the motion.

Following a successful vote, an amended version of the Constitution is required, by law, to be lodged with the appropriate regulatory body.

1.4. Definitions

These are the definitions used throughout this document. Where a term is not defined expressly below, it is to be given its usual dictionary meaning.

Board: The Board of Directors of the Organization.

Executive Committee: The managing Members of the organisation including the Board and Coordinators.

Director(s): A Member holding a position on the Board.

Coordinator(s): A Member holding a non-Director position within the Executive Committee.

Member: An entity who is a Member as defined by the Constitution.

Organization (The): Caligo Mundi Ltd.

2. Structure of the Organization

2.1. Executive Committee

The Organization is administered and governed by the Executive Committee which consists of the Board of Directors and additional Coordinator positions which are elected by the Board as needed.

2.2. Board of Directors

The Board of Directors forms the core of the Executive Committee and is required for the lawful operation of the Organization. The Board is empowered to make decisions about the direction of the club, to make changes to these Procedures, and has additional duties and responsibilities outlined in the Constitution.

The Board consists of the following Director positions:

The Chair is responsible for:

- The proper performance of the duties of The Chair, as detailed in the Constitution;
- The proper performance of the duties of a Chairperson of a company, as defined by legislation; and
- The administration and operation of the Board and the Organization.

The Treasurer is responsible for:

- The proper performance of the duties of a Director, as detailed in the Constitution;
- The proper performance of the duties of a Treasurer of a company, as defined by legislation; and
- The proper administration of all financial matters pertaining to any level of the Organization.

The Secretary is responsible for:

- The proper performance of the duties of a Director, as detailed in the Constitution;
- The proper performance of the duties of a Secretary of a company, as defined by legislation, in particular the lodgement of documentation with the appropriate regulatory body, as required; and
- The proper administration of all administrative matters pertaining to any level of the Organization.

The Membership Director is responsible for:

- The proper performance of the duties of a Director, as detailed in the Constitution;
- The proper performance of the duties of a Director of a company, as defined by legislation;
- The maintenance of the Register of Members; and
- The recruitment of new Members.

2.3. Coordinators

The Executive Committee also includes Coordinator positions as determined by the Board. These are non-Director positions and have duties and responsibilities as detailed below.

The non-Director positions are:

The Media Coordinator is responsible for:

- The establishment of means of communication and information management;
- The maintenance of an online database of all administrative documentation, in liaison with the Secretary;
- The maintenance of the Membership registry, in liaison with the Membership Director;
- The maintenance of the Organization's email and social media.

The two Event Coordinators are responsible for:

- Being a first point of contact for Members wanting to run events; and
- The scheduling of events run by the Organization.

2.4. Appointing Directors and Coordinators

Directors and Coordinators shall be appointed by the Board in accordance with the Constitution.

The current procedure for filling a vacancy is as follows:

1. Upon notification of the need to fill a vacancy, the Secretary shall announce the vacancy to the Members;
2. Upon publication of this announcement, nominees will have two (2) weeks to submit written applications to the Secretary for consideration by the Board;
3. Following the application period, the Secretary shall have one (1) week to consider the applications, and may dismiss any application that does not meet the required standards for the position, providing written reasons for the dismissal to the applying party within this time;
4. At the end of this process, the Board shall have another two (2) weeks to vote upon the remaining applications;
5. Candidates shall be elected by resolution of the Board, and the successful candidate announced by the Secretary within two (2) working days of the decision;
6. The Secretary shall lodge the appropriate forms with the regulatory body at the time of announcement.

The current procedure for appointment of a new Director or Coordinator is as follows:

1. Upon the identification of the need for a new position, the Chair, in consultation with the Board, shall create an outline of the duties and responsibilities of the position to be appointed and circulate this to the Members;
2. The Board will vote to amend this document to include the new position.
3. Upon publication of this outline and successful amendment to this document an application period will commence in accordance with number 2 onwards of the procedures for filling a vacancy above.

2.5. Continuation of Positions

At the end of a position holder's term, they may be re-elected by the Board without going through the appointment procedures outlined in 2.4 if they are willing to continue their responsibilities.

2.6. Removal of Directors and Coordinators

Directors and Coordinators may resign from their positions by giving one month's notice to the board. In the unfortunate event of non-compliance with duties, inappropriate behaviour, or other issue arising that requires the Member to be removed from their position, there are mechanisms in place to enable this.

