

# Phandemonium Policies & Procedures

Ratified as of February 2, 2021

## 1. Organization

- A. *The General Membership*, which is made up of all people who have purchased an annual membership or have been granted a complimentary membership for providing a valuable service to the Phandemonium Corporation (The Corporation).
- B. *The Board of Directors* (The Board), as defined in the Bylaws.
- C. *Keepers of Valuable Knowledge*, who are people appointed by The Board and serve at The Board's discretion or until they notify The Board in writing of their resignation. All Keepers are answerable directly to The Board and may not act for The Corporation except at the direction of The Board. The Keepers are members who have provided valuable service to The Corporation in the past and are charged with providing guidance/experience to other corporate members as requested. Their greatest value is in providing and maintaining the organization's institutional knowledge.
- D. *The Convention Staff*:
  - i. The annual ad-hoc Convention Committee (Con Com), which is headed by a Convention Chair (Con Chair), and serves at the Con Chair's discretion, with responsibilities determined by the Con Chair, until their assigned convention has closed its books or until they notify the Con Chair of their resignation. At the end of the final convention meeting, the Con Chair will "fire" all Con Com members to allow the incoming Chair to appoint their incoming Con Com.
  - ii. The annual ad-hoc Convention Committee Apparent, which is headed by a Convention Chair (Chair Apparent), and serves at the Chair Apparent's discretion, with responsibilities determined by the Chair Apparent, until their assigned convention has closed its books or until they notify the Chair Apparent of their resignation.

iii. The Chair-in-Waiting serves at The Board's discretion until they become Chair Apparent.

E. *The Corporate Staff*, which is made up of people appointed by The Board and who serve at The Board's discretion or until they notify The Board in writing of their resignation. At the start of each Con Year, The Board will conduct a vote of confidence for each Corporate Staff position. All Corporate Staff are answerable directly to The Board and may not act for The Corporation except at the direction of The Board or in the execution of their explicitly granted powers (as defined in Section 3). The Corporate Staff is made up of the following positions:

- i. *The Corporate Secretary*
- ii. *The Corporate Treasurer*
- iii. *The Corporate Archivist*
- iv. *Coordinator for Community Outreach*
- v. *Coordinator of Diversity and Inclusion*
- vi. *The Supreme Minister of Fun (S.M.O.F.)*
- vii. *The IT Director*
- viii. *The Facilities Coordinator*
- ix. *The Health and Sanitation Supervisor*
- x. *Social Media Coordinator*
- xi. *Ad-Hoc Staff*
- xii. *Convention Chair Apparent*
- xiii. *Convention Chair-in-Waiting*
- xiv. *Director of Accessibility*

## 2. Rules of Conduct

### **A. Regarding the Whole Corporation**

- i. This is a volunteer and not-for-profit organization. As such, no compensation for work done for The Corporation will be permitted beyond the granting of a standard membership. However, in recognition for the amount of additional effort placed into the Convention over the course of the year, the

Con Chair may provide an additional gift or memento to all (or select) members of the Con Com, provided that the value of these gifts in total are approved by The Board of Directors as part of the convention budget.

- ii. No membership reimbursements may exceed the amount actually spent by the member to purchase a membership.
- iii. The Corporation and the Convention exist for the improvement and enjoyment of the community. Any actions that endanger those goals are prohibited and can result in the removal of the offender's membership and/or exclusion from future events.
- iv. Memberships to The Corporation are transferable at the discretion of the Con Chair or their designated representative.

## **B. Regarding the Phandemonium Board**

- i. All Board Members shall receive a minimum of two weeks' notice for all meetings, except in the case where an emergency meeting is required.
- ii. Conduct of meetings:
  - 1. The President presides over each Board Meeting.
  - 2. A Board member or a member of the Corporate Staff with voting privileges must be present (in-person) in order to vote. They may participate remotely (e.g., conference call or Skype) but they may not vote.
  - 3. The election of the President of The Board shall be the first order of business of the Con Year for each new Board.
    - a. This election shall be presided over by the first person available from the below selection order:
      - i. Previous Con Year's Board President, if they are still serving on The Board.
      - ii. Previous Con Year's Secretary, if they are still serving on The Board.

