

MIND'S EYE SOCIETY



Membership Handbook

Updated December 2018

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Chapter One: Introduction

Welcome to the Mind's Eye Society!

Mind's Eye Society is an authorized Camarilla Fan Club of the United States, dedicated to enjoying and exploring the fictional worlds created by White Wolf Publishing. We also focus on organizing social, community service, and educational events with the number of club participants ranging from five to over a thousand people.

In over 20 years of gaming history, the Mind's Eye Society (MES) has grown to be one of the largest role-playing organizations, with thousands of members across the United States and many more in affiliated clubs on six continents. Our members create characters using White Wolf's World of Darkness setting as outlined in core rulebooks and other books as approved and sanctioned by the storytelling staff, then portray those characters in games hosted in their local area. Members can also portray their characters through numerous "in-character" email lists, Internet chat rooms, or by attending larger events on a regional, national or international scale. Our global convention each year brings hundreds of members together from around the world to enjoy gaming and other events.

Our games focus on the dramatic relationships between characters in the game settings that we explore, the tragic struggles of the people and creatures that inhabit them, and the poignancy of their victories and failures. Chronicles center on characters, their choices and consequences, and the influence of themes like redemption, pride, sacrifice, hypocrisy, morality, oppression, and power.

While our role-playing games are our most visible offering, MES is also a social club with interest in supporting our members and our community. We sponsor our members' interests in literary and graphic arts such as writing, sketching, painting, illustration, photography, and computer graphics, and publish our members' works online and in local, regional, or national newsletters. Our members' work can also be found on display or for sale at conventions and other events operated or attended by MES.

Education is another focus of Mind's Eye Society. All members are encouraged to learn more about artistic pursuits, especially the theatrical arts of acting, costuming, prop-making, and storytelling. We also provide support in learning how to set dramatic scenes through decoration, light, and sound. As familiarity with history is necessary to craft a rich and complex character amidst a backdrop of actual events, the MES provides resources to delve more deeply into historic information. We sponsor panels and seminars on art, project coordination, and storytelling. Many members become officers in their local domains, taking advantage of mentoring and leadership development resources.

Finally, the MES is proud to be a strong supporter of philanthropy and community service. Members have contributed hundreds of thousands of dollars, thousands of pints of blood, and countless volunteer hours to a number of causes. Many of our domains support local food banks or shelters, while others lend a helping hand by cleaning up a park or contributing to a nature preserve.

Our major conventions raise cash donations for charities like the Cystic Fibrosis Foundation and the Shriner's Burn Institute. We build a sense of community through our charitable activities and foster friendships through building up the communities around us.

Our spotlight on arts, education, and service contributes to the culture of MES by fostering connections between members and strengthening communities inside and outside of the club. The gaming aspect of our organization may be the most common reason for new members to join; however, an enduring sense of community is what sets us apart from similar groups and gives us longevity. We encourage all members to be respectful of others, to participate in all events responsibly and safely, and to support each other as we grow together and pursue our creative and social interests.

Mission Statement

To create welcoming and inclusive social environments. To encourage volunteerism through generosity of time and effort. To develop collaborative immersive chronicles for members to enjoy our interconnected LARP experience.

Our Vision

The Mind's Eye Society is a social club whose focus is Live Action Role Playing based on the settings provided by White Wolf's products.

We embrace our diversity. Our members come from all walks of life, brought together by our love of interactive role play. Our diversity gives us strength, helps us grow as people and creates more interesting games.

We are responsible members. When we see something that we do not agree with we use our voices constructively. We will listen to each other and constantly strive to do what is best for the good of the whole. When a decision is made, it is made with thought and consideration of all opinions.

We are generous citizens. We donate time, money and manpower to charity, not because we have to, but because it gives us a sense of community and pride in our organization.

We are cooperative players. The comfort and health of our members is more important than the story. We are constantly vigilant to ensure others are comfortable and enjoying the experience. We understand that sometimes art requires sacrifice and at times we set aside our own game for the sake of the greater story.

We do not play to win, together we win by playing.

Chapter Two: New Members and How to Get Started

How to Join

Visit the [Mind's Eye Society Portal](#). Click on *My Account > Create an Account*, and follow the instructions provided.

Once you have an account created, access the “My Membership” menu and click *Join* to purchase a paid membership right away, or click *Begin a Trial Membership* to sign up for a free six-month trial. If you're returning to the club after a long absence, you can also click *Claim Your Camarilla Number* in order to link your current account to your history in the club.

The First Game

Before you decide whether or not you'd like to join, we invite you to come to a game and experience the fun. New players may participate in up to two games prior to creating a membership of any kind. By the third game, they'll need to have signed up for a free temporary membership.

The Benefits of Membership

These include:

- ❖ The ability to register live-action characters with Mind's Eye Society and play them in our long-term global chronicle
- ❖ A membership card that serves as a passport into the largest society of World of Darkness fans in the world
- ❖ The ability to attend thousands of members-only events across the globe, including local sanctioned games, regional events, and national and international conventions
- ❖ Membership in a local domain, or support from Mind's Eye Society to build a new domain in areas where one does not already exist
- ❖ Access to e-mail lists, IRC channels, websites, and other Internet tools
- ❖ Access to Mind's Eye Society-sponsored training programs such as character development, acting, organizing charity events, management, and many other skills

Eligibility Requirements

- ❖ **Age:** Mind's Eye Society deals with mature subjects as we explore the tragedy of the human condition through our characters and role play. As such, all members are required to be at least 18 years of age. Only individuals 18 years of age and older may be present in official game spaces. Event coordinators may decide to provide a separate space at the same location for minors.
- ❖ **Country of Residence:** Members should live in the United States. For those outside of the United States, Mind's Eye Society is involved in a global charter with a number of member clubs in other countries. If you live in a country with an authorized Camarilla Fan Club, you should join the member club in your country. If you live in a country without a

member club, then you can join Mind's Eye Society, or consult with another member club to join their ranks. A list of member clubs worldwide can be found on our web site.

- ❖ **History in Other Organizations:** Expulsion or being banned from other World of Darkness fan communities will not automatically preclude membership in Mind's Eye Society. Mind's Eye Society does reserve the right to prevent or remove membership from an individual based on membership issues with other World of Darkness fan communities.
- ❖ **Legal name usage:** Members must use their first name and at least the first initial of their last name for official club correspondence. This name is linked to their unique membership number. Exceptions to this rule may be solicited by contacting the board of directors at board@mindseysociety.org
- ❖ **Trial Membership Eligibility:** To qualify for a six month trial membership, you cannot have been a Mind's Eye Society member after January 1, 2004. Trial memberships are limited to one trial membership per person.
- ❖ **Trial Membership Limits:** Trial members may not serve as club officers, vote in elections, benefit from earned prestige points, or apply for special character approvals until they become full members. Trial members can make and play Member Class 1 characters with any traits or abilities your local storyteller can approve. For more details, see the [Trial Membership FAQ](#) on the Mind's Eye Society website.

Resigning a Membership

If a member no longer wishes to be a part of Mind's Eye Society, they may resign their membership by sending a letter (by postal mail or electronic mail) to their coordinator and the national coordinator (at nc@mindseysociety.org) stating their desire to resign their membership. The NC will inform the Board of Directors of the resignation and the member will be removed from the list of active members. Simply allowing membership to lapse due to non-payment of membership dues is not an official resignation.

Once a resignation of membership benefits has been acknowledged by the NC or the Board of Directors, it is considered final and all accumulated membership benefits, including membership class and any characters in play are relinquished. If, within 72 hours of that acknowledgement, the member wishes to rescind their resignation, they may do so by voluntarily suspending their membership benefits for two additional weeks and submitting their updated prestige log to the National Coordinator. The National Coordinator will review their log and history within the club and assign a Member Class to the member. Any decision made regarding a resignation of membership may be appealed in the same way as any other decision by a single officer.

Any individual who previously resigned his/her membership with MES who petitions to return to MES and is granted readmission into MES may receive half of his/her MC at the time of resignation, rounded up. As part of the readmission process, he/she must submit his/her prestige log to the National Coordinator. As a guideline, any prestige in excess of half of the returning individual's MC at the time of resignation will be held for at least one calendar year after submittal of the prestige log and readmission to MES, but the final decision of the exact amount regained, and when, is at the discretion of the National Coordinator. Any decision regarding readmission into MES is solely at the discretion of the MES Board of Directors.

After readmission to MES, individuals may still gain new prestige and receive MC while their prior prestige awards are on hold. After one calendar year, the individual may contact the National Coordinator and request that the held prestige be released and their MC level be reviewed.

In addition to this procedure, an individual may petition the National Coordinator to reinstate his/her full prestige and MC level at the time of resignation immediately upon readmission to the MES. Such petition will be considered, taking into consideration any extenuating circumstances for the resignation. Any decision to reinstate full prestige and MC level upon readmission will be at the sole discretion of the National Coordinator.

Finding a Local Domain

If you are not already in touch with other Mind's Eye Society members in your city, you can [contact the regional coordinator](#) for your area to get information about any groups near you.

Creating a Character

Members can create a character and play within any of the genres offered by Mind's Eye Society. Characters enter a complex game with thousands of other players, allowing a member to spend years exploring a fictional world through their character's eyes without learning all of its secrets or exhausting all of its possibilities.

Follow these requirements while creating a character:

1. Create a character that fits within the setting to collaboratively tell a genre-appropriate story.

Become familiar with the genre materials:

- ❖ **World of Darkness: Mind's Eye Theater**

Mind's Eye Society uses Mind's Eye Theater (abbreviated MET) rules for its global sanctioned chronicle.

- ❖ **World of Darkness: Table Top Materials**

Many of the setting and nuances of the global sanctioned chronicle can be found in the original table top material.

- ❖ **Mind's Eye Society: Rules Addenda and Settings Documents**

Some settings and mechanics from published books are adjusted for use in our global sanctioned chronicle to better meet the needs of our game. You can find these documents on our web site.

2. Speak with the storyteller staff.

Storytellers can help members connect with the above resources. They can also help with the following items:

- ❖ Promote character concepts appropriate to the genre and the local game
- ❖ Build character backgrounds that fit within the global sanctioned chronicles
- ❖ Ensure the character sheet follows the rules used by the global sanctioned chronicles
- ❖ Identify concepts and elements requiring special approval before they can enter play

- ❖ Make in-character ties to other PCs and their players in order to engage in a more immersive experience within the chronicle.

3. Get approval.

Characters in the globally sanctioned chronicle must be approved by a member's local storyteller. Some special traits, abilities, or character concepts may require additional approval beyond the local venue due to rarity or other concerns. Members can use the online Approvals Database to submit those items for approval. See the section below on Special Approval Items for more details.

