



## **MANDO MERCS COSTUME CLUB**

A NORTH CAROLINA NONPROFIT

### **ADMINISTRATIVE CABINET GENERAL POLICY**

The administrative cabinet (the “cabinet”) is a body consisting of the Prime Minister, Exchequer, and heads of the administrative departments of the office of Mandalore, and is regarded as the principal advisory body to Mandalore. The heads of departments, appointed by Mandalore and confirmed by the International Command Council, are members of the cabinet, as well as acting department heads whether or not they have been officially nominated and confirmed by the ICC. The cabinet serves at the pleasure of Mandalore, and department heads may be removed by Mandalore for cause.

#### **Section 1 Composition**

**(a)** Pursuant to Article Three (3) of the International Constitution & Bylaws, the Mandalore shall, upon confirmation from the ICC, appoint officers to the Administrative Cabinet. Appointment of the Alor, or cabinet chief of staff, does not require ICC confirmation.

**(b)** The administrative cabinet shall consist of the following International Command Council officers, in order of seniority:

1. Mandalore
2. Prime Minister
3. Archivist
4. Exchequer

**(c)** The administrative cabinet shall consist of the following administrative department heads (alphabetical order):

1. Adjutant General
2. Chief Technology Officer
3. Education Officer
4. Personnel Officer
5. Public Relations Officer
6. Rally Master
7. Quartermaster

**(d)** The administrative cabinet shall consist of the following cabinet-level officials:

1. Alor (chief of staff)

## **Section 2 Nomination and Confirmation Process**

**(a)** Mandalore shall have the sole power to nominate any official member in good standing to a vacant post within the cabinet. A request for interested candidates to fulfill the cabinet vacancy shall be announced on the MMCC official forums by the Archivist, including the following information:

1. Name of cabinet position to be filled
2. Job description of cabinet position
3. MMCC and/or real-world experience requirements/recommendations (must be an Official Member not currently in probationary, suspended, or administrative leave status, at minimum)
4. Start/Stop dates for candidate application submissions
5. MMCC official to which nominations may be submitted (Archivist by default)

**(b)** The Archivist shall transmit all properly submitted candidate applications to the Alor, who shall review the applications. The Alor may choose to interview each applicant one-on-one, with the AG attending to monitor the interview. The Alor may request the AG ask questions during the interview, or, at the completion of the interview, ask the AG for advice. Upon successful receipt of applications and completion of interviews, the Alor shall submit a review of each applicant to the Mandalore, along with their recommendation for primary and secondary candidate(s). Once reviewed, Mandalore may confer with the Alor on the recommendations and make changes prior to submitting nominees for ICC review and confirmation vote.

**(c)** If the initial nominee is not confirmed by the ICC, Mandalore may nominate another candidate from the submitted candidates, and may do so until such time as a nominee is confirmed.

**(d)** In the event Mandalore does not nominate a candidate from the list of submitted candidates, Mandalore may nominate an official member in good standing, of Mandalore's own choosing. Such nominations must also go through the ICC confirmation process.

**(e)** Upon confirmation, the department head shall be authorized to wear the appropriate rank rope, livery, and assume the title of the respective office.

**(f)** The Alor, or cabinet chief of staff, is appointed solely by Mandalore with no requirement of ICC vote.

**(g)** Upon the vacancy of a cabinet office, Mandalore shall appoint an "acting" officer to fill the vacancy, without the need for ICC confirmation. The acting officer shall have all rights and responsibilities of the official office until such time as the vacancy is filled with a confirmed nominee.

(h) The Mandalore may designate other officers within MMCC as Cabinet-level officers.

### **Section 3 Powers of the Cabinet**

(a) The cabinet shall have no power to create and/or vote on policy, nor shall it have the collective power to represent MMCC. MMCC departmental policies shall be authored by the individual administrative departments which collectively constitute the cabinet, to be reviewed and passed by the executive committee or the ICC if deemed necessary by the executive committee.

