



## **Mandalorian Mercs Costume Club**

### **CONSTITUTION AND BY-LAWS**

#### **STANDARD REGION**

*Fiscal Year 2019-2020*

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# STANDARD REGION CONSTITUTION

## ARTICLE I : Name

This organization shall be known as \_\_\_\_\_ region hereinafter referred to as “region.”

## ARTICLE II : Purposes

The purposes of this region shall be:

1. TO ORGANIZE, charter, and supervise clubs to be known as Mandalorian Mercs clans.
2. TO COORDINATE the activities and standardize the administration of Mandalorian Mercs Costume Club clans.
3. TO EDUCATE through the establishment of teaching programs and dissemination of information on professional theatrical costume and prop design from the STAR WARS™ franchise.
4. TO UNITE fans of the STAR WARS™ franchise to celebrate a shared love of the Mandalorian™ characters, culture, and costumes.
5. TO PROMOTE awareness for relief of the poor and distressed, primarily children and families through community engagement and public performances.
6. TO ENGAGE in all activities that will further and are consistent with the mission of this association, including, but not limited to, public education, performances and exhibits, presentations to groups, panel discussions, publication of literature, and community relations.

## ARTICLE III : Membership

The members of this organization shall be all Regions in this region chartered by Mandalorian Mercs Costume Club.

The boundary lines of this region shall be as follows, and shall not exceed the total of fifteen (15) chartered Mandalorian Mercs Costume Club clans, with boundaries to be drawn up by MMCC International command.

## ARTICLE IV : Emblem, Colors, Slogan and Motto

### Section 1. MMCC EMBLEM

The international emblem of the MMCC shall be of a design as follows:



### Section 2. REGION SIGIL

The sigil of this chartered region shall be of a design as follows:

(Insert Region Sigil)

### Section 3. USE OF NAME AND SIGIL

Use of the name, goodwill, sigil and other logos of the association shall be according to the guidelines established from time to time in the International Charter & Bylaws and policies of Mandalorian Mercs Costume Club.

### Section 4. SLOGAN

Its Slogan shall be: Tradition, Unity, Knowledge, Family.

### Section 5. MOTTO

Its Motto shall be: We Stand as One.

## **ARTICLE V : Supremacy**

The Standard Form Region Constitution and By-Laws shall govern the region unless otherwise amended so as not to conflict with the International Charter & Bylaws of Mandalorian Mercs Costume Club (the “**International Charter & Bylaws**”).

Whenever there may exist a conflict or contradiction between the provisions set out in the region constitution and bylaws and the international charter and by-laws, the international charter and by-laws shall govern.

In addition, whenever there may exist a conflict or contradiction between the provisions set out in the clan constitution and bylaws and the region constitution and bylaws, the region constitution and bylaws shall govern.

## **ARTICLE VI : Officers and Region Command**

### **Section 1. OFFICERS**

The officers of this region shall be the Al'verde (Regional Commander), the immediate past Al'verde, the Ver Al'verde (Regional Vice-Commander), and Ver'sol (Regional Lieutenant). Each such officer shall be a member in good standing of a clan or stronghold in the region.

### **Section 2. REGION COMMAND**

The region shall have a region command composed of the Al'verde, the Ver Al'verde, the immediate past Al'verde (advisory only), the Ver'sol, Conclave Minister, Magister, Command Ru'cabur, and such other club members as may be included in this section as amended in accordance with the amendment procedures contained herein. Each such command member shall be a member in good standing of a clan or stronghold in the region.

### **Section 3. ELECTION/APPOINTMENT OF REGION COMMAND**

The Al'verde and Ver Al'verde shall be elected biennially. The Al'verde shall appoint by the time they take office, the Magister, Ver'sol, Command Ru'cabur, and such other club members as may be included in the region command.

### **Section 4. REMOVAL**

Members of the region command other than the region Al'verde, Ver Al'verde, or Conclave Minister may be removed from office for cause by the affirmative vote of two-thirds (2/3) of the entire number of the region command.

## **ARTICLE VII : Delegates to Conclave of Regions**

### **Section 1. DELEGATE ENTITLEMENT TO CONCLAVE OF REGIONS**

Inasmuch as MMCC International is governed by an International Command Council, and in order that this region may have its voice in MMCC matters, this region shall be entitled to two delegates to the conclave of regions. The delegates for each region shall be the Al'verde and Ver Al'verde. Each delegate shall be entitled to represent their region in closed conclave of regions discussions, and cast one (1) vote of their choice on each question submitted to the delegate level.