Creating a Persona

Mind's Eye Society encourages members to exercise creativity and imagination when building characters and portraying them. We encourage members to research history, explore costuming, and think about a character's personalities and motivations. A rich and detailed background can make the difference between a bit part in a play and a central player in the combined tapestry of our shared story.

The Mind's Eye Society encourages members to create unique and original characters. While known figures, both fictional and real, have a place in the World of Darkness, not everyone can be named Strahd or Lucian. While such characters can serve as inspiration, we ask that members not copy figures from history, movies, literature, or elsewhere. Members should create their own fictitious characters and build unique and interesting stories around them so that we can participate in a new and refreshing world of adventure.

While writing a character's background, members can contact other players and ask if they are interested in linking character histories together, whether you were friends, enemies, siblings, or simply casual acquaintances in this fictional past. Background links help tie new characters to the existing chronicle, and it may draw members into stories that they would never have discovered on their own. This is also an excellent way to make new friends, so don't be shy! Members should always get permission from another member before adding that member's character to their background.

The characters that members create are theirs and theirs alone until they introduce them into a Mind's Eye Society chronicle. Once a character is portrayed and interacts with other characters, it becomes a part of a joint experience, sometimes in ways few can predict. Any character in a Mind's Eye Society chronicle has his or her history and future inexorably linked with other characters in the chronicle. A character, once introduced, cannot be removed from the shared fabric without disturbing the histories and actions of others. Because of this, character histories and actions introduced to a MES chronicle cannot be withdrawn or trademarked.

Special Approval Items

There are many things in the global sanctioned chronicles that are meant to be rare: obscure kindred bloodlines, secret Uratha lodges, unusual powers, or even exotic creature types. To manage these items appropriately, Mind's Eye Society uses a system of approvals. Whenever a

member wants their character to have or portray something rare, it requires the appropriate storyteller to approve that item.

Mind's Eye Society requires different approval levels depending on the rarity of an item or concept. For increasingly rare items, approval moves from low approval to mid approval, high approval, and top approval. Each item on a character sheet has an approval level, including spending experience points for common items. Most items are available at low approval. Low approval means the member simply needs to speak with their local storyteller about the item. The rules addenda for Mind's Eye Society contain a complete list of items requiring approval and which level is required for each; anything not listed in the addenda is low approval and requires the approval of a member's direct storyteller.

When you apply for a rare item, first research how the item or concept fits within the established game setting. The most important element of the approvals process is talking to local storytellers about how or if a proposal might fit into the local game. Resources include materials published by World of Darkness publishers or sanctioned Mind's Eye Society documentation. You can also speak with storytellers knowledgeable about the item for which a member is applying.

For low approval items, submit your request to your venue storyteller. For other approval levels, enter an application through the Approvals Database, an online tracking tool available through the member portal. Read all instructions carefully and include all required information. Each storyteller who reviews the application may also ask for additional information; check on your application frequently to answer additional questions.

Once you submit an application, the storyteller chain will evaluate it based on several factors: how the item in the application fits into the local venue; the item's compatibility with the themes and moods of the global sanctioned chronicle; the item's compatibility with published source material; and how many of the items are already in play. In addition, the responsibility of the player requesting the approval will be reviewed.

If storytellers have concerns they will work with the player to find a reasonable solution; however, there are times when a particular item will not be approved for play. The storytellers will provide you the reason for a denied application. Remember, any storyteller within the storyteller chain can deny an application at any step in the process. It is important to address each storyteller's concerns instead of focusing only on your venue storyteller.

Chapter Three: Organization and the Internet

Geographic Organizational Structure

The Mind's Eye Society in the US is divided into eight Regions, which are further divided into domains, and venues.

Domain

Members within a given city or similar geographic area often belong to a Domain. If a member lives within the geographic area of a Domain, their membership defaults to that Domain.

To form a new Domain, get approval from the Regional Coordinator and the National Coordinator. See page 13.

Venue

Game Venues exist within most Domains. Each Venue manages games for a genre within a chronicle. A Venue Storyteller (VST) runs the games for their venue, and manages the characters assigned to the Venue Style Sheet (VSS). A Venue Style Sheet describes the type of game the Venue focuses on and what characters are appropriate (though characters from anywhere can visit and play in the game upon approval from the VST for that game). Refer to the relevant rules addendum for the approval level of a new or changed VSS. When you create a new character for a Venue, you can join and make a VSS your home venue by applying to the VST to participate in a Venue's Venue Style Sheet (VSS). To transfer a character to another VSS, obtain approval from the Storyteller with jurisdiction over both their current venue and the venue they want to join. For example, a Regional Storyteller approves VSS transfers between Venues in the same Region or the NST approves transfers of existing characters within two different regions. This approval can be accomplished via a single email chain including all of the involved officers.

Region

The United States is divided into eight Regions containing all Domains in the geographic area of the United States. Each Region has a Regional Coordinator (RC) and Regional Storyteller (RST) who manage and organize the Domain Coordinators and Storytellers. They also facilitate any regional events, games, or charity drives.

Nation

Mind's Eye Society has a National Coordinator (NC) and National Storyteller (NST) who manage and organize Coordinators and Storytellers throughout the country. Other national officers report directly to the Board of Directors. The entire club, including National and directly-reporting officers, is supervised by the Board of Directors (BoD).

Board of Directors

The Board of Directors (BoD) sets formal rules and policies for Mind's Eye Society, including this handbook. Job descriptions for the BoD are available on the club website.

Global

While our partner organizations (called Member Clubs) in other countries are organized differently than Mind's Eye Society, we utilize a Global Storyteller Liaison (GSL) and Global Administrator (GA) to facilitate communication and cooperation across the global community. Players that do not reside in a territory served by another member club may join Mind's Eye Society. They will be assigned to an organization unit by the National Coordinator. At times, MES may work with larger groups of individuals in another country, fostering them to become a member club of their own. These interactions are spearheaded by the International Development Liaison and overseen by the Board of Directors.

Assigning Out-of-Character Membership

The default assignment of out-of-character membership is within the geographic organizational unit in which the member lives. The Regional Coordinator is responsible for determining where members are assigned within their region. For cross-regional transfers, the National Coordinator is responsible for making the determination.

Chain of Authority

Mind's Eye Society utilizes two separate chains of authority in order to separate in-game and out-of-game issues:

- ❖ Coordinators are responsible for all membership and out-of-game issues, including finances, conflict resolution, and prestige points (described later).
- ❖ Storytellers are responsible for all in-game issues, including characters, storylines, and narration during the games themselves.

Specific responsibilities of Coordinators and Storytellers are detailed in Chapter 6.

Coordinators

Coordinators handle out-of-game logistics and management of the club. Most member's direct Coordinator is the Domain Coordinator (DC). Your Domain Coordinator is the Coordinator you're likely to interact with most often, and should be the first point of contact for any out-of-game questions or concerns.

Domain coordinators are supervised by Regional Coordinators. Regional Coordinators are the supervised by the National Coordinator. If an office is vacant or an officer is unavailable, you can speak with the officer's supervisor to get the help they need.

Storytellers

Storytellers use their creative talents to build a common world setting, structure, and narrative for the games in the MES. If a member has a character assigned to a Venue, the lowest level direct storyteller is the Venue Storyteller (VST). If the character isn't assigned to a Venue, then the Domain Storyteller (DST) is the direct Storyteller instead.

The Direct Storyteller is responsible for approving any additions to a character sheet and otherwise supervising the character. The Direct Storyteller should be the first point of contact for any questions related to the character or the game it's a part of.

Venue Storytellers are supervised by Domain Storytellers. Domain Storytellers are supervised by Regional Storytellers. Regional Storytellers are supervised by the National Storyteller. As with coordinators, if an office is vacant or an officer is unavailable, the member can speak with the officer's supervisor to get the help they need.

Starting a New Domain

If there is no existing Domain in your area, you have two options:

- ❖ Join your Region's internet-based virtual domain and participate online (see below)
- ❖ Create a new Domain

Follow these steps to form a new Domain:

1. Recruit at least seven other members who satisfy the geographic requirements. Members on the application must:
 - a. Live within 100 miles of the proposed domain boundaries
 - b. Be able to reasonably attend the domain's games
2. Choose one of these people to become the new Domain Coordinator (DC).
3. Have the proposed DC contact the Regional Coordinator (RC) with the list of members, proposed geographic boundaries, and any other information the RC requests. The RC will work with the National Coordinator (NC) to respond to the request.
4. New Domains are considered probationary for the first year, and should receive extra support from the RC and NC.

Non-applicant MES members who live within the proposed Domain boundaries are not required to transfer into the new Domain upon its creation. If there are active full members who live within the proposed geographic boundaries of the new domain, and oppose the creation of a domain in territory they reside in, the Coordinators processing the application should consider their concerns in good faith.

Many members interested in starting a local group will join the regional internet-based domain while working to recruit enough people to form a new Domain. They may then transfer their membership from the internet-based domain to the new Domain once it forms. Other members

may join a Domain in a nearby city, as having connections to other nearby members and a game within driving distance can be a powerful recruiting tool.

If the new Domain being created is started by a majority of players new to the MES (1 year or less), the RC and NC can use this relaxed set of requirements while the group starts their new Domain.

- Instead of requiring the founding members of the Domain to be full members, the founding members can be Trial members, including the interim DC, DST, and VST.
- Instead of the normal requirement of an election for DC, DST, and VST within the first three months (see **Interim Appointed Officers** in Chapter 6), the officers can remain appointed for up to six months, unless any member of the Domain requests an election for the position after three months (this request should be made to the RC for DC, or RST for DST, but should be kept anonymous from the Domain membership upon request). As Interim Officers are not loaned Membership Class, the officers themselves may want to request an election to take on the office officially. Note that members must still be full members to run for elected office.
- If the Domain runs only one VSS, the VSS can be run from the DST office for the first year of the Domain, instead of requiring a separate volunteer for VST.
- Instead of the normal 90-day requirement, Domain Officers will not be required to complete their required educational Standards for 180 days (but are still encouraged to do so as soon as possible).
- Instead of following the formal approval process for starting a VSS, the RST will provide the Domain officers a standard VSS template, which can be filled out and returned by email for RST approval. Once approved, the RST will create the VSS in the approvals system. The VSS should be submitted formally through the approvals system within 6 months of creation.

Games

There are two types of Mind's Eye Society sponsored games: sanctioned games and troupe games.

Sanctioned games take place within one of the Mind's Eye Society's global sanctioned chronicles and use the framework, setting, and rules established by World of Darkness publishers and the club for that chronicle. When you have a character approved for play in a global sanctioned chronicle, you can take that character to any games held within that chronicle anywhere in the world, all as part of the same shared game history and setting; 'All the world is a stage,' after all, and you are the player! Sanctioned play often restricts certain character types based on rarity or other factors – the process to be approved for a rare or unusual character type is described in chapter two of this Handbook in the section on special character approvals.