- iii. Previous Con Year's Treasurer, if they are still serving on The Board.
  - iv. Previous Con Year's Supreme Minister of Fun, if they are still serving on The Board.
  - v. The Board Member entering their last year of service whose last name comes first alphabetically.
4. The votes to retain and/or select the Secretary and Treasurer will be the second order of business of the Con Year for each new Board.
  5. Completion of the Conflict of Interest Questionnaire will be done at the first meeting of the Con Year for each new Board. If a member cannot attend the first meeting, the questionnaire will be completed at the first meeting the member is able to attend or within 90 days of the first meeting, whichever comes first.
  6. The proceedings of all Board meetings must be documented by the Secretary or an assigned replacement for that session.
  7. The agenda of each Board meeting (which is to be set by the President and published to all those invited to attend at least three (3) days before the meeting).
    - a. The agenda shall include:
      - i. A Treasurer's report detailing the Corporate/Convention finances.
      - ii. A Con Chair's report detailing purchased memberships/projected membership.
      - iii. A vote to approve the prior meeting minutes.
    - b. Any Board Member, The S.M.O.F., or any Corporate Staff member may add items to the agenda provided they announce this to the President no later than two (2) days before the meeting.
  8. The first vote of every meeting will be to adopt rules of order for the meeting. If rules of order cannot be agreed

upon, the current edition of Robert's Rules of Order Newly Revised shall be instituted by default.

9. Any Keeper of Valuable Knowledge, Corporate Staff member, the S.M.O.F., the Chair Apparent, or the Chair-in-Waiting may attend a Board Meeting; their participation however, is limited to adding input only when recognized by the President. They may be removed from a Board meeting at the discretion of the President, with the exception of the Supreme Minister of Fun, who may only be removed from the meeting by a supermajority vote (2/3rds or greater).
10. The Board may invite others to a Phandemonium Board meeting so long as their attendance is germane to an agenda topic.

iii. To be eligible for election to The Board, a candidate must meet the following conditions:

1. Be a member of The Corporation and over the age of 18 at the time that the election is held.
2. Served as a member of Capricon's Convention Committee or have provided significant service to the Convention/Corporation.
3. May not concurrently hold a position equivalent to Board Member or Con Chair of a similar Science Fiction Corporation or Convention, as defined by the Conflict of Interest Questionnaire.
4. May not have served in an elected or appointed capacity on The Board of Directors during the current Con Year.
5. Have their candidacy ratified by a majority vote of the current Board of Directors.
  - a. If a prospective candidate believes that they have not received due consideration from The Board of Directors, they may appeal to the Supreme Minister of Fun for reconsideration.

- b. If the S.M.O.F. determines that a candidate should be reconsidered, a second vote shall be called. This second vote will require a two-thirds supermajority to disqualify a candidate.

iv. Election Process:

1. Annually, The Board of Directors shall send out a notification to the General Membership describing the eligibility requirements and requesting interested parties to declare their intent to run for The Board, by responding with their qualifications and any other pertinent information. This notification can be via social media, mail, Corporate/Convention websites, and/or email. Dates and timeframes for notification and responses are to be determined by The Board of Directors.
2. The Board of Directors shall review all candidates and determine eligibility based on the requirements as stated in the eligibility rules.
3. The Board of Directors shall respond to all candidates stating whether they have been approved to be on the ballot or not.
4. An informational session shall be held during the Convention (at a time and location published in the Convention program book) prior to the open Board meeting, to allow candidates to discuss their qualifications and/or agenda with the General Membership.
5. The elections will take place at the open Board meeting held during the convention. This typically involves another chance for The Board candidates to share their experience and credentials. Members attending the meeting will be allowed to vote for two candidates from the slate of candidates appearing on the ballot.

6. The two candidates with the largest vote totals will be declared the winners.
7. The winning candidates will be introduced at Closing Ceremonies.

v. Selection of the Chair Apparent and/or Chair-in-Waiting:

1. Annually, The Board of Directors shall send out a notification to the General Membership soliciting proposals to run the next unassigned convention, and requesting interested parties to respond with their proposals and any other pertinent information. This notification can be via social media, mail, Corporate/Convention websites, and/or email. Dates and timeframes for notification, responses, and selection are to be determined by The Board of Directors.
2. Selection of the Chair Apparent / Chair-in-Waiting shall occur no earlier than the end of July, and no later than Mid-November.
3. The Board of Directors shall review all proposals received by the submission deadline and invite interested parties to a Board of Directors meeting to present their proposal and answer questions.
4. The Board of Directors shall select a Chair Apparent / Chair-in-Waiting based on the submitted proposals and discussions with the candidates for Chair Apparent / Chair-in-Waiting.
5. The Board of Directors shall respond to all those submitting proposals to inform them of The Board's decision. If possible, a decision should be provided to the petitioners sometime during that same board meeting.
6. If no proposals are presented, or The Board determines that none of the proposals are viable, The Board will act as Chair Apparent until such time as The Board is able to fill the position.