## **ARTICLE VIII : Region Dispute Resolution Procedure**

It is a mandatory provision that all disputes or claims arising from provisions of the regional Constitution and By-Laws or any policy or procedure adopted from time to time by the region command, or any other internal MMCC region matters that cannot be satisfactorily resolved through other means, arising between any clans in the region, or any clans and the region administration, shall be resolved in accordance with the Alternate Dispute Resolution Procedures within the MMCC international charter, bylaws, policies and procedures.

## **ARTICLE IX : Amendments**

### **Section 1. AMENDING PROCEDURE**

This constitution may be amended only at a meeting of the conclave of regions, by resolution of a regional delegation and adopted by the affirmative vote of two-thirds (2/3) of a quorum vote.

### **Section 2. AUTOMATIC UPDATE**

When amendments to the International Charter and By-Laws are passed, any amendments that would have an effect on this region Constitution and By-Laws shall automatically be updated in this region constitution and by-laws.

### **Section 3. NOTICE**

No amendment shall be so reported or voted upon unless the same shall have been published within the MMCC official forums, to members of the region no less than thirty (30) days prior to the date in which the voting shall commence.

### **Section 4. EFFECTIVE DATE**

Each amendment shall take effect at the end of a successful affirmative adoption unless otherwise specified in the amendment.



## **BY-LAWS**

### **ARTICLE I : Elections and Filling Vacancies**

The officers of this region shall be elected as follows:

#### **Section 1. ELECTION**

The Al'verde and Ver Al'verde shall be elected biennially, and shall hold office for two years from the date of election, or until their successors shall have been elected and qualified. Elections shall be held on the MMCC forums and under the oversight of the MMCC.

#### **Section 2. ELIGIBILITY FOR OFFICE**

No person shall be eligible to hold office in this region unless such person is an official member in good standing of an official clan or stronghold within this region. No member shall be eligible to hold the office of Al'verde or Ver Al'verde and simultaneously hold office within the MMCC International Command Council or in any office in any official Clan.

#### **Section 3. NOMINATION PERIOD**

As directed by the Clan Administration Office, a nomination period shall be held for seven (7) days. Notice of the nomination period shall be published within the appropriate regional section of the MMCC forums at least fourteen (14) days prior to the election. Alor'ad shall transmit their nominations via private message to the Clan Administration Officer during this period. No nominations will be received after the close of the nomination period.

#### **Section 4. CANDIDATE REVIEW PERIOD**

Immediately following the nomination period, a candidate review period shall be held for seven (7) days. Notice of the review period shall be published within the appropriate regional section of the MMCC forums at least fourteen (14) calendar days prior to the date of the election. Nominees who do not accept nomination within the nomination period or candidate review period will be considered to have denied the nomination.

#### **Section 5. VOTING PERIOD**

Immediately following the candidate review period, an election shall be held within the appropriate regional section of the MMCC forums. Notice of the election shall be published within the appropriate regional section of the MMCC forums at least seven (7) calendar days prior to the end of the election. Such notice shall include the names of all nominees approved during the preceding nomination period, and, subject to Section 2 above, a statement that these nominees will be voted upon at this election. No nominations may be made from the floor at the election.

#### **Section 6. BALLOT**

The election shall be conducted by a secret electronic ballot cast within the appropriate regional section

of the International MMCC forums by those present and qualified to vote in this election.

### **Section 7. VOTES REQUIRED**

The officer candidate is required to secure a majority of the votes cast by the Alor'ad present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority. In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

### **Section 8. RECALL ELECTIONS**

In the event the Al'verde or Ver Al'verde officer cannot perform their duties, or are derelict in their duties as officers of the region, the clans within the respective region may call for a recall election as prescribed in the MMCC International Charter and Bylaws. A simple majority of Alor'ad from within the respective region must initiate the call for a recall election.

### **Section 9. NOMINEE UNABLE TO SERVE**

If in the interim between the nomination period and the election, any nominee is unable for any reason to serve in the office to which they were nominated and for which office there was no other nominee, the MMCC Clan Administration Office shall submit, at the election, names of additional nominees for that office.