In these chronicles we focus on story, from moments of personal horror or discovery to great world-spanning epics that involve thousands of players. Sometimes your character may accomplish her goals and at other times she may fail spectacularly; both fit equally well into the grand story we weave together. Either way, the goal is to have fun and make new friends!

Troupe games are run independent of the global storyline, each one forging its own world and setting. This allows the storyteller to include any character types, alternate settings, or

cataclysmic upheavals they wish since the effects are limited to only the setting specific to that troupe. Mind's Eye Society troupe play is still limited to members of the Mind's Eye Society and the Code of Conduct still applies, but the tighter focus and greater flexibility can make for a more dynamic game that some find to be very enjoyable.

Not all LARP games, or even all World of Darkness LARP games, are part of Mind's Eye Society. Games which are not run as Mind's Eye Society events are not governed by Mind's Eye Society's rules in any way, shape or form, even if such a game is made up of or run by individuals who are also Mind's Eye Society members. Such games are completely independent and do not affect Mind's Eye Society's global sanctioned chronicles. They do not result in the organizers or participants earning club rewards for their efforts.

Visiting policies

One of the most unique and wonderful experiences of being a Mind's Eye Society member is the ability to travel to other places and play in a shared story. In almost every state (and in many nations) members can find other members playing the same games. The range and size of these games can vary from localized events to National-level conventions. As such, the travelling member may encounter some variance in the rule sets used, which can cause substantial disruption and stress.

When planning a visit, it's a good idea to get in contact with the local storytellers and coordinators. They can tell you where games sites are, if there is any help available with places to stay or travel, and if there are any specific local rules you need to adhere to (Venue Style Sheets are discussed elsewhere in the handbook).

When visiting another game, members are under the authority of the local officers of that game. It is the common expectation for outside participants to work within the local model to deliver a quality gaming experience with minimal friction.

It is the responsibility of the visiting player to ensure that proper research and/or modification is done to accommodate the rules of the hosting game. Many participating groups in the sanctioned continuity maintain strong web presences, and such are generally available for travelling members to peruse and utilize. Your area coordinator and storyteller may also be able to assist in your transitioning.

Socials

Organized socials aim to foster and promote interaction, build camaraderie in a non-competitive atmosphere, and give our membership the chance to see another side of the people we play with. This interaction provides an opportunity that may not exist in games alone to develop friendships, a sense of community, and mutual understanding. This assists in avoiding conflict, as members will know each other as people and not just as the characters they play. These events are vital for our membership as they help us become aware of our unique and shared values, emotions, attitudes, beliefs, motivations. These events result in a better understanding of one another.

To ensure a safe environment where all members of Mind's Eye Society feel welcome to socialize with fellow members, certain guidelines are required to make sure these events are properly building our community.

Every Mind's Eye Society gathering does not need to be an official social event; to be an official social, an event must meet the following conditions:

- ❖ An official social will need approval from the presiding Coordinator confirming that the planned event meets all the qualifications listed below (e.g., Domain Coordinator approves a Domain Social)
- ❖ A secured location for socializing needs to be agreed upon and permission from the property owner must be obtained
- ❖ At least 24 hours of advanced notice of the social must be given through standard communication channels for that organizational unit, to allow for the event to be inclusive. "Standard channels" are whatever is usual for the group-- email, social media, etc.
- ❖ Socials must be open to all members of Mind's Eye Society that are members in good standing.
- ❖ As with all official Mind's Eye Society events, an official social must be attended by a Coordinator or a member appointed to serve in their stead, and the Coordinator/designated member must be present for the duration of the social
- ❖ As with all official Mind's Eye Society events, the Code of Conduct is in effect.

Mind's Eye Society socials are designed to be enjoyable activities. Suggestions for socials include a barbecue, movie night, attending a local music concert, ice skating, board games, or really any other group activity. Having fun, building our community in a positive environment, and learning more about our fellow members is the goal of any great organized social.

The Internet

Mind's Eye Society makes extensive use of the Internet for functions within the organization. While it is possible to participate in games, charity events, socials, and almost every aspect of the club without Internet access, the MES experience is enhanced greatly through the online tools that the club provides.

The [Mind's Eye Society web site](#) serves as the focus of MES's online presence. The MES site includes references to other online resources, as well as dates for major events, members-only mailing lists, and other information. Members can participate in both in-character and out-of-character chat rooms, email lists, and other media.

Online communities gather and discuss issues ranging from military life to parenting. Dozens of websites provide information on a wide range of subjects related to the MES, World of Darkness publisher's products, or general advice on gaming, costuming, role-playing, and other similar topics.

All members with even occasional Internet access are strongly encouraged to join the camarilla-announce and us-announce email lists. These lists are used to distribute club-wide and nationwide announcements on major events, leadership opportunities, policy changes, and other important information. The volume of email on these lists is very low, usually under twenty messages per month, and should not be a burden to any email account.

Your email address is never made available to third party sources. These and other lists can be subscribed to by just following the links from the Mind's Eye Society web site at: <https://www.mindseysociety.org/mailling-lists/>

Regional Virtual Domains

Each Region of MES has a virtual domain housed on the internet. These Domains are modified Domains in that they may not submit VSS's or run games. They are specifically designed for members who are unable to participate in local Domains.

Geographically isolated members who choose not to be assigned to a Domain within their region will be automatically assigned to the Regional Virtual Domain. Other members who want to join the Regional Virtual Domain may do so with the approval of their Regional Coordinator. The decision may be appealed to the National Coordinator following the normal appeal process. Members may not be a member of the Internet-based Domain of a different region than the one in which they live. Deployed US members, or those who are temporarily living outside the US should use their permanent US address to determine which region they are in. If the member has no permanent address, they should contact the US NC to get assigned to a region that makes the most sense to their situation.

Members of these Domains meet regularly online. Virtual Domains allow members a way to socialize and participate in the club via the Internet. The Domain Coordinator of a Regional Virtual Domain has the same duties as a Domain Coordinator, including representing the members to the regional officers and submitting votes in RST and RC elections.

The Coordinator is selected using the officer election process for Domains; however, as the Regional Virtual Domain is a permanent organizational unit in its region, it cannot close no matter how large, small, active or inactive it is. In cases where there are no members interested in performing the duties of the Domain Coordinator, the RC will appoint someone from their staff to serve in this role.

National Online Games Office

Internet-based games are organized directly by the National Storyteller's office, by the Assistant National Storyteller (ANST) Online Games. This ANST serves as the high approval storyteller for all internet-based games and may recommend prestige with the same authority as a DST.

The ANST oversees the mid-approval authority (Virtual Mid ST or VMST) who is elected by the members of all the combined VSS's housed in the National Online Games office.

Venues are created under the ANST Online Games using the normal VSS creation and approval guidelines, once a VSS is written and interim VST is chosen. Once approved by the ANST Online Games, National Internet VSS's are like any VSS: The VST is selected by the players attached to the VSS and the VST retains low approval authority. Any member in good standing may assign a new character to a National Internet-based game at low approval (only the approval of the Internet-based VST is required). Existing characters may be transferred to an Internet-based VSS following the same procedure as any other character transfer.

MES Communities

Communities of friends are the cornerstone upon which this club is built. The internet provides a powerful tool for members to come together, socialize, and share their experiences. Members can share information regarding lifestyles, such as LGBTQA issues or parenting. They can also communicate about hobbies, such as knitting or athletics, or share experiences about being in similar situations, such as being a member of a Regional Virtual Domain. Some communities are permanent fixtures, such as the Four Winds Community which collects all the regional virtual domains into one cohesive community. Others may be transitional, such as a virtual book or movie club. Regardless of the role or purpose, MES actively encourages participation in these communities and provides digital resources such as lists and IRC & Wiki support. In addition, the MES offers prestige opportunities for organizers of lists and MES Community events, both virtual and at conventions.

Community Manager

The MES is made up of a diverse group of communities of friends which is the cornerstone upon which this club is built. The internet provides a powerful tool for members to come together, socialize, and share their experiences. Members can share information regarding lifestyles, such as LGBTQA or parenting. They can also communicate about hobbies, such as knitting or athletics, or share experiences about being in similar situations, such as being a member of a Regional Virtual Domain. Some communities are permanent fixtures, such as the Virtual Community which collects all the regional virtual domains into one cohesive community. Others may be transitional, such as a virtual book or movie club. Regardless of the role or purpose, MES actively encourages participation in these communities and provides digital resources such as lists and IRC/Discord & Wiki support. In addition, the MES offers prestige opportunities for organizers of lists and MES Community events, both virtual and at conventions. With so many groups coming together for those wide varieties of reasons it goes without saying that they need someone to keep them all organized. The Community Manager is an assistant position under the office of the National Coordinator.

Community Organizers

A Community Organizer reports to the Community Manager after being hired by the Community Manager. They are awarded prestige along the same lines as other assistant positions based on completion of responsibilities including hosting electronic socials or charity events, moderating a community list or IRC room, and filing a report.

The Community Organizer has the authority to sanction events, apply immediate corrective actions, and recommend general prestige to be awarded to members who participate in their community events.

Chapter Four: Code of Conduct

General Policies

As a member of Mind's Eye Society, there are some rules and policies that you should be aware of, including our Code of Conduct; how to formally address conflicts; and how to appeal an officer's decision.

Code of Conduct

The Mind's Eye Society is intended to be a safe and welcoming community for everyone from all walks of life. Towards that end, the Code of Conduct is intended to set out expectations for the conduct of our members at all times, particularly when interacting and communicating with other members and during club activities. These expectations are not exhaustive, and the spirit and intention of the expectations are more important than the letter. Failing to follow the spirit and intention as well as the letter of this Code of Conduct may result in action being taken by MES officers or the Board of Directors, up to and including removal from the club.

As members of the MES, we agree to adhere to this Code at all times, particularly during club activities and when communicating with other members:

1. Harassment or discrimination based on race, gender, gender expression, religion, age, national origin, sexual orientation, color, disability status, or physical/mental limitations is prohibited. Anyone subjected to, witnessing, or becoming aware of such harassing or discriminatory behavior is encouraged to report it to MES officers or the Board of Directors.
2. All MES members are expected to behave and act in a civil, respectful, honest, and responsible manner at all times, particularly towards other MES members and during club activities.
3. MES is a private organization that will enforce standards and expectations set out in its Bylaws, Constitution, Membership Handbook and other MES rules, policies, or procedures that it may have. MES does not and will not investigate or enforce matters or allegations outside of that purview. Anyone who believes any local, state, or federal law has been violated should report such allegation to the appropriate authorities.
4. Use, possession, or distribution of drugs or substances that are illegal under local, state, or federal laws are prohibited. The consumption of alcohol by those of legal drinking age is permitted but MES Officers have the authority to prohibit the consumption of alcohol at certain events. Being under the influence of alcohol or other drugs or substances (e.g. prescription medications) does not excuse any behavior that violates this Code of Conduct or the Membership Handbook and can lead to disciplinary action, including removal from the event and/or club.
5. Non-consensual physical contact is strictly prohibited. Weapons, overly realistic weapons props, stunting, consumption of blood, or any other activities a MES officer or the Board of Directors deems possible to cause physical harm or discomfort are prohibited. The

presiding Coordinator at MES events has the discretion and authority to prohibit such activities or items.