vi. Removal of a Board Official:

1. Members of The Board, the Con Chair, and the Chair Apparent may be removed if it is determined that they are acting contrary to the best interests of The Corporation. This determination can only be made by a Board vote. Regardless of the number of voting Board Members present, the vote to remove requires a simple majority of all eligible voting members of The Board of Directors [Five or more given 9 voting members].
2. Upon removal of any Board Member, The Board shall appoint a replacement to serve the remainder of that member's term. All replacements shall need to fulfill the same eligibility requirements as other members of The Board.
3. Upon removal of the Con Chair, Chair Apparent, or a member of the Corporate Staff, a replacement shall be selected as soon as possible.

vii. Separation of Functions:

1. No one person shall simultaneously hold two voting positions on The Board of Directors (One of the six elected Board Members, Secretary, Treasurer, or Convention Chair). In order to assume a new function, the old function must be given up. In cases where a Board Member is filling a vacancy for Secretary or Treasurer, they may retain their current position as defined in the bylaws, but are limited to a single vote.
2. Elected members of The Board of Directors may serve as one of the named Corporate Staff positions, except the position of The Supreme Minister of Fun.
3. The Supreme Minister of Fun and the Convention Chair may not hold any other position on The Board of Directors or Corporate Staff.
4. The President of The Board of Directors may not serve as one of the Corporate Staff positions.

**C. Regarding the Convention Committee and the conduct of the Convention:**

- i. The Convention is to be a four-day event (Thursday through Sunday), held in February. Alteration of the above timing is subject to approval by The Board.
- ii. The Con Chair will notify The Board of all planned Con Com Meetings at least two weeks in advance.
- iii. The Con Chair will submit a preliminary budget at least twelve (12) months before their convention or one (1) month after the closing of the books of the immediately previous convention, whichever occurs later.
- iv. The Con Chair will submit a final budget at least ten (10) months before their convention or three (3) months after the closing of the books of the immediately previous convention, whichever occurs later.
- v. The purchase of an annual membership or the granting of a complimentary membership to The Corporation will grant the holder access to the Convention.
- vi. All complimentary memberships granted shall be charged to the Convention's budget at the preregistration rate.
- vii. All submissions for reimbursement against the convention budget shall be given no later than one month after the Convention or two weeks prior to the end of the Con Year, whichever comes first. After this time, they are only acceptable by approval of The Board.
- viii. The face value of all memberships to The Corporation will be set by the Con Chair.
- ix. The Con Chair shall designate one of the Guests of Honor for their convention to be eligible to receive lifetime membership to Phandemonium during the

convention for any years in which they desire to attend the Convention. The expenses related to this benefit shall be a Phandemonium Board expense, and not a Convention expense.

- x. The program book for the Convention will include a listing of the Con Com, Keepers of Valuable Knowledge, Corporate Staff, and Board of Directors for that Con Year.

#### **D. Regarding the Convention Committee Apparent:**

- i. The Chair Apparent will notify The Board of all Con Com Apparent meetings.
- ii. The Chair Apparent / The Chair-in-Waiting shall use the time from their appointment, to the start of their Con Year, to invite and confirm guests, prepare marketing materials (print and/or online), as well as organize and put the convention preparation in motion without interfering with the current Con Chair or Con Com at the discretion of The Board of Directors.
- iii. The Chair Apparent will become the Con Chair and the Con Com Apparent will become the Con Com officially at the beginning of the Con Year in which their assigned convention occurs.
- iv. The Chair-in-Waiting will become the Chair Apparent at the beginning of the con year prior to the year in which their assigned convention occurs.

#### **E. Regarding Public versus Private versus Convention Spaces:**

- i. Public Spaces are those areas within the Hotel / Facility which are open to all members of the public and rules of conduct of the Hotel apply. They include, but are not limited to: the pool, the weight room, hotel restaurants, elevators, the lobby, and all major hallways.

- ii. Private Spaces are generally individual rooms which contain self-sponsored events such as parties, publishing events, or membership meetings that are either invitation-only or “open to all members.”
- iii. Convention Spaces are the functional areas within the convention that only current members are allowed to access. Examples include, but are not limited to: panel rooms, Gaming, the Con Suite, the Café, author readings, the Dealers Room, and the Art Show / Art Auction. Phandemonium and Capricorn’s Codes of Conduct will be strictly enforced in all convention spaces.
- iv. While Children’s programming and the Teen Lounge are convention spaces, these will necessarily have tighter restrictions applied for reasons of safety and security. Another limited access convention space is the Green Room which is only open to Concom members, Volunteers, and GOHs.