(b) Any cabinet policy change that would affect the membership status of current official members must be passed by a vote of the executive committee, or if the executive committee deems it necessary, the ICC.

### **Section 4 Monthly Meetings of the Cabinet**

- (a) The cabinet shall meet monthly via teleconference to discuss cabinet business and social interaction.
1. The Alor shall set the annual schedule (date & time) for each cabinet teleconference meeting
    - a. Cabinet officers with talking points shall submit those points no later than seven (7) days prior to the meeting
    - b. The Alor shall structure all Cabinet meetings to not exceed 1.5 hours in duration, the format for such meetings can be found in **MMCC ACMF PUB**
  2. Cabinet officers unable to attend a meeting shall give notice to the alor no later than seven (7) days prior to the scheduled call
  3. Unexcused absences will be noted in the cabinet officer's record.
    - a. 3 consecutive unexcused absences, or 6 total absences in one (1) calendar year shall be considered excessive and grounds for automatic removal from the cabinet.

### **Section 5 Removal from the cabinet**

1. Mandalore may remove any non-executive committee member of the cabinet with cause.
  - a. More than three (3) annual expectation remediation form submissions shall be considered excessive and cause for removal
    - i. Proven inability to meet cabinet officer expectation(s) shall be noted in a remediation form
    - ii. Disparaging ICC ministers, cabinet officers, region commands, clan commands, or members publicly or in any official or unofficial form of MMCC communication shall be noted in a remediation form
    - iii. Deliberate actions contrary to decorum that create consternation in the cabinet or in any cabinet meeting shall be noted in a remediation form
    - iv. Any action of a disruptive type in which remediation is given
  - b. Leaking information outside the cabinet, deliberate or non-deliberate, shall be considered cause for removal
2. The ICC may petition Mandalore to remove a cabinet member, for cause, by a majority vote of the ICC.
3. Cabinet members may resign their commissions at any time, for any reason.
4. Cabinet members shall be automatically removed from office for excessive cabinet meeting absences
5. Cabinet members shall be automatically removed from office if, through proper MMCC judicial procedures, they have been placed in probationary status.

### **Section 6 Cabinet Relationships**

1. The MMCC desires to promote positive working relations between members in all roles.
2. To that end, the MMCC will avoid actual or potential conflicts of interests in work assignments involving relatives or individuals with close personal relationships to minimize the potential for complaints of favoritism, lack of objectivity, or unprofessional, disruptive, or harassing behavior.
3. While the MMCC does not have a strict rule prohibiting the appointment of relatives or significant others, there are circumstances where the MMCC will decide based on the facts whether the potential for a conflict exists.
4. For example, the MMCC generally prohibits relatives or individuals in close personal relationships from being in a supervisory relationship. Any ICC or Administrative Cabinet member who enters into a close personal relationship with or becomes related to a fellow ICC or Administrative Cabinet member should report the relationship to the Mandalore (ICC), or Alor (Administrative Cabinet), who will determine whether a conflict of interest exists.
5. While efforts will be made to re-assign members in roles where a potential conflict exists, reassignment cannot be guaranteed."

### **Section 7 Duties of the Alor**

(a) The Alor shall be the chief of staff and ranking staff officer of the administrative cabinet, acting as a buffer between the cabinet and Mandalore, and as the chief assistant to Mandalore. Primary duties of the of the Alor consist of:

1. Manages cabinet disputes, and acts as cabinet problem-solver.
2. Manages the flow of information to, and decisions from the office of Mandalore as aide-de-camp
3. Assumes day-to-day responsibility for cabinet projects and tasks, direct report of cabinet officers
4. Interfaces with cabinet officers to determine and prioritize club strategies
5. Creates and maintains cross-departmental relationships to enable leadership success
  - a. Performs an annual review on cabinet officers
6. Ensures cabinet meetings are planned, coordinated, and focused
7. Manages departmental budget, if any, and submits annual budget requests to Exchequer
8. Other tasks as assigned by Mandalore.