6. Real-life takes precedence over MES games, stories, and activities. MES games are works of fantasy and fiction and members are expected to remember that. If anyone feels that the distinction between real-life and game starts to blur, that person is expected to communicate that concern to an MES officer or the Board of Directors who will work with that person to take steps to address those concerns, including taking time off to put things back into proper perspective.

Other behavior and activities may also be prohibited or regulated by this Handbook.

Zero Tolerance Policy

Mind's Eye Society is committed to providing members with a social environment that is welcoming, enjoyable, and safe. Specifically, Mind's Eye Society is committed to keeping the organization free from behavior that creates an intimidating, non-inclusive, hostile, or offensive atmosphere.

Acts or conduct that violate this policy are those that have the purpose, intention, or effect of creating an intimidating, hostile, or unreasonably offensive environment for other members of the organization; that have the purpose, intention, or effect of interfering with a member's enjoyment of or participation in the organization; or that otherwise adversely affect a member's opportunities within the organization because of the individual's membership in a protected class.

Acts or conduct prohibited under this policy include, but are not limited to the following, when based on race, color, ancestry, national origin, gender or gender expression, sex, sexual orientation, marital status, religion, age, or disability:

- Epithets
- Slurs
- Jokes
- Pranks
- Innuendo
- Comments
- Written or graphic material
- Stereotyping
- Other threatening, hostile, or intimidating acts

As it is impossible to know for certain what one person may interpret as a joke and what another person would interpret as harassment, it is better to err on the side of caution, discretion, and respect. Ultimately, members should always use good judgment and be respectful towards fellow members. Thus, it is critical to note that these examples are dependent upon the use of attacks against protected classes noted above. The Mind's Eye Society includes groups of friends that may tell jokes, play pranks, use innuendo, etc., but who do so in the spirit of fun and enjoyment of all involved, not with the intent or desire to harm or belittle.

When in doubt, members are encouraged to ask questions before assuming an intent to harm. Take a moment to notify the member that their conduct is unwelcome or hurtful; or have an officer do so for you. Should a member or officer relay such a statement to you as a member, you are obligated to make a best effort to cease that behavior in their presence. This is how we create a safe environment for all.

Definition of Unwanted Sexual Contact. While all forms of unwanted contact are prohibited in the Mind's Eye Society, special attention is paid to those of a sexual nature. "Unwanted Sexual Contact" is generally defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct or behavior of a sexual nature.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to members may also constitute a violation of this policy.

The following are some examples of behavior or conduct that, if unwelcome, may constitute a violation of MES policies, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or spoken references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *or*
- Discussion of one's sexual activities.

Engagement in any kind of unwelcome conduct is prohibited and all allegations of violations of this policy are taken seriously.

This policy governs conduct among members of Mind's Eye Society when in attendance at announced Mind's Eye Society functions. In the context of a Mind's Eye Society convention, the entirety of the location (e.g. the entire hotel) of the convention is covered under this policy.

Mind's Eye Society games involve role playing situations where members portray characters in a dark, fictional world. Players may encounter game situations in which characters are verbally abusive to other characters. It is acceptable for characters to verbally abuse other characters, but not for players to abuse other players. MES policies regarding appropriate behavior and conduct always remain in force.

Additionally, physical contact between Mind's Eye Society members is specifically limited to **consensual touch**. This means that both parties must be willing participants in the contact and provide knowing consent. Players must be sure other participants are willing and provide knowing consent **before** engaging in physical contact. Players shall not use their characters' words or actions as a pretext to justify unwelcome attention, physical or otherwise. Such

behavior is unacceptable and constitutes grounds for disciplinary action. Be mature, look after your fellow members, have fun, and do not harass other members.

It is critical to highlight that the first line of action regarding unwelcome conduct is with individual members. Members must immediately tell the individual(s) when their conduct is unwelcome or tell an officer to inform the individual on their behalf. This step is critical to avoid unnecessary involvement of organizational officers. In many cases, there is no malicious intent or desire on the part of individuals and people may not be aware that their behavior is offensive. Informing someone that their behavior or conduct is unwelcome, or offensive is one way to help to make sure that the offending member is made aware of his or her behavior and given the chance to stop it. Members who are informed that their conduct is unwelcome, or offensive **must immediately stop** when they are so informed. Any reprisal, retaliation, or adverse action against members who tell or inform individuals their conduct is unwelcome is also prohibited and can be grounds for additional disciplinary action.

If additional action is necessary, complaints of unwelcome conduct must be reported to either the lead coordinator on scene or to the nearest available officer. All such complaints will be promptly investigated in accordance with current Mind's Eye Society policies. Investigations will be conducted discretely and as confidentially as possible with limited information disseminated using the guidance outlined in Chapter 8 of this Membership Handbook.

Reasonable efforts will be made to respect the confidentiality of both the complainant and the accused but, given the nature of such investigations, absolute confidentiality cannot be guaranteed. If it is determined that violations of this policy have occurred, the organization will take immediate and appropriate action designed to prevent further and future violations against the complainant and other members. This action by the organization will be in the form of an appropriate disciplinary action and/or immediate corrective action. Appropriate disciplinary actions against the offenders can include a 3-month suspension of membership privileges, but may range up to, and include, a recommendation to the Board of Directors for termination of membership, depending on the severity, pervasiveness, and frequency of the conduct and the action required to prevent recurrence.

Offering criticism

Criticism on lists and in person should observe five basic rules:

1. Target the idea, not the person. For example, "This is a bad idea" rather than "Bob is a jerk." Be specific and focused.
2. Try to start criticism statements with "I", such as "I feel" or "I think", rather than "Bob always does this crap." Stating it as an opinion can help take the pressure off and make compromise easier to achieve.
3. Talk about points of agreement. No email needs to be entirely negative, and even a little positive feedback helps make a topic less inflammatory. It also gives a crucial way for the "other side" to save face. If you back someone into a corner, they won't back down. If you want a positive outcome, then let them also look good.
4. Don't state your case repeatedly. When a thread gets a lot of responses from the same few people, that's a sign that it's getting heated, the replies aren't being pondered for long, and the thread is likely in danger of being killed.

5. State what you would like to see more of in order to provide constructive feedback. Provide more commentary than just, "This is a terrible idea". You should also include, "I'd like to see it more like this".

Conflict resolution

Sometimes members will disagree. If that disagreement creates issues beyond not seeing eye-to-eye or involves other people, the conflict must be addressed. This process must not be used for any behavior that is more appropriately handled via a disciplinary investigation.

The purpose of conflict resolution is to avoid an escalation of conflict behavior. Mind's Eye Society relies upon three fundamental principles in resolving conflicts:

- ❖ All members deserve to be treated fairly.
- ❖ All members must treat each other respectfully.
- ❖ Conflicts can only be resolved when they are brought to the attention of everyone involved.

The following steps can help guide you through any interpersonal or organizational disputes between yourself and a fellow member or officer:

- ❖ A Cool Down Period
- ❖ Open Discussion
- ❖ Mediation

Please note that this process is not used to appeal a specific officer's decision. Refer to the Appeals Section in Chapter 8 for that process.

Cool Down Periods

In a game setting that is specifically designed to be dramatic, emotional responses are bound to occur. In tense situations between two or more members, any of them (or a presiding officer) may choose to call a Cool Down Period in order to allow the situation to de-escalate. A member may ask to "cool down" for him/herself only. Officers may ask for it for the situation as a whole, to include as many members as the officer deems necessary. For very intense conflicts, this period may last up to 24 hours.

If the Cool Down Period occurs during role play, when the scene is resumed any player(s) still in need of time away from the conflict may turn over their character(s) to the storyteller for proxy. The presiding storyteller is empowered to determine when a scene will be resumed, and is responsible for ensuring the scene's resolution.

All members must respect another member's decision to remove themselves from an upsetting situation. Presiding officers (storyteller and coordinator) must ensure that this option is not used in a way to gain unfair advantage.

Open Discussion

In this step, the members should politely and respectfully let other involved parties know what is causing the conflict from their perspective. This conversation can be face-to-face, on the phone, or on IRC or another electronic medium. Members shall try to solve any interpersonal conflicts by open discussion if at all possible before involving officers or other members.

Mediation

If open discussion between two members in conflict is unable to resolve the conflict, mediation will be attempted. Mediation involves bringing in an agreed-upon third party to discuss the conflict with all of the affected parties. Informal involvement of a third party may resolve the conflict.

Failure of Conflict Resolution

It is possible that, despite the best efforts of all involved parties and the mediator, no suitable compromise or avenue of communication can be found to resolve a given conflict. In these cases, involved members should agree to disagree and behave respectfully and professionally when their club interactions bring them into contact. Behavior that falls under the authority of disciplinary action shall be handled by the presiding officer(s). Members must inform other members of who serves as their supervising coordinator, including contact information, when asked.

Restraining Orders, Injunctions and Similar Items

When a situation involving one or more members have a restraining order or other similar legal item occurs, a presiding coordinator may have questions regarding who may attend. Coordinators should make it clear that the club is in no way involved with the enforcement of a restraining order or any other similar item. It is not our place to ask one party or the other to leave a site because of such, or prevent anyone from attending.

However, in the situation that a disruption to an event occurs, then the coordinator has the discretion to address the issue. This may include removing members from the event. Depending on the terms of the order, this may make it difficult or impossible for a member to attend certain events. While regrettable, it is not our place as a club to prevent or resolve this. We suggest that members in such situations use appropriate professional legal services to resolve their legal issues.

Officer Actions and Appeals

Mind's Eye Society's officers are volunteers who regularly use their experience and best judgment to set policy, make decisions, and enact disciplinary actions. These decisions must be guided by the club's constitution, policy decisions from superior officers, the membership handbook, sanctioned source material, relevant addendums, and local laws. Not every decision will please everyone, and Mind's Eye Society's volunteers are still human and susceptible to making mistakes or experiencing lapses of good judgment. Therefore, members who are affected by an officer's official decision have the right to appeal to the supervising officer of the officer issuing the disciplinary action. The procedure to appeal is documented in chapter 8 of this handbook.

In Character Sexual Assault Ban

In order to promote a safer and more comfortable environment for all our members, rape/sexual assault as a role-playing concept is banned from this point forward.

This is effective in all venues.