### 3. Powers and Responsibilities

A. **Defined Powers** – Along with the powers defined in the Phandemonium Bylaws, the following powers are granted to each position of The Corporation.

Any powers not explicitly granted are reserved for The Board as a whole.

i. ***Board President***

1. Sign checks for The Corporation at the discretion of The Board or the Con Chair.
2. Sign Contracts as directed by The Corporation.
3. Schedule, develop the agenda, and conduct board meetings.
4. Act as the voice of the Board at all Con Com meetings
5. Introduce the newly elected Board members during closing ceremonies.
6. Liaise with Keepers of Valuable Knowledge.

7. May vote during Board meetings.

ii. ***Convention Committee Chair (Con Chair)***

1. Sole executive authority for the execution of the convention for which they are responsible, including, but not limited to:
  - a. Selection and/or removal of members of the Con Com for their convention with the exception of the Treasurer and IT Director.
  - b. Detailing all the particulars of the Convention as long as those particulars do not break any existing corporate regulation or agreements. Agreements however, may be cancelled with Board approval.
  - c. Arranging for Convention Guests of Honor, including necessary airfare, transportation, lodging, and attendance stipends. The logistics involved in these activities may be assigned to the Concom Guest of Honor Liaison.
2. Sign checks relating to their Convention expenses.
3. Request that the President calls a Board meeting if something requiring immediate attention arises.
4. May vote during Board meetings.
5. Provision of complimentary badges can only be assigned under the express agreement of the Chair. Complimentary badges are to be tendered:
  - a. In recognition of the provision of a valuable service to the convention.
  - b. In support of key valued marketing partners who provide valuable like-in-kind service(s) or memberships to the convention.
  - c. To secure the attendance of valued non-marketing partners such as special programming guests or attendees from our charity of choice.
  - d. To support our vision and values such as Diversity and Inclusion.

e. Other circumstances as deemed essential to the successful running of Capricon as deemed by the Con Chair.

iii. ***Corporate Secretary***

1. Record the proceedings of any corporate Board Meeting.
2. Distribute copies of the meeting minutes to all Board Members within two weeks of the meeting.
3. Summarize minutes and deliver summarization to all Board Members for approval.
4. Provide a summary of the minutes to the general membership upon request.
5. May vote during Board meetings.
6. Oversee any other duties as required by The Board.

iv. ***Corporate Treasurer***

1. Make payments for The Corporation at the discretion of The Board or the Con Chair, as well as those payments necessary for the ordinary functioning of The Corporation.
2. Open and close bank accounts in a manner advantageous for The Corporation at the direction of The Board.
3. Deposit and withdraw funds (including cash) at the direction of The Board or the Con Chair.
4. Shift funds among corporate accounts.
5. Complete and submit accurate required State and Federal documents and make payments for any required fees for The Corporation in a timely fashion.
6. Maintain contact with Accountant and provide any needed documents required for Federal and State annual tax return filings.
7. Serve on all Con Coms during their tenure.
8. May vote during Board meetings.

9. Oversee any other financial duties as required by The Board.
10. Making financial records of The Corporation available to any board member on request and providing financial summaries to The Board on a regular basis as well as at the close of every fiscal year.

v. ***Archivist*** who is responsible for maintaining records of corporate activities, and events (as not covered by the Secretary in section 3.a.ii) in as public a manner as possible. This is a non-voting Staff position. Specific responsibilities include:

1. Enter into agreements and purchase services to help with the archiving and dissemination of corporate records and materials, with Board approval.
2. Keep records specifying the content and location of archived material.
3. Oversee any other duties as required by The Board.

vi. ***Coordinator for Community Outreach***. This is a non-voting Staff Position. Specific responsibilities include:

1. Promotion of the organization within the Phandemonium community.
2. Defining and executing plans to enhance the community.
3. Researching the interests and goals of the community.
4. Coordination of Phandemonium events outside the annual Capricon convention. The most active event currently is the Phandemonium book club. Other events have included the F.E.A.S.T (Fans Eating All Sorts of Things) dining club and securing blocks of tickets for genre film and theatre events.
5. Other duties as assigned by The Board.