The Alor shall be appointed by Mandalore directly, and shall not require ICC confirmation.

### **Section 8 Duties of the Adjutant General**

(a) The Adjutant General shall be responsible for providing personnel support that affects members' overall welfare and well-being, and management of organizational development of MMCC officers and admin teams.

1. Providing guidance and counseling on MMCC policies and procedures
2. Develops and oversees the following administrative processes:
  - a. Admin team onboarding & orientation
3. Develops and oversees member benefit programs to include:
  - a. Member Support Fund
  - b. MMCC Scholarship
4. Interfaces with cabinet officers to update admin team job descriptions and hierarchy charts
5. Interfaces with the Education office to develop instructional publications on the following:

- a. MMCC Governing Documents
- b. MMCC Policy & Procedures
6. Chief diversity officer
  - a. Member of and/or chairperson of Diversity Panel
7. Manages departmental budget, if any, and submits annual budget requests to Exchequer
8. Manages the Adjutant administrative team.

### **Section 9 Duties of the Chief Technology Officer**

**(a)** Develops, administrates and supports MMCC websites, forums, and internet communication platforms as well as researches and develops new technologies to support the ongoing mission of MMCC.

1. Promote and support the effective use of Information Technology throughout the MMCC association.
2. Responsible for development, implementation, administration, and support of MMCC technology strategies, to include:
  - a. Domains, websites, forums, electronic mail, and other official communications platforms
  - b. Computing hardware, servers, hosts, networks, and peripheral devices
  - c. Software to support the needs of all cabinet departments
3. Oversees the R&D of new technologies and upgrades to current technologies, to improve organization efficiencies
4. Interfaces with the Education Office to development and implement technical training programs for all levels of MMCC
5. Manages departmental budget and submits annual budget requests to Exchequer
6. Interfaces with the Public Relations office on graphic design of MMCC websites and forums
7. Provides advice and recommendations on individual cabinet department technology(hardware & software) needs
8. Enforces MMCC forum Code of Conduct and applies sanctions as needed
9. Manages technology office team(s).

### **Section 10 Duties of the Education Officer**

**(a)** Develops and implements educational programs, training and informational publications, serves as headmaster of the Royal War College of Mandalore, and oversees the Verd'ika Corps children's costume education program.

1. Develops, implements, and oversees MMCC educational programs
2. Interfaces with cabinet officers to develop training and instructional materials for their respective departments and general membership use.
3. Develops, implements, and updates projects within the Royal War College of Mandalore
4. Develops, implements, and updates projects within the Verd'ika Corps
5. Interfaces with the Public Relations office to develop attractive and concise publications (print and digital)
6. Manages departmental budget, if any, and submits annual budget requests to Exchequer
7. Manages education office team(s).

### **Section 11 Duties of the Personnel Officer**

**(a)** Develops, implements, and updates costume requirements for official membership approval processes, and implements costume requirement compliance across the association.

1. Develops, implements, and updates Costume Requirements Lists (CRLs)
2. Responsible for the implementation of costume requirement compliance at all levels of the club
3. Oversees the processing and judging of Official Member applications in a timely manner
4. Interfaces with the Education office to develop and implement a “CRL” training program for ruus’sol, ruus’alor sol’yc/ruus’alor, and application team members
5. Interfaces with the Public Relations office to develop and implement an effective communication process with applicants during the application process, community engagement with the membership Manages personnel office team(s).
6. Manages departmental budget, if any, and submits submits annual budget requests to Exchequer

### **Section 12 Duties of the Public Relations Officer**

**(a)** Develops and implements strategies for public engagement, perception, and positive organization image. Manages MMCC PR-specific social media platforms, and creates/posts internal announcements from the administrative cabinet to the appropriate MMCC forum board(s).