- No characters may have been/be a rapist or be a victim of rape as part of their background or history
- No new rape/sexual assault scenes will be permitted or run.
- Sexual assault includes any scene in which a character would be required to participate in a sexual act against their own will -- whether through force, coercion, or use of a power or ability. A character cannot be caused to participate in a sexual act they would not choose of their own volition.
- Sexual assault scenes include sexual assault (unwelcome contact of a sexual nature), and any discussion or description of sexual assault. Both are banned from play.
- ST's may not use rape/sexual assault as a plot device.
- This rule applies to both PCs and NPCs.
- Breaches of this policy are cheating and may be considered a breach of MES policies governing unacceptable and unwelcome conduct.

Social Media Policy

The Mind's Eye Society endeavors to create social spaces that are safe from unwelcome conduct or bullying for all members, including online interactions. The expectations of the Code of Conduct and other parts of the Membership Handbook apply to online interactions, including through social media mediums. MES members who violate the Code of Conduct or other Membership Handbook standards or expectations in social media mediums described below (e.g. engaging in doxxing, making threats of violence against other members of MES, etc...) will be subject to an investigation and potentially disciplinary action, including removal from the club, regardless of whether the post was 'tagged' as MES related or not. MES recognizes three broad categories of social media:

- Club-owned social media (e.g., the official MES page)
- Member-created and -owned club-related social media (e.g., a domain Facebook page or group)
- Personal social media (e.g., personal Facebook pages, Twitter accounts, etc.)

The MES Code of Conduct is in effect at all times in the use of club-owned and club-related social media.

Personal social media are not considered to be directly covered by the Code of Conduct, unless it is in regard to club activities. For example:

a) The media is clearly tagged, the club is referenced, implicitly or otherwise, or a social media group that has a stated purpose as being for IC/OOC conversations about club activities; or b) The topic discussed is clearly a club-related matter.

MES does not police non-club-related interactions. Personal interactions, disputes, or disagreements unrelated to the club (e.g. conflicting political beliefs or opinions, etc...) are not covered by this social media policy, so long as they are not, in and of themselves, violations of the Membership Handbook or Code of Conduct.

Chapter Five: Prestige

Introduction

Mind's Eye Society relies on members who volunteer their time, energy and expertise to provide all of the club's services and events. As members are not paid, the club has developed several ways to recognize those who volunteer. The most common form of recognition is with the prestige point system.

Coordinators award prestige points as a reflection of effort, time, and energy volunteered to the Club. Prestige points are not awarded for actions or events that result in experience point awards, monetary gain, or other forms of compensation.

Members who have earned prestige points can qualify for a higher member class, resulting in various benefits. Members who advance in member classes also take on more responsibility for supporting the club and helping other members. While a higher member class does show distinction and grants some privileges, it does not give members authority over one another. All members are treated equally regardless of the member class they have earned.

It is easy to become caught up in the race to gain another member class by earning as many prestige points as possible; however, the true value of the time, energy and effort you volunteer is found in such intrinsic rewards as new relationships, completed projects, and leadership experiences.

Since prestige points lead to recognition and privileges in the club, they can become a hotly debated issue. A member may think it unfair that another member gains prestige for doing something he or she cannot do. Some members, for example, cannot give blood for medical or philosophical reasons, so they argue that some compensation should be given to them for not being eligible to earn prestige points for a Domain blood drive.

However, members should remember that all prestige activities are voluntary, and there are many other ways to help the Club. If a member cannot donate blood, that member may consider alternate needs of the club and focus on what they can contribute instead of what they cannot. A member who cannot donate blood may instead help organize a book drive, find and clean a game site, organize a Walk-a-thon team, design or maintain a database, or volunteer in other ways. There are many ways to earn prestige!

If a member would like to start a project, they should begin by discussing their ideas with a coordinator. A coordinator can explain local needs and help tailor ideas to fit with the goals of the club. If a member is not near a Domain, or is interested in starting a project at a higher level of the club, they can get in touch with a regional or national coordinator.

Reporting and tracking

Members who wish to have their prestige recorded must regularly report their activities to their direct coordinator. They must also retain a personal copy of their prestige log. It is important for members to maintain an accurate and up-to-date log of their prestige awards.

The coordinator must report members' prestige in their monthly report so the club has up-to-date prestige records. The club cannot track unreported prestige, so members should ensure that their coordinators file their reports. If a coordinator has been reporting a member's prestige, the officers within the club can often help members restore lost records or verify records if a member moves to another domain.

A prestige log must be itemized. Each entry must include a date, activity description, award amount, and award type (General, Regional, or National). Prestige logs must be tracked using a computer spreadsheet to automatically calculate a running total and reduce errors. Some Domains may also use a Wiki or similar website to track Prestige, and simply note the web address in Coordinator reports. This is an appropriate way to "share the work" by allowing each member to input their earned Prestige, then locking the page against changes after the Coordinator approves the awards.

Benefits

A member's prestige point totals determine his or her Member Class (MC), other than MC 15 (Trustee). Each MC gives the member a title from Associate (MC 1) to Trustee (MC 15). While a member can easily earn fifty prestige points a month, it takes a very active member to earn 100 prestige points per month. Awards over 100 points per month are often reviewed for appropriateness at the regional or higher level during the review process.

When members have enough prestige points to advance in member class, they should send a request for increase in member class with their prestige log to their immediate coordinator. The coordinator reviews the request and the prestige log to determine that all awards are fair and consistent with other awards, then either grants the member class (if it is within the range that coordinator is able to grant), or passes the request to the next level in the coordinator chain for further review.

Coordinators will concentrate on the type of prestige (General, Regional, or National) that matches their office, and only review other types of prestige for monthly caps and total prestige numbers, unless in extreme situations. When a Domain level coordinator passes a log to the Regional Coordinator for review, they are confirming that all General prestige in the log is certified.

Removal of lower types of prestige by higher level officers is possible, but is rare, and can usually only be done if the prestige exceeds the monthly caps. Prestige awards are not subject to alteration after three months unless there is clear and compelling evidence of improper awards, and any such decision may be appealed. See also "A Note on Member Class" at the end of this section - prestige is not the only requirement for member class advancement.

If a member loses prestige points through disciplinary action, that loss of prestige immediately results in a loss of member class if their prestige total drops below the required totals for their current membership class.

MC Chart

The following chart explains the requirements for each member class, including the amount of general, regional and national prestige required for each level, its title, and the coordinator within the chain who must review and approve the appropriate MC.

| Member Class | Minimum General | Minimum Regional | Minimum National | Level of coordinator approval required |
|-----------------|-----------------|------------------|--|--|
| Associate (1) | 0 | 0 | None (must have valid membership number) | |
| Journeyman (2) | 100 | 0 | 0 | Domain Coordinator |
| Artisan (3) | 300 | 0 | 0 | Domain Coordinator |
| Contributor (4) | 600 | 0 | 0 | Domain Coordinator |
| Sponsor (5) | 1000 | 0 | 0 | Domain Coordinator |
| Steward (6) | 1500 | 0 | 0 | Domain Coordinator |
| Benefactor (7) | 2100 | 0 | 0 | Domain Coordinator |
| Advocate (8) | 2700 | 0 | 0 | Domain Coordinator |
| Adviser (9) | 3400 | 100 | 0 | Regional Coordinator |
| Patron (10) | 4100 | 300 | 0 | Regional Coordinator |
| Mentor (11) | 4800 | 600 | 0 | Regional Coordinator |
| Luminary (12) | 5400 | 900 | 100 | National Coordinator |
| Executive (13) | 6100 | 1200 | 300 | National Coordinator |
| Fellow (14) | 6900 | 1500 | 800 | National Coordinator |
| Trustee (15) | N/A | N/A | N/A | Board of Directors |

A few examples:

- ❖ To hold Patron (MC 10), a member must have at least 4100 total prestige points (counting all types), of which 300 must be regional or national prestige. If Frank has earned 3900 general, 100 regional and 200 national prestige points, he has a prestige total of 4200 and enough regional and national points to qualify for Patron, so he should apply for a review.
- ❖ If John has 4200 general, no regional and 100 national prestige points, then he has enough total prestige points for Patron, but not enough regional and national prestige (only 100 out of a required 300). John is qualified for Adviser (MC 9) and may apply for a review for Patron (MC 10) after he has earned 200 more regional or national prestige points.
- ❖ If Mary has 4700 general, 820 regional and 50 national prestige points, she qualifies for Mentor (MC 11). She needs another 50 national to qualify for Luminary (MC 12).

Awarding prestige

Prestige is divided into three types: general prestige, regional prestige and national prestige.

Only the coordinator chain can award prestige, though they may base their decisions on recommendations by the storytelling chain. It is the practice of Mind's Eye Society to empower local officers by counting on them to have the knowledge and expertise to accurately apply these guidelines. Errors in application must be corrected by their supervising officers promptly. It is the responsibility of the supervising officer to review each monthly award and give prompt feedback to the awarding coordinator.

National prestige may be recommended by the members of the Board of Directors and/or those assistants who are granted the authority to award National Prestige by the Board. National Prestige is also awarded by the National Coordinator for serving in a global or national level position, participating in a national charity drive, moderating national lists, or otherwise doing work from the following charts that impacts the club on a national or global level. Those involved with global coordination or global storytelling may recommend national prestige for members to Mind's Eye Society's National Coordinator.

Regional prestige may be awarded by a Regional Coordinator. Anyone able to grant national prestige may also award regional prestige. It is awarded for serving in a regional position, helping with a regional event or regional charity drive, moderating a regional list, or otherwise doing work from the following charts that impacts the club on a regional level.

General prestige may be awarded by a Domain Coordinator or by anyone authorized to award regional or national prestige. It may be awarded for anything from the following charts, and is most commonly awarded for work or contributions that affect the club on a local level.

Prestige Awards

Prestige may be awarded by any primary Coordinator for a wide variety of activities. These prestige-worthy activities fall into four general categories.

1. Administration (Up to 80 per month)
 - Serving as a primary coordinator or assistant (Up to 50 prestige per position)
 - Serving as a primary storyteller or assistant (Up to 50 prestige per position)
2. Non-Administrative Game Support (Up to 50 per month, but no single bullet point can yield more than 30 prestige per month)
 - Providing a game site
 - Securing a new game site
 - Submitting a complete plot
 - Portraying non-player characters
 - Creating an in-character newspaper (or doing game articles in a real-life newsletter)
 - Serving as an IRC operator
 - Creating or updating a website
 - Donating materials needed for game
 - Attending an organizational meeting not required by an office
 - Providing lodging to players after an event (counts as 1 hour)
 - Other similar tasks
3. Social/Non-Game Support (Up to 50 per month, but no single bullet point can yield more than 30 prestige per month)
 - Creating or updating a website, or providing other technology services.
 - Moderating a sanctioned email list or forum
 - Securing a site for an event
 - Organizing social events for 5 or more members
 - Producing a newsletter
 - Recruiting a new member
 - Philanthropic donations of time, goods or money per club drive per month
 - Establishing a new domain
 - Creating a recruitment flyer
 - Donations of materials to the club or club social function
 - Attend a meeting as general member (maximum 1 hour)
 - Transporting a member long distance (over an hour) to the game or social event without reimbursement
 - Other similar tasks
 - Donating blood or supporting a blood drive is an exception to time-based prestige and is worth 25 prestige points. This activity can be performed monthly. Normal donations (even outside of club-sponsored drives) yield general prestige. Drives organized by Regional or National Coordinators may yield other Regional or National prestige at their discretion.
 - Casting a valid vote in an official MES election. A set award of 5 prestige corresponding with the level of the election/vote cast. Consult the section on elections for any needed clarifications and reporting requirements.