6. This position does not include managing Phandemonium's / Capricon's online presence, though it will entail working with the departments responsible for same.

vii. ***Coordinator of Diversity and Inclusion***. This is a non-voting Staff Position. Specific responsibilities include:

1. Leading Phandemonium's efforts to promote an environment that is welcoming and inclusive for all participants and members both in and outside of the convention proper.
2. Identifying underserved communities which might broaden Phandemonium's membership.
3. Communicating with those communities to identify their needs.
4. Recommending actions required by the organization to serve said needs.
5. Supporting efforts to recruit new members from traditionally underrepresented backgrounds.
6. Involvement in problem resolution and advocacy when concerns about bias or insensitivity are raised. This may include coordination with the S.M.O.F.
7. Developing metrics to inform strategic planning/decision-making and to ensure accountability in tracking and monitoring diversity and inclusion initiatives.
8. Developing diversity and inclusion programming in association with the Convention's Programming Lead and the Coordinator for Community Outreach.
9. Other duties as assigned by The Board.

viii. ***Supreme Minister of Fun (S.M.O.F)*** is responsible for gauging the effectiveness of all aspects of The Corporation and providing an annual report to The Board as well as

providing any ad-hoc notifications/kudos/warnings they deem necessary. This is a non-voting Staff Position. Specific responsibilities include:

1. May attend any Board or Con Com meeting.
2. Acts as Ombudsman between The Board of Directors and the General Membership.
3. Can interview any member of The Corporation when in pursuit of information related to an Ombudsman investigation.
4. Creates questionnaires for inclusion in corporate publications or for direct mailings.
5. May add items to the agenda of any Board of Directors meeting.
6. Oversees any other duties as required by The Board.

**ix. *IT Director*** is responsible for acquiring, managing, and maintaining the IT needs of The Corporation. This is a non-voting Staff Position. Specific responsibilities include:

1. Enter into agreements for The Corporation relating to the IT infrastructure of The Corporation and event.
2. Oversee Convention/Phandemonium website administration (i.e., Track passwords, names, permissions). Works with Conventions and Phandemonium webmasters to make sure any Board defined items/goals are met.
3. Oversee email administration (i.e., Maintain aliases, number of lists, and who goes on/off lists).
4. Oversee Convention attendee database.
  - a. Maintain access and control over logins and permissions.
  - b. Know where backups are kept and what the recovery procedure is.
  - c. Oversee exportation of the database when desired by either the Con Chair, Marketing Head (for the annual October mailing), or The Board of Directors.

- d. Ensure that before/during the convention, the database is maintained in such a way that it is clean and up-to-date.
  5. Oversee departmental databases – Ensure that backups of the databases are made and kept by the IT manager at key intervals, when necessary, provide interface assistance between databases.
  6. Oversee retention of electronic documents and electronic archives through coordination with the corporate archivist to retain a historical archive of speakers, Goat Droppings, Meeting Minutes, and similar records.
  7. Serve on all Con Coms during their tenure.
  8. Oversee any other IT duties as required by The Board.
- x. ***Facilities Coordinator*** is responsible for continuity of the relationship with the hotel or other facilities, including contract negotiations, and providing historical knowledge to the Con Com Hotel Liaison. This is a non-voting Staff Position. Specific responsibilities include:
1. Negotiate and execute (after Board review) contracts related to the Hotel or other facilities where The Corporation may hold its events.
  2. Act as secondary contact should the Con Com Hotel Liaison be unavailable or that position temporarily be unfilled.
  3. Oversee any other duties as required by The Board.
- xi. ***Health and Sanitation Coordinator*** secures and holds a Health and Sanitation certificate from the appropriate government agency. Licensing fees should be considered a Phandemonium expense. This is a non-voting Staff Position. Specific responsibilities include:
1. Prepares and maintains documentation regarding food sanitation for use at Phandemonium events

- where Phandemonium provides food service.
2. Oversees and ensures health and sanitation requirements are upheld at Phandemonium events where Phandemonium provides food service.
3. Oversees any other duties as required by The Board regarding health and sanitation needs.
4. Serve on all Con Coms during their tenure.

xii ***Phandemonium Social Media Coordinator*** is responsible for planning, implementing, and monitoring Phandemonium's Social Media strategy in order to increase awareness, improve marketing efforts, and increase membership. This is a non-voting Staff Position. Specific responsibilities include:

1. Monitoring our channels and responding to all queries.
2. Urging the membership to widely share our Social Media posts.
3. Working with the other staff members to ensure content is informative and appealing.
4. Measuring the success of every social media campaign.
5. Keeping abreast of the latest social media best practices and technologies and implementing new platforms as they come online and are germane.
6. Working alongside the Capricon Social Media Coordinator to ensure a single voice and consistent message on our shared platforms.

xiii ***Ad Hoc Staff***: The Board may create Ad-Hoc Staff positions in order to accomplish a specific task required by The Corporation. These positions are designed to handle a single important task with a defined endpoint.