### **Section 10. VACANCY**

If the office of Al'verde shall become vacant for any reason, the Ver Al'verde shall advance in office. In the event such provision for advancement shall fail to fill the office of Al'verde, the region command shall notify the MMCC Clan Administration Officer to call a special election, giving each Alor'ad prior fourteen (14) calendar days' notice and such office shall be filled at said emergency election.

In the event of a vacancy in any other office, the region command, by agreement of at least a majority of the region command, shall appoint a member to fill the unexpired term.

In the event vacancies shall be of such number as to reduce the number of region command to less than the number required for a quorum, the Alor'ade of the region shall have power to fill such vacancies by an election upon prior notice, and in the manner specified in Section 11 hereinafter. Such notice may be given by any remaining region command officer, but it none, than by any member.

### **Section 11. REPLACEMENT OF OFFICERS-ELECT**

In the event any officer-elect, before their term of office commences, is unable or refuses for any reason to serve therein, the CAO may call a special nomination period and election to elect a replacement for such officer elect. The election shall be held immediately after nominations have been closed and a plurality vote shall be necessary for election.

## **ARTICLE II : Duties of Region Officers/Command**

### **Section 1. AL'VERDE/REGION COMMANDER**

Under the general supervision of the International Command Council, they shall represent the MMCC in their respective region. In addition, they shall be the chief administrative officer in their respective region and shall have direct supervision over the Ver Al'Verde, Ver'sol, region-specific duties of the Magister, Command Ru'cabur, and such other command members as may be provided for in this region constitution and by-laws. Their specific responsibilities shall be to:

- (a) Promote the Mandalorian Mercs Costume Club and all activities of the association.
- (b) Preside, when present, over region command and other region meetings as defined in Article V. During any period they are unable to so preside, the presiding officer at any such meeting shall be the Ver Al'verde, but if they are also not available, the region officer chosen by the attending members shall preside.
- (c) Promote harmony among the chartered MMCC clans.
- (d) Exercise supervision and authority over command officers and region committee appointees as is provided in this region constitution.
- (e) Be an active member of the Conclave of Regions.
- (f) Ensures every clan in the respective region operates under a duly adopted clan constitution and bylaws.
- (g) Review of the strengths and weaknesses of the clans in the region, identifying the existing and potential weak clans and establishing plans to strengthen them.
- (h) Ensure that each MMCC clan in the region be communicated to by the Al'verde or other region officer regularly throughout the year to facilitate successful administration of the club, and that a report be submitted each quarter to the International Headquarters.
- (i) Deliver, in a timely manner, at the conclusion of their term in office, the general and/or financial accounts, funds and records of the region to their successor in office.
- (j) Oversee region disciplinary investigations, hearings, and appeals.
- (k) Perform such other functions and acts as shall be required of them by the international command council.

## **Section 2. VER AL'VERDE/REGION VICE COMMANDER**

The Ver Al'verde, subject to the supervision and direction of the Al'verde, shall be the chief administrative assistant and representative of the Al'verde. Their specific responsibilities shall be, but not limited, to:

- (a) Promote the Mandalorian Mercs Costume Club and all activities of the association.
- (b) Perform such administrative duties assigned by the Al'verde.
- (c) Be an active member of the Conclave of Regions.
- (d) Participate in region command meetings, and conduct meetings in the absence of the Al'verde, and participate in regional meetings as appropriate.
- (e) Assist the Al'verde in the review of the strengths and weaknesses of the clans in the region, identifying the existing and potential weak clans and establishing plans to strengthen them.
- (f) At the request of the Al'verde, supervise other region committees within the respective region.
- (g) Participate in the planning of the next year including the region budget.
- (h) Familiarize themselves with the duties of the Al'verde so that, in the event of a vacancy in the office of the Al'verde, they would be better prepared to assume the duties and responsibilities of said office as the acting Al'verde until the vacancy is filled according to these by-laws and rules of procedure.
- (i) Conduct a region quality assessment and collaborate with the region officers and other committee chairpersons, during their term as Ver Al'verde to develop a plan for membership growth, leadership development, operational improvement to be presented and approved by the Al'verde during their term.
- (j) Manage region public relations and social media outlets.
- (k) Perform such other functions and acts required of them by the Al'verde, region command, or international command council.