4. National and Regional Convention Events – These activities are awarded outside of monthly caps but are instead capped at 100 prestige during the convention. Pre-convention work is limited to 30 prestige points per month leading up to the convention. Only conventions sponsored by the NCA or TSM are eligible for this additional cap. The following items are considered contributions to convention events:
 - Organizing a convention
 - Volunteering at a convention
 - Creating flyer or banner for the convention
 - Donating needed items to the event
 - Other Similar tasks as determined by the convention lead
5. Mind's Eye Standards (previously called Ordeals) and Timely Renewal - These activities are awarded outside of monthly caps. Completion of club-created educational materials amounts depend on the standard passed. Early renewal yields 50 general prestige points and is applicable once per calendar year.

Members may earn a maximum total of the cap for each of the three main categories of prestige per month. If more than the cap total prestige is awarded in a category in a month, only up to the cap will count towards the member's total prestige (including regional or national prestige first at the member's choice). Convention events and Standards/Early Renewal are the only exceptions to this limit.

Primary Coordinators will use the following rules to award prestige:

1. For each hour of work involved in the prestige-worthy non-philanthropic activity, 5 prestige points should be awarded. For philanthropic work, the rate is 10 prestige points per hour. No single bullet point above may earn more than 30 prestige points per month unless specified in this document.
2. For each \$2 worth of items or money donated to a local sanctioned philanthropy (i.e. to a philanthropic event), 1 general prestige point is be awarded. For regionally sanctioned philanthropies, the rate is \$3 per 1 prestige points. For nationally sanctioned philanthropies, the rate is \$5 per 1 prestige points. For drives specifically funding the MES Scholarship Program, as designated by the NPA, the rate is \$3 per 1 prestige point. An item's worth is determined by receipt or with coordinator judgment. All donations are awarded and recorded under the same bullet point. Donation of alcohol is not eligible for prestige.
3. The prestige value for items donated to the club for games or social functions are calculated with 1 prestige point (of whatever type the coordinator is empowered to award) for every \$2 spent on the item. Cash donations for prestige are not awarded outside of philanthropic giving.
4. For primary officers, prestige will be awarded based on job performance criteria. The required duties for primary officers are listed in the Officers section of the handbook. Completion of all of the required duties will result in 50 prestige points. Failure to successfully complete any one of the required duties will result in 40 prestige points.

Each successive failure to complete a required duty will result in a decrease of 10 prestige points, with a minimum of 0 prestige points awarded for the month. Primary officers are

responsible for determining how much time their assistants will be awarded prestige for, and individual assistants may not receive more than what the primary officer receives.

- a. Storytellers – Supervising one or more games or two or more subordinate primary officers; Updating the database and all applications; Complete and on time reports
- b. Coordinators – Confirming game sites for all venues or supervising two or more subordinate primary officers; Completing prestige reviews in a timely manner; Complete and on time reports

Examples and Ideas

Example 1: A member wants to support Habitat for Humanity (a non-profit charitable group). The member works with his or her Domain Coordinator and Habitat for Humanity to lead the domain in an event to help build a home for a local family. Habitat for Humanity organizes the overall project, but the domain participates on behalf of the Club and Habitat for Humanity is aware of it.

The member should receive 10 General prestige points per hour, depending on the amount of time involved in organizing the charity drive, and each participant should receive 10 General prestige points per hour of time they spend helping out.

Example 2: A member makes a monetary donation to Habitat for Humanity while wearing a Club T-shirt, but not as part of an organized club presence. This is not a prestige-earning activity.

Example 3: A member goes with a friend to a church sponsored event to sandbag for a flood watch. The member mentions that he is a member of the Club; however, the event was not planned in conjunction with a coordinator and was not announced to other Club members to organize a significant Club presence. This is not a prestige-earning activity.

Example 4: As in Example 3, but the member calls several Club members and sends an e-mail to the local domain mailing list asking for help. He ensures that the organizers know of the Club's effort, but there is no coordinator involved due to the urgency of the situation. Each participant should receive 10 general prestige points for every hour contributed. This includes time spent sandbagging or calling other members to assist.

Example 5: At a regional event, a member offers to help and is asked to help with cleaning up after the event. It takes one hour. The member should earn 5 prestige points for their effort. At the discretion of the Regional Coordinator, some or all of this prestige may be regional.

Example 6: A member offers their home to be used as a game site. Prior to game, they prepare the site and following the game, they clean up the home. The effort takes two hours. At the discretion of the Domain Coordinator, the member should earn 10 prestige points.

Example 7: A member donates \$100 worth of items to a local charity as part of a club charity drive. The member should earn 30 prestige points.

Example 8: A member spends an hour describing the club to a potential new member and then two hours mentoring them at their first game instead of playing their character. The member should receive 15 prestige points.

Example 9: A member serves as an Assistant Regional Storyteller for the Lost venue. The Regional Storyteller assigned them tasks that took the assistant 6 hours to complete. They should receive 30 regional prestige points, assuming the RST earned at least 30 prestige points that month.

Example 10: A DST completes 5 of their 7 required duties. The RST recommends the DST be awarded 30 prestige points (50 minus 10 for each duty not completed) to the RC. Individual ADSTs for that DST will be limited to 30 prestige points for that month.

A Note on Member Class

While member class is earned through accumulating prestige points, it represents much more. It is a symbol of dedication and service to the club and its values. When accepting a new member class, you are agreeing to serve as an example of this service and dedication to other members of the club. The higher one's member class, the more one is expected to act as a leader, maintain a positive attitude, and set a higher standard of ethics and responsibility.

Often, storytellers use Membership Class as a gateway of eligibility for certain in-game benefits to players who have contributed to the club over the years. These benefits are wholly under the authority of the Storyteller chain and are included in the rules addenda for each game venue.

The benefits attributed to a specific Membership Class may vary between venues but remain constant for all members of a specified Membership Class level.

A special level of member class, Trustee, is awarded to those who have served the club with great devotion over many years. For details on what a Trustee is and how to nominate someone for Trustee status, please see the [Trustee](#) information.

With this in mind, member class is not guaranteed to all who earn the requisite number of prestige points and can be denied or removed if a member fails to meet the behavioral standards of the requested member class, abuses the privileges of their member class, or consistently creates conflict within the club while out-of-character.

Chapter Six: Officer Roles and Responsibilities

As a national organization, Mind's Eye Society relies on a volunteer network of individuals to ensure the smooth day-to-day operations of its membership.

This network consists primarily of two branches of operation: *Coordinators*, who handle the administrative side and mundane operations of the club, and *Storytellers*, who work together collaboratively to deliver a national setting and rules/storyline structure.

To assist in these tasks, Mind's Eye Society has a number of policies in place to empower these officers and help members navigate the club. The handbook provides a list of expectations and duties for each level of officer to ensure clear communication of responsibility and proper operation of the organization.

Officer Job Descriptions

Job descriptions for Coordinators and Storytellers are listed below. For each section, the general authority and responsibility for the category of position is listed. Below that, the specific authority and required duties is listed for each organizational level.

- ❖ Specific authority - All officers have general responsibility and authority. Each level of officer also has specific authority granted to them
- ❖ Required duties - This section details the specific, objective tasks that must be performed by this officer to receive prestige for the position

Coordinators

A member's Direct Coordinator is the officer responsible for including a member's reported prestige in their report. They are also involved in each step of the conflict resolution process, along with other tasks. No member may act as their own direct Coordinator. In these cases, the Coordinator above the officer in the chain of command assumes those duties. The Regional Coordinator (or an assistant) serves as the direct Coordinator for Domain Coordinators.

The following are the general duties of all Coordinators. Specific required duties for each coordinator level are included after these general duties.

- ❖ The National Coordinator and all Regional Coordinators are expected to utilize a club-owned email account assigned to them in performing their duties.
- ❖ Act as the primary means of communication between members of their constituency and the organization. This includes the following specific tasks:
 - Find answers to member questions; respond to questions from supervising Coordinator.
 - Relay event announcements and information to the membership and organization
- ❖ File a monthly status reports to the members and organization (See Reports and Reporting).

- ❖ Create and maintain a central point of information.
 - This may include a set of pages on Mind's Eye Society's Wiki, a website, a Facebook page/group, an Email list, etc.
- ❖ Award and report member prestige to the organization.
 - Domain Coordinators awards General prestige, Regional Coordinators awards Regional, and the National Coordinator awards National.
- ❖ Run elections for any coordinators reporting to them directly
- ❖ Award prestige to members assisting with officer duties
- ❖ Enact immediate corrective action as described in Chapter 8 when necessary and deliver letters of counseling within their area of jurisdiction.
- ❖ Facilitate conflict resolution between members (See Conflict Resolution)
- ❖ Handle all necessary letters of counseling, investigations, disciplinary actions of members of their constituency to the extent they are empowered (See Disciplinary Action)
- ❖ Track, and be liable for, their constituency's finances. (See Managing Finances)
- ❖ Review and audit all prestige, in addition to awarding Member Class advancements.
- ❖ Assign OOC membership to organizational units within their jurisdiction
- ❖ Coordinators lower in the chain are responsible for reviewing and auditing all prestige at their level on a member's log, even after the member's MC is higher than the Coordinator's ability to award. See the Prestige section for details on reviewing prestige logs.
- ❖ Transfer all records, assets and resources to the next officer within one month of leaving office. This includes
 - Copies of all reports filed and reports transferred to you from previous officers
 - Any results of investigations, disciplinary actions, and dispute resolutions
 - Most recent prestige log/totals for each member
 - Financial records
 - Assets or resources

Specific Coordinator Job Summaries

Domain Coordinator

- ❖ Specific authority – May award up to MC 8 after prestige review and refer disciplinary issues to the Regional Coordinator for investigation.
- ❖ Required responsibilities - Track active members and expirations, track member prestige, file on-time monthly reports, coordinate domain events and locate sites for said events, preside over at least one sanctioned event during the month, award prestige to CC & VST, and respond to any open investigations at their level.

Regional Coordinator

- ❖ Specific authority – May award up to MC 11 after prestige review and deliver disciplinary actions up to a severe offense after conducting an investigation.