The Board may remove any Director or Coordinator from their position through a majority vote of all other Directors. The Board will provide written reasons for doing so, and the Member in question may submit a written appeal in response to these reasons within 7 days. If the Board accepts the appeal by majority vote, then the Member shall be reinstated.

In addition, the Constitution contains a Clause pertaining to Vacation of Offices, which details removal of a Director or Coordinator by the Membership.

3. Games and Events

The Organization organises events for the enjoyment of its Members. These events are often run by other Members who volunteer their time to contribute to the club.

Members who wish to run events should first contact the Event Coordinators to discuss the nature of the event and to schedule an appropriate time that does not clash with other events being run. The details for this process are on our website.

Members who are running game events are often referred to as narrators, game masters (GMs), or Storytellers (STs). They define the story and rules of the game, or the activities being performed at the events. The Board will only intervene in these matters if the actions of the narrators are determined to be detrimental to the club and its Members.

4. Membership of the Organization

4.1. Fees

The Organization is a “not-for-profit” organisation and maintains funds to pay for venue hire and to provide other services to the Organization as determined by the Board. For this purpose, the Organization charges a fee per session which is set by the Board on a per session basis.

4.2. Membership Records

Upon becoming a Member of the Organization, each Member shall be allocated a Membership Number. Each number will be unique and Membership details will be kept in the Register of Members for the legally required seven years.

All Membership details are protected in accordance with the National Privacy Principles. No details may be accessed outside of the Organization without the express written permission of the Member, endorsed by the Membership Director, unless compelled by law.

4.3. Rights

Membership with the Organization is at the discretion of the Board. The Organization accepts all Members regardless of race, religion, disability, sex, or creed. However, due to the mature themes and aspects of many game settings, and issues of insurance and liability, the minimum age of Membership within the Organization is 18 (eighteen) years of age.

Membership enables a person to attend events run by the Organization, subject to the procedures outlined herein. Furthermore, it entitles a person to be treated fairly and with respect by other Members at all times.

A Member who has been suspended is prohibited from attending Organization events and may not make use of any of the services or benefits of Membership (including email lists, etc.). They should not discuss matters pertaining to the Organization with other Members until they have either left the Organization permanently, or their suspension ends.

4.4. Responsibilities

In addition to the rights obtained by virtue of Membership, Members have responsibilities both to the Organization and to each other. All Members are expected to abide by the Constitution, Procedures, and the Code of Conduct which can be viewed on our website.

4.5. Feedback

The Organization strives to provide a fun gaming environment for its Members and the opinions of its Members are valued highly. Any Member who has an idea as to how the Organization may be run better may contact the Board through our website.

Discussion on rules decisions or mechanics should first be directed to the Member running the game (or their appointed assistant) but in the event that this does not resolve the issue, it may be escalated to the Board.

4.6. Difficult Scenes

Some sessions may feature mature role-playing and as a result there may be elements that make Members feel uncomfortable or distressed. If a Member finds a particular scene or character action overly offensive, they may remove themselves from the scene or request a time out to explain their feelings to the narrator, who should then take action to address the Member's concerns within the boundaries of the rules and story considerations.

4.7. Dispute Resolution

If a Member is concerned that the actions of another Member or Members makes them feel threatened, humiliated, victimized, or bullied *out-of-character* (even if the actions were in-character), then they should report this to narrator running the game or to the Board. If the Member is in the middle of an in-character scene at this time, then they may excuse themselves from the scene.

Behaviour that elicits these types of reactions is harassment which is unacceptable. In the event that the harassment is determined to be suitably severe, the offending Member may be temporarily suspended or have their membership revoked.

Third parties (e.g. friends, onlookers, etc) may not bring a dispute on behalf of another Member, unless that Member appoints them to act as their representative in the dispute process. The affected Member must provide a written statement of such authorisation to the Board.

Upon being informed of the harassment incident, the narrator running the game can mediate the dispute or escalate it to the Board who will handle mediation.

4.8. Mediation

If mediation is required, the narrator, an appointed mediator, or a member of the Board should make a time within 7 days to sit down with the affected Members and discuss the matter between all concerned, taking notes of the issues and responses, and the actions that will be undertaken to resolve the issue(s), if any.

Ideally the issue will be resolved so that both Members can continue to enjoy the hobby within the Organization, but in some extreme cases, the offending Member may be suspended or have their membership revoked.

If a 3rd party mediator is appointed, they are required to notify the Board about the broad nature of the dispute and the resolution reached. This information will be kept confidential by the Board.