### **Section 3. VER'SOL/REGION SECRETARY-TREASURER**

They shall act under the supervision of the Al'verde. Their specific responsibilities shall be to:

- (a) Promote the Mandalorian Mercs Costume Club and all activities of the association
- (b) Perform such duties of the office, including but not by way of limitation, the following:
  - (1) Keep an accurate record of the proceedings of all meetings of the command.
  - (2) Liaise with MMCC Quartermaster office to oversee creation and distribution of regional livery/merchandise.
  - (3) Make reports to the region command as the Al'verde or region command may require.
  - (4) Pay the bills of the region.
  - (5) Keep accurate books and records of account, and minutes of all region command meetings, and permit inspection of the same by the Al'verde, any region command member and any clan (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the Al'verde or the region command, they shall furnish any such books and records as requested to any auditor appointed by the Al'verde on consult with the MMCC Archivist.
  - (6) Secure bond for the faithful performance of their duties in such sum and with such sureties as may be required by the Al'verde.
  - (7) Deliver, in a timely manner, at the conclusion of their term in office, the general and/or financial accounts, funds and records of the region to their successor in office.
- (c) Report to MMCC International all known violations of the use of the association's name and emblem to the MMCC Quartermaster.
- (d) Perform such other functions and acts required of them by the Al'verde, region command, or international command council.

#### **Section 4. MAGISTER/REGION JUDICIAL OFFICER**

The Magister is a member of the MMCC International Tribunal. Their responsibilities include:

- (a) Promote the Mandalorian Mercs Costume Club and all activities of the association.
- (b) Acts as arbiter in disputes between the region and clan, or between clans within the region.
- (c) Advises region command and clan command on disciplinary procedural matters.
- (d) Liaise with the Judicial Officer on region disciplinary matters.
- (e) Is an active part of MMCC International Tribunal as stated in the MMCC Tribunal Statute.
- (f) Serves as an impartial advocate for members during regional disciplinary proceedings.
- (g) Serves as Al'verde command parliamentarian, maintaining order and decorum at the respective meetings.

#### **Section 5. COMMAND RU'CABUR/REGION HISTORIAN, MORALE & WELFARE OFFICER**

The Command Ru'cabur, subject to the supervision and direction of the Al'verde, shall be the morale and welfare officer for the region. Their responsibilities include:

- (a) Promote the Mandalorian Mercs Costume Club and all activities of the association.
- (b) Aids in maintaining a high level of "Esprit De Corps" throughout the region.
- (c) Encourage clans within the region to provide regular family events.
- (d) Aid clans in the development of community support programs and activities within the region.
- (e) Communicate with clans on changes to MMCC International membership benefits and entitlements.
- (f) Develop activities to celebrate regional history and milestones.
- (g) Perform other functions and acts as may be required by the Al'verde or region command.

## **Section 6. REGION COMMAND**

The region command shall:

- (a) Assist the Al'verde in the performance of their duties and in the formulation of administrative plans and policies affecting the welfare of the MMCC within the region.
- (b) Receive, from the region chairpersons or other assigned region command members, reports and recommendations which concern the clans and strongholds.
- (c) Designate a depository(s) for region funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the region.
- (d) Secure, set the amount of and approve the surety company issuing, the surety bond for the Ver'sol.
- (e) Secure, semi-annually or more frequently, region financial reports from the Ver'sol.
- (f) Provide for an audit of the books and accounts of the Ver'sol and with Al'verde approval, setup definite schedule of dates, times and places of command meetings to be held during the fiscal year.

## **ARTICLE III : Region Committees**

### **Section 1. REGION ADVISORY COMMITTEE**

The Alor'ad, Ver'alor, and Ruus'alor Sol'yc of the clans in the region shall compose a region Region Advisory Committee, with the Al'verde or appointed region officer as chairperson. At a date, time and place called by the Al'verde, this committee shall hold a first meeting within ninety (90) days after Clan elections, and other such meetings as deemed necessary by the chairperson. The clan Ruus'alor, Jor'alor, Rra'alor, and Ru'cabur shall attend when information is shared that relate to their position. It shall procure recommendations affecting the welfare of the clans and strongholds in the region, and relay the same through the committee chairperson to the Al'verde and their command.