- ❖ Required responsibilities - Track active independent regional members and their expirations, file a monthly regional report in the format determined by the NC, conduct prestige reviews for members seeking MC 9 and above, award prestige to DST & DC, respond to any open investigations at their level, oversee regional philanthropic opportunities, and organize at least one regionally sanctioned event during the month.

National Coordinator

- ❖ Specific authority – May award up to MC 14 after prestige review and deliver disciplinary actions up to an extreme offense after conducting an investigation. May remove any DC or RC from office. May also open, close, or alter organizational units (including Domains) within the United States
- ❖ Required responsibilities - File a monthly national report in the format determined by the Board of Directors, conduct prestige reviews for members seeking MC 12 and above, respond to any open investigations at their level, respond to all inquiries by the Board of Directors in a timely manner, and award prestige to RST & RC

Storytellers

Every character created within the sanctioned chronicle in any venue has a Direct Storyteller: The Storyteller who has primary authority over the character. No member may act as their own Direct Storyteller.

The following are the general duties of all Storytellers. Specific required duties for each storyteller level are included after these general duties.

- ❖ The National Storyteller and all Regional Storytellers are expected to utilize a club-owned email account assigned to them in performing their duties.
- ❖ Establish chronicle continuity and history within the parameters defined by supervising storytellers
- ❖ Act as mentor to, and assist members with, character creation, learning game rules and addenda, and becoming familiar with the chronicle setting
- ❖ Sanction characters for participation in the global sanctioned chronicle
- ❖ Enact immediate corrective action as described in Chapter 8 when necessary
- ❖ Recommend prestige to members assisting with officer duties
- ❖ Maintain the official record of character sheets, including complete experience point logs, for all characters for which they are the Direct Storyteller
- ❖ Create and implement suitable plotlines
- ❖ Create and introduce appropriate NPCs
 - The Storyteller may portray these characters or assign members to portray them.
- ❖ Run games, downtime scenes, and proxies within the parameters defined by supervising storytellers
- ❖ Award experience points/traits to characters
- ❖ Enact immediate corrective action as described in Chapter 8 when necessary and deliver letters of counseling within their areas of jurisdiction

- ❖ Conduct pre-game player and character sheet check-in for both local and visiting characters for venues, games, and special events under their direct jurisdiction to ensure the characters conform to the VSS and are suitable for the game
- ❖ File a monthly status report to their supervising Storyteller (See Reports and Reporting)
- ❖ Facilitate conflict resolution between players for in-game issues (See Conflict Resolution)
- ❖ Create and/or conduct regular reviews of Venue Style Sheets (VSS) for venues, games and special events under their direct jurisdiction
- ❖ Transfer all records, assets and resources to the next officer within one month of leaving office

The following are authorities wielded held by all Storytellers:

- ❖ Clarify or adjust the storytelling jurisdiction of any Storyteller below them in their chain, whether as an assistant or elected, to prevent conflicts of jurisdiction between Storytellers
- ❖ Modify or veto plotlines within their jurisdiction
- ❖ Require a player to provide full character sheet, experience trait log, and character background
- ❖ Interpret rules for scenes and make other necessary storytelling decisions
- ❖ Freeze a scene or characters within their jurisdiction
- ❖ Assume storytelling jurisdiction for a character, plotline, NPC, item, or investigation
- ❖ Sanction or desanction characters within their jurisdiction

Specific Storyteller Job Summaries

Venue Storytellers (VST)

- ❖ Specific authority – May deliver letters of counseling to players within their jurisdiction for game-related issues, refer disciplinary issues to the Regional Coordinator for investigation, and review open items pending Low approval according to the sanctioned rules. May make changes to a scene within the same game session.
- ❖ Required responsibilities - Run at least one game in a month, manage character sheets attached to the VSS including approvals, file an on-time monthly report, manage out-of-game character actions as determined by the VSS, respond to any rules or character questions by members of the VSS, and run any plot kits and/or settings changes required by the storyteller chain.

Domain Storytellers (DST)

- ❖ Specific authority – May deliver letters of counseling to players within their jurisdiction for game-related issues, refer disciplinary issues to the Regional Storyteller for investigation, and review open items pending mid approval according to the sanctioned

rules. May make changes to a scene within the Domain any time before the next game session. Must recommend prestige for VST's to DC.

- ❖ Required responsibilities - Manage character sheets and out-of-game character actions for creature types without access to a local VSS, hold at least one ST meeting or educational domain session per month, file an on-time monthly report, review open items pending Mid-approval according to sanctioned rules, and manage cross-venue out of game character actions within jurisdiction.

Regional Storytellers (RST)

- ❖ Specific authority – May deliver disciplinary actions up to a severe offense after conducting an investigation, recommend prestige for DSTs, and review open items pending High approval according to sanctioned rules. May make Changes to a scene that has spread beyond the local level, or changes to scenes after another game session has passed
- ❖ Required responsibilities - File an on-time monthly report in the format determined by the NST, review open items pending High approval according to sanctioned rules, run any plot kits and/or settings changes required by the storyteller chain, hold at least one ST meeting or regional education session in the month, manage cross-venue out-of-game character actions within jurisdiction, and recommend prestige for the DSTs.

National Storyteller (NST)

- ❖ Specific authority – May deliver disciplinary actions up to an extreme offense after conducting an investigation, review open items pending Top approval according to the sanctioned rules, create and maintain MES sanctioned rules for all Nationally supported venues, remove any VST, DST or RST from office, and represent the interests if MES to NST's of other member clubs
- ❖ Required responsibilities - File an on-time monthly report in the format determined by the Board of Directors, review open items pending Top approval according to sanctioned rules, respond to questions and clarifications on rules regarding MES sanctioned rules, update and maintain plot kits and/or settings changes for MES sanctioned chronicles, respond to all inquiries by the Board of Directors in a timely manner, and recommend prestige for the RSTs

Note: The NST's characters are not eligible for items that require Top approval, although any Top approvals acquired before gaining the office may be retained.

Officer Reports and Reporting

Officers are required to submit a monthly report as part of their required duties; failure to provide a monthly report will result in a reduced Prestige award. These reports are important, as they provide a means for the organization to remain aware of the status and concerns at all levels of the organization.

Officers shall, upon being elected or appointed, immediately contact their supervisor for specific instructions on report templates, in addition to requesting the details on how reports should be submitted.

All officer levels have a specific deadline for report submission. Please refer to the appropriate table below to determine the correct deadline for a report. This table also includes a list of general content that reports must contain. Please note, different levels of officers have additional requirements for the contents of their reports. See individual job descriptions for additional information. If portions of a report are published online, such as Domain prestige awards or game summaries on specific Wiki pages, then the officer may simply include the hyperlink to those pages in their report.

Storyteller Reports

Storyteller Report Due Dates

- AVST/ADST: 1st of the month
- VST: 5th of the month
- DST/ARST: 10th of the month
- RST: 15th of the month
- ANST: 20th of the month
- NST: 25th of the month

Contents of Storyteller Reports

- List of Assistants and a summary of their work for the month
- Dates of all games run
- Names of plots in motion and major effects from said plots
- Prestige recommendations for all assistants and members who provided ST support.
- Any issues or questions that arose during the month that must be addressed
- Formal record of any investigations and/or Disciplinary Actions (Typically redacted from the public version of the report)

Coordinator Reports

Coordinator Reports Due Dates

- ADC/ACC: 1st of the month
- CC: 5th of the month
- DC/ARC: 15th of the month
- RC: 20th of the month
- ANC: 25th of the month
- NC: Last day of the month

Contents of Coordinator Reports

- Full listing of all officers at that unit level (e.g., all Domain officers for a Domain report)
- Full membership listing for all members of their immediate constituency

- Summary of any projects in progress (such as log reviews, etc.)
- Detailed financial record of all monies received and expended for the month
- All prestige awards for which the Coordinator has authority
 - To include their assistants
 - To include approved prestige awards from the storyteller side, if appropriate
- Any prestige recommendations which require verification at a higher level
- Any issues or questions that arose during the month that still need to be addressed
- Formal record of any investigations and/or Disciplinary Actions

Board of Directors

The Board of Directors is the primary governing body of Mind's Eye Society, and is responsible for making all legal and financial decisions for Mind's Eye Society as well as determining club policies. Whenever allowed by law, the Board of Directors will seek out and make best use of the general membership's input and approval before making policy decisions. They directly supervise all national officers and are empowered to interpret the governing documents of the organization.

The Board is comprised of seven voting directors and two non-voting directors; the two non-voting members are there to provide legal and financial counsel and advice to the Board. Directors may not serve as nationally elected officers of the club while they are on the Board.

The Board is thoroughly described in the MES Bylaws (<http://www.mindseysociety.org/wp-content/uploads/2013/01/Bylaws-2012-12-28.pdf>).

The Board is responsible for the general governance and management of the affairs of MES. This includes oversight over the financial and legal status and health of the MES as a whole. Only the Board can act for the MES as a whole, including entering into contracts or binding agreements, issuing statements for the MES as a whole, and making financial and legal decisions. The Board has a fiduciary responsibility to the MES as a whole.

The Board awards prestige to all National level officers, including the NST and the NC. All Directors are expected to pass the Membership Standard within 30 days of assuming the role of Director

Board Officers

The role of Board Officers (Chair, Vice Chair, Secretary, and Treasurer) are set forth in the MES Bylaws as well as may be determined by the Board. The Board may appoint other officers for the MES within its discretion as provided for in the Bylaws.

Assistants to the Board of Directors

The Board may utilize other individuals to assist in the implementation of club policies and procedures. The current assistants to the board are listed here. Job descriptions can be found at <http://www.mindseysociety.org/wp-content/uploads/2013/01/MES-JDF.pdf>. Assistants to the Board of Directors are expected to complete the Membership Standard within 30 days of being hired.

- ❖ National Conventions Administrator
- ❖ National Technical Administrator
- ❖ MES Standards Manager
- ❖ Protection, Advocacy and Culture Team (2 positions)
- ❖ Secretary to the Board
- ❖ National Marketing Manager
- ❖ National Club Services Administrator
- ❖ Board Archivist

As noted in the MES Bylaws, there may be other officers or assistants as set forth in the Membership Handbook, e.g. Coordinators, Storytellers, National Technical Administrator, etc... These other officers and assistants' roles and responsibilities are set forth in the Membership Handbook and are ultimately subject to the Board's authority. These other officers and assistants are responsible for the overall operations of MES and generally manage MES activities and functions.

MC Loans for Officers

As a benefit for their service to the organization, certain offices qualify for a loan of Member Class while the member holds office. This loan does not change the office-holder's prestige totals in any way, and the loaned MC is lost when the member leaves office. See the appropriate Storyteller *addenda* for further information on handling this situation.