1. Develop, implement, and update strategic internal/external public relations policies
2. Interfaces with Alor to develop cabinet communications policies
  - a. Coordinates with all cabinet officers on matters of internal communication
3. Develop, review, and enhance content for print, electronic, and social media.
  - a. Print - Business cards, rack cards, trading cards, pamphlets, banners, table cloths, table runners.
  - b. Electronic - Website(s), ezine(s)/electronic newsletter(s), video media, digital photography
  - c. Social Media - Facebook (pages & groups), Instagram, Twitter, other social media platforms as appropriate.
4. Interfaces with the Education office to develop, implement, and update PR training programs throughout all levels of the association.
5. Interfaces with the Quartermaster to develop, implement, and update the association’s marketing strategy
6. Spokesperson for Mandalore, ICC, and the cabinet
7. Assist with crisis communication strategies and respond to sensitive issue inquiries as needed
8. Evaluate and approve Honorary Member, MMCC Ally, and MMCC Enclave requests
9. Supervise the Public Relations office teams.

### **Section 13 Duties of the Rally Master**

**(a)** Coordinates and produces all MMCC international events, international point-of-contact for Disney/LFL in-costume and special events, and oversees the routing of clan/stronghold invasion requests

1. Develop, implement, and update the following event policies:
  - a. International events
  - b. LFL in-costume and special events
  - c. Clan/Stronghold invasion requests

2. Primary point-of-contact for all Disney/LFL events with an international footprint.
3. Routes invasion requests to proper clans and strongholds
4. Chairperson for all MMCC event committees, with primary goals being:
  - a. Event location search & choice
  - b. Venue search & choice
  - c. Contract review & Mandalore signature
  - d. Event schedule & production
  - e. Guest services & transportation
  - f. Event officer services & transportation
  - g. Corporate sponsorships
5. Interfaces with Exchequer on MMCC member event ticketing prices
6. Coordinate event volunteers
7. Interfaces with Supply office on event livery items.
8. Interfaces with Art Director on event art
9. Interfaces with PR Office on event announcements via social media
10. Interfaces with CTO on event technology needs, event website administration, and announcements via the MMCC website.
11. Supervise the Events teams

#### **Section 14 Duties of the Quartermaster**

**(a)** Oversees the creation and sale of MMCC livery and donation gift items, develops, implements, and updates item creation, sale, and distribution policies throughout the association.

1. Develop, implement, and updates the following livery/gift item policies:
  - a. Livery/gift item creation (International, Region, Clan)
  - b. Inventory (International, Region, Clan)
  - c. Sales (International, Region, Clan)
  - d. Shipping (International, Region, Clan)
2. Manage the MMCC member-only livery/gift item platform and all event on-premises MMCC livery/gift item platforms
3. Receive, process, and ensure shipment of livery and gift items in a timely manner.
4. Interfaces with the Education office to develop and implement a training program for the Supply Team, Ver'sol, and Ver'alor.
5. Coordinates with the Public Relations officer to develop, implement, and update the association's marketing strategy.
6. Develop and implement reports to be provided to the Mandalore, ICC, and cabinet such as:
  - a. Inventory counts
  - b. Shortages
  - c. Livery/Gift Item outflow
  - d. Shipping expenses
7. Approve the creation of MMCC, Regional, Clan, Brigade, Social Society liver, fundraising and gift items, and authorizes the use of the MMCC logo for livery, fundraising, and gift item creation.

8. Reports unauthorized use of MMCC brand logos to Lucasfilm LTD and oversees vendor disputes within the MMCC.
9. Manages departmental budget and submits annual budget to Exchequer
10. Manages Supply office teams.