### **Section 2. REGION HONORARY COMMITTEE**

The Al'verde may appoint a Region Honorary Committee composed of past international command council and regional officers who are members in good standing of clans within the region. This committee shall meet when and as called upon by the Al'verde. It shall act under the direction of the Al'verde in the promotion of harmony throughout the region. The chairperson of this committee shall attend meetings of the command when requested by the Al'verde.



## ARTICLE IV : Meetings

### Section 1. REGION COMMAND MEETINGS

- (a) **Regular.** Regular meetings of the region command shall be held in the fiscal year, time and date to be announced by the Al'verde.
- (b) **Special.** Special meetings of the command may be called by the Al'verde at their discretion, and shall be called upon written request made to the Al'verde by a majority of the members of the command.
- (c) **Quorum.** The attendance of a majority of the officers of this region shall constitute a quorum for any command meeting.
- (d) **Vote.** The voting privilege shall extend to all members of the region command not in an advisory-only role.

### Section 2. ALTERNATIVE MEETING FORMATS

Regular and/or special meetings of the region command may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the Al'verde.

## **ARTICLE V : Region Administration Fund**

### **Section 1. REGION REVENUE**

To provide revenue for approved region projects and to defray the administrative expenses of the region, region livery/merchandise may be produced and sold to MMCC members with approval of the Quartermaster. Said revenue shall be disbursed only for administrative expenses of the region and only upon approval by the region Al'verde command. Disbursement therefrom shall be electronic, drawn by the Ver'sol and accounting presented to the Al'verde. All accounting shall be done in accordance with the practices set forth in the MMCC International charter & bylaws and policies and procedures.

### **Section 2. REMAINING FUNDS**

In any fiscal year, any balance remaining in the region administrative fund after payment of all region administrative expenses in that year shall remain in said region administrative fund and become available for future region administrative expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

## **ARTICLE VI : Miscellaneous**

### **Section 1. FINANCIAL OBLIGATIONS**

The Al'verde and their command shall not incur obligations in any fiscal year which will affect an unbalanced budget or deficit in said fiscal year.

### **Section 2. VER'SOL BOND**

The Ver'sol and authorized signatories shall be bonded in an amount and with a surety/bonding company, as required by the region command. The expense for such bonding shall come from the region administration funds.

### **Section 3. AUDIT OR REVIEW OF BOOKS**

The region command shall provide for an internal annual or more frequent audit or review of the books and accounts of the region to be conducted by the MMCC Archivist. An external audit may be required at the request of the MMCC Archivist.

### **Section 4. COMPENSATION**

No officer shall receive any compensation for any service rendered to this region in any official capacity.

### **Section 5. FISCAL YEAR**

The fiscal year of this Clan shall be as established by MMCC International for its fiscal year.

### **Section 6. RULES OF PROCEDURE**

Except as otherwise specifically provided in this constitution and by-laws, or in the rules of procedure adopted for a meeting, all questions of order and procedure adopted for a meeting, all questions of order and procedure in any region meeting or convention, any meeting of the region command, region, or member club or of any group or committee of any one of them shall be determined by Mandalore's rules of order.

### **Section 7. POLICY AND PROCEDURES**

Policy and procedures are additional rules, policies, and procedures to manage regular operations, provide guidelines and instruction. The policy and procedures set expectations of actions and behaviors in and for the MMCC and its members and work in unison with the international charter and bylaws. The policy and procedures are found in the document titled MMCC International Policy and Procedures.

## **ARTICLE VII : Amendments**

### **Section 1. AMENDING PROCEDURE**

These by-laws may be amended only at a meeting of the conclave of regions, by resolution of a regional delegation and adopted by the affirmative vote of two-thirds (2/3) of a quorum vote of the region command.

### **Section 2. AUTOMATIC UPDATE**

When amendments to the International Constitution and By-Laws are passed by the International Command Council, any amendments that would have an effect on this region Constitution and By-Laws shall automatically be updated in this region constitution and by-laws.

### **Section 3. NOTICE**

No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each clan no less than thirty (30) days prior to the convening date of the region command meeting with notice that the same will be voted upon at said meeting.

### **Section 4. EFFECTIVE DATE**

Each amendment shall take effect at the close of the region command meeting at which adopted unless otherwise specified in the amendment.