The MC loan is added to the member's current MC upon being elected to the office. The loan is static. An officer who earns enough prestige to go up in MC while in office does not get to recalculate their MC based on the loan. An officer does recalculate their loan if there are reelected to the same office or a different office. Members who have received an MC loan continue to earn prestige, and the prestige is added to their actual earned prestige totals.

These additional MC levels are treated the same as earned MC for the purposes of character creation.

MC Loan Chart

| | |
|--|------------------|
| Venue Storyteller | +1 (up to MC 8) |
| Domain Coordinator, Domain Storyteller | +2 (up to MC 11) |
| Regional Coordinator, Regional Storyteller | +3 (up to MC 13) |
| Elected National Officers | +4 (up to MC 13) |

Holding Multiple Offices

All members are encouraged to volunteer their time and skills to the Mind's Eye Society; however, there are a few restrictions to ensure the club functions properly:

- ❖ No member may hold more than three offices simultaneously, including assistant positions, unless they request and receive written permission from the National Coordinator. This does not include tasks such as list moderator, IRC operator, special projects, or conventions.
- ❖ No member may hold more than two regional, national or global positions simultaneously, including assistant positions unless they request and receive permission from the National Coordinator.
- ❖ No member may hold more than one assistant position reporting to the same elected officer.
- ❖ No officer may serve as their own supervising officer.

Members who find they hold offices which do not comply with these requirements must resolve the situation within 30 days, either by giving up a position(s) or by requesting permission from the National Coordinator if applicable.

Conflict of Interest

Any officer or assistant who has a financial, personal, or official interest in or conflict with any matter pending before the office, direct or indirect, of such nature that it prevents or may prevent that member from acting on the matter in a fair and impartial manner, will offer to the involved members to voluntarily recuse him or herself from ruling on said matter.

Interim Appointed Officers

In the case of an officer resigning their position or being asked to step down, the supervising officer has the right to appoint an interim officer to fill the position until such time as a permanent officer is selected either via election or permanent appointment. No applications process or election is needed for an interim officer; the supervising officer simply chooses someone to fill the role until a permanent replacement is found (See Elections).

The interim officer's responsibilities and authorities are the same as those of a permanent officer in the position. The length of time an interim officer may serve is limited to 90 days, but may be extended by 90 days once by the supervising officer. This appointment may not exceed the

normal remainder of the office's term. The interim officer is allowed to apply for the position the same as any other eligible member.

Assistants

Mind's Eye Society encourages its officers to hire assistants, both to help distribute the office workload as well as to train the officer's eventual replacement in the duties of the office. Officers may appoint assistants and delegate any or all of their authority and/or duties to these assistants.

It is important to note, however, that while authority may be delegated, final responsibility always remains with the primary officer. Assistants can never be used to resolve decisions in which the primary officer has a conflict of interests. These decisions must be passed to the primary officer's supervisor. In addition to the duties delegated by the primary officer, assistants are required to file a monthly report (See Reports and Reporting).

In reports, primary officers may award prestige to their assistants or others who assist them in their duties, such as portraying NPC's, preparing reports, auditing characters, and auditing prestige logs.

Each Regional/National officer may use, divide, combine, or leave open any of these positions or create positions not listed above. Domain Assistants are generally appointed by the Domain officer. At the Regional and National level, Assistants are most often chosen from a pool of applicants who respond to a public all-call. Assistants do not have to demonstrate the same minimum qualifications required of the primary officers in Chapter 7.

Chapter Seven: Elections and Referenda

As a member of Mind's Eye Society, you have a right to vote in elections which choose many of the officers of our club. You may also vote in referenda. This section details how the voting process works for both Officer Elections and Referenda.

Eligible Voters

Only active members who are not currently serving a suspension are eligible to vote in a club election or referendum. The exceptions are voting for the Board of Directors and amendments to the NPO Bylaws and other General Membership votes listed in the Bylaws. In those instances, all paid members who are not expelled are allowed to vote. A member who transfers into or out of a constituency after an election has started is not eligible to vote in that election or referendum.

When the electorate is composed of elected officers, such as in the election of a Regional or National position, every applicable officer has the right to vote regardless of their election date. A list of eligible voters must be established at the outset of every election. Please refer to the Election Official (EO) Charts to determine who is eligible to vote in any election or referendum.

Officer Elections

All of the primary officers of Mind's Eye Society are elected positions. This section details the process by which an election for an officer is conducted. While the length of the election may vary depending on the level of the position up for election, the process is the same for every election.

An Officer Election must be run when any of the following situations occur:

1. *An officer has completed their term of service.*
 - ❖ An election should start 4 to 6 weeks before the end of the previous officer's term. This ensures that the previous officer is not required to hold the position past the end of their elected term.
2. *A new constituency is created.*
 - ❖ A new Domain is subject to a probationary period that lasts for 90 days. An election for each of the Primary Officers of that constituency must be started before the end of the probationary period or the constituency will be dissolved.
3. *An officer steps down from their position (see Interim Appointed Officers above).*
 - ❖ If an officer steps down from their position before the end of a standard term, an election must be started as soon as is reasonably possible. It is recommended that the election begin within 48 hours of the resignation. Officers who step down from their positions are generally expected to continue to perform the essential duties of their position until a new officer is elected. If this is not possible, the Supervising Officer has the authority to appoint an Interim Officer for the duration of the election.

4. *A Call for New Election Referendum passes.*

- ❖ When a Call for New Election Referendum passes, it is treated in the same manner as when an officer steps down from their position. An Interim Officer must be appointed immediately by the Election Official for the duration of the election. An election must begin within 48 hours of a Call for Election Referendum that passes.

The Election Official

The following chart shows who the Election Official (EO) is for each position in Mind's Eye Society. Every EO must have at least two Proctors to verify the votes. The EO will usually run the election and serve as one of the proctors. If the EO cannot run the election, regardless of reason, then the next officer in the chain of command becomes the EO and will supervise the election.

| Office Level | Election Official | Term | Electorate |
|---|-----------------------------------|--|--|
| Venue Storyteller | Domain Storyteller | 1 year | All paid members with a character on the VSS |
| Domain Storyteller | Regional Storyteller | 1 year | All paid members of the Domain |
| Domain Coordinator | Regional Coordinator | 1 year | All paid members of the Domain |
| Regional Storyteller | National Storyteller | 2 years; maximum of two consecutive terms | All paid members in the Region |
| Regional Coordinator | National Coordinator | 2 years; maximum of two consecutive terms | All paid members in the Region |
| National Storyteller | Board of Directors | 2 years; maximum of two consecutive terms | RSTs nominate, Board of Directors selects |
| National Coordinator | Board of Directors | 2 years; maximum of two consecutive terms | RCs nominate, Board of Directors selects |
| Protection, Advocacy and Culture Team (2) | Board of Directors | 2 years; maximum of two consecutive terms | All paid members of the Nation |
| Board of Directors | Ongoing seated Board of Directors | Seat election every three years, staggered | All paid members of MES |

The Application Period

When it is time to run an election, the Election Official must make an announcement calling for applications. This announcement must be distributed as widely as practical among those eligible to apply. The application period may last as long as two weeks but must last a minimum of one week.

If no qualified applications are received during the application period, an extension is recommended. If the problem persists, the EO may choose to appoint an Interim Officer to perform the duties of the position for the duration of the election or until a decision is reached by supervising officers regarding the status of the constituency.

For a more detailed description of Appointed & Interim Officers see the Job Duties section of the Membership Handbook.

The announcement must include the following information:

- ❖ The office being voted upon
- ❖ The deadline for applications
- ❖ Instructions detailing how to apply
- ❖ A description of what must be included with the application
- ❖ A timeline of what to expect for the rest of the election phases

Application Requirements

While an officer may choose to expand the application requirements for specific positions as needed, the following information is the basic information required for all applications.

- ❖ Identification: Name, Membership Number
- ❖ Contact Information: Email, Phone Number - May be redacted when distributed to the electorate
- ❖ Objective: A sentence or two describing what your goals during your term of office.
- ❖ Plan of Action: A paragraph or two detailing how you intend to accomplish the goals stated in your objective.
- ❖ Experience: A resume of positions held within Mind's Eye Society as well as any relevant Non-Club Experience. Applicants must describe how they meet the minimum criteria for the position as described in the chart below.
- ❖ Disciplinary Actions: Please see the Full Disclosure Policy below and the Disciplinary Action Section of the Membership Handbook for more information.
- ❖ A statement asserting that the applicant is a paid member of MES

Full Disclosure Policy

Any member formally disciplined as defined in the Disciplinary Action Section of the Membership Handbook must disclose that offense to the electorate when that member runs for elected office. The disclosure period lasts for two years from the issuing date of the offense, with the exception of extreme offenses which must be disclosed indefinitely. All offenses included in an application will be published when applications are published to the electorate.

Screening Process and Disqualifications

Following the application period, the EO must screen the complete applications they receive. Not all members who apply for an elected position are qualified to serve in that role. In their application, applicants must detail how they meet the minimum criteria for the position. The EO is responsible for determining which applicants are presented to the electorate from the complete list of candidates. This decision may be appealed, but the appeal must be sent to the supervisor of the EO within 48 hours of notification of disqualification. The supervising officer will determine if the election process will be halted.

Not every Disciplinary Action will disqualify an applicant. The EO is empowered to determine if a Disciplinary Action (from the previous two years) is a barrier to successful performance of the required duties of the office. Some Disciplinary Actions specify a period of time in which a member may not hold an office - this *does* remove an applicant from eligibility. Any currently active Disciplinary Actions disqualify an applicant; this includes decisions that are under appeal.

Additionally, when an election must be restarted due to None of the Above defeating all other candidates, a new election is started from the beginning, open to all eligible candidates.

Should an application be deemed invalid, the applicant must be informed immediately of the removal from the election. A removed applicant is entitled to know the reasons for removal so that they may attempt to remedy the situation if possible. A removed applicant has until the end of the application period to correct any minor issues and resubmit an application.

How a candidate meets the minimum qualifications for a position must be detailed in the application submitted.

The following are the minimum qualifications for all elected position:

- ❖ Valid current membership
- ❖ Valid membership in the constituency, except for VST (see below)
- ❖ Demonstrated ability to follow all requirements in the application process

The following are the additional minimum qualifications for the listed primary officer positions (assistants to primary officers do not need to meet these qualifications):

| | |
|--------------------|---|
| Venue Storyteller | <ul style="list-style-type: none"> ▪ Completed Membership and Storyteller Standards, or a stated intention to complete within thirty days. ▪ Familiarity with the electing VSS as confirmed by election official. |
| Domain Storyteller | <ul style="list-style-type: none"> ▪ Completed Membership and Storyteller Standards, or a stated intention to complete within thirty days. |

| | |
|----------------------|--|
| Regional Storyteller | <ul style="list