1. These positions must be created with a title, a defined purpose, and goal, and/or a defined term limit.

2. Any Ad-Hoc Staff positions must be reviewed at the first meeting of the new fiscal year.
3. No person holding a formally defined staff position, or a voting member of The Board may also hold an Ad-Hoc Staff position.
4. All Ad Hoc positions are non-voting.

xiv. ***Convention Chair Apparent***

1. Sole executive authority for the execution of the convention they are responsible for, which includes but is not limited to:
  - a. Selection and/or removal of the members of the Con Com for their Convention, with the exception of the Treasurer, the IT Director, and the director of Health and Sanitation.
  - b. Detailing all the particulars of the Convention as long as those particulars do not break any existing corporate regulation or agreements.
  - c. Arranging for Convention Guests of Honor, including necessary airfare, transportation, lodging, and attendance stipends.
2. Request that the President calls a Board meeting if something requiring immediate attention arises.
3. The Chair Apparent, in preparation for their convention year, may attend Board and Con Com meetings prior to the start of their year. They will however have no voting privileges until they become Con Chair.

xv. ***Convention Chair-in-Waiting***

1. Sole executive authority for the execution of the convention they are responsible for, which includes but is not limited to:

- a. Selection and/or removal of the members of the Con Com for their Convention, with the exception of the Treasurer, the IT Director and the Director of Health and Sanitation.
  - b. Detailing all the particulars of the Convention as long as those particulars do not break any existing corporate regulation or agreements.
  - c. Arranging for Convention Guests of Honor, including necessary airfare, transportation, lodging, and attendance stipends.
2. Request that the President calls a Board meeting if something requiring immediate attention arises.
  3. The Chair-in-waiting, in preparation for their convention year, may attend Board and Con Com meetings prior to the start of their year. They will however have no voting privileges until they become Con Chair.

**b. Restricted Powers** – These are powers that are explicitly not granted:

- i. No member of The Corporation may spend Corporation funds without an expense that has been approved by The Board. This includes the expenditure of any monies for the Convention. Any non-budgeted expenses must be brought before The Board. An exception to this is for recurring Phandemonium expenses that must be paid by the Treasurer. Such non-budgeted expenses include, but are not limited to: insurance, storage, and the PO Box.
- ii. No member of The Corporation may use Corporate Assets without approval of The Board.
- iii. The Con Chair, Chair Apparent, and Chair-in-Waiting can make no agreements for The Corporation that extends beyond

their Convention (either in scope or in term) without the consent of The Board.

- iv. The Con Chair may not increase the total budget of their Convention by more than 10% of the last Board approved amount without getting the budget re-approved.
- v. The Con Chair may not cut any approved departmental budget by more than 30% of the last Board approved amount for that department without getting their budget re-approved.
- vi. No Department Head may overspend their budget line item without Chair permission, which shall include where the funds will come from to ensure that the general convention remains within budget.
  1. The Con Chair may choose to utilize their discretionary fund to support any unanticipated expenses as long as these expenses are presented to the Con Chair prior to the expenditure.
  2. Any excess expenses over budget without the prior authorization of the Con Chair are the responsibility of the party incurring that expense. It is then at the discretion of The Board as to whether any overage will be reimbursed.
- vii. The Con Chair, Chair Apparent, or Chair-in-Waiting cannot authorize the disbursement of funds to any person that do not represent either reimbursement or pre-payment of approved budgetary expenditures. The Board does not have line item change veto in the process of approving a Convention budget.
- viii. The Board does not have the power to direct the Con Chair, Chair Apparent, or Chair-in-Waiting to act in any manner concerning their Convention except to ensure that regulations and contractual agreements are upheld.
- ix. The Board does not have the power to remove or change any Board approved Con Com or Con Com Apparent appointments except to rescind the appointment of the Con Chair or Chair Apparent.
- x. The Board cannot make agreements for the Convention, except in cases of making agreements that span multiple

years. Multiple year agreements that affect the Convention in the current Con Year must have the approval of the current Con Chair.

- xi. At the beginning of the Con Year, The Board reserves the right, at its discretion to reassign either contract or financial signatory powers to alternative voting Board Members.