### **Section 15 Duties of the Prime Minister**

**(a)** The prime minister shall function as the representative of the conclave of regions within the cabinet, a member of the executive committee, and as ranking cabinet member in meetings when Mandalore is not present

1. Presents items to and from the conclave of regions, to the cabinet
2. Manages departmental budget, if any, and submits submits annual budget requests to Exchequer

### **Section 16 Duties of the Archivist**

**(a)** The archivist shall function as part of the executive committee, recording all meetings and decisions of the committee and summations of cabinet meetings to be presented to the ICC during regular meetings. The archivist shall also act as parliamentarian of all executive committee meetings, and advise on whether or not issues before the executive committee should be elevated to the ICC for final decision. The archivist shall act as the ranking cabinet member when Mandalore and the prime minister are not present.

1. Records minutes of and manages archives of executive committee meetings and discussions.
  - a. Controls access to minutes archives
2. Records summations of cabinet meetings for presentation to ICC
  - a. Summations are presented at the next following ICC meeting
3. EC parliamentarian and provides governing document clarifications to cabinet officers
4. Oversees region, clan, and organ leadership elections
5. Maintains up to date contact list of all cabinet officers
6. Manages Archives team
7. Manages departmental budget, if any, and submits submits annual budget requests to Exchequer

### **Section 17 Duties of the Exchequer**

**(a)** The exchequer shall function as part of the executive committee and provide for budgetary oversight within the cabinet. The exchequer shall act as the ranking cabinet member at meetings where Mandalore, the prime minister, and the archivist are not present.

1. Requests, approves, and tracks annual cabinet departmental budgets
2. Develops and implements policies for the tracking of all departmental budget expenditures
3. Provides for the review, issue, and auditing of region and clan financial accounts to include:
  - a. Deposit and withdrawal of funds
  - b. Proper use of administrative and public funds
4. Interfaces with the Mandalore, Public Relations, and Quartermaster offices on fundraising strategies
5. Manages departmental budget, if any, and submits submits annual budget requests to the ICC



### **Section 18 Executive Committee**

(a) Pursuant to section five (5) of the international bylaws, a standing executive committee (EC) shall be constituted to act on behalf of the ICC when the ICC is not regularly assembled in session. The Mandalore, prime minister, archivist, and exchequer shall serve as the executive committee.

1. Mandalore shall be chairperson of the Executive Committee
2. The prime minister shall be the vice-chairperson of the Executive Committee
3. All 4 members must cast a vote on any issue requiring a vote of the EC
4. The outcome of all EC votes shall be made available to the cabinet and ICC
5. EC manner of acting shall be determined, from time to time, by ICC policy
6. The EC may NOT alter, amend, or rescind any ICC action.

### **Section 19 Counselors to Mandalore**

(a) Mandalore may appoint one or more special counselors to the cabinet, to provide advice and opinion to Mandalore on any issue of the cabinet or any issue where advice and opinion is requested by Mandalore. Counselor appointments do not require confirmation by the ICC.

1. Counselor appointments shall be reviewed by Mandalore every year, currently serving counselors may/may not be re-appointed for subsequent year
  - a. Steward of the Order, and the Hawker's Guild Guildmaster shall serve as ex-officio counselors during their terms in the respective offices.
2. Counselors shall have access to primary cabinet message boards(s) and invited to attend cabinet meetings
3. Counselors shall have the option to wear the appropriate cabinet badges of office
4. Mandalore may call special "counselors meetings" on specific topics where an advisory opinion is requested. The Prime Minister and Alor shall attend any such meetings.

### **Section 20 Badges of Office**

(a) Cabinet officers are authorized to wear a rank rope over the right shoulder of the appropriate color of office. Administrative cabinet department heads are also authorized to create a sigil/signet to represent their department, as well as issue the appropriate rank rope to their executive officers.

- Alor - Gold/Silver
- Dept Head - Gold/Red
  - Dept Executive Officers - Gold/Violet

(b) The Alor and Counselors to Mandalore are authorized to wear the signet/sigil of Mandalore in the following ways during their term as counselors:

- As a paint application on an MMCC approved costume owned by the counselor
- As a medallion or totem worn with an MMCC approved costume owned by the counselor
- As a patch (which may continue to be worn after a counselor has left office, if approved by the Mandalore in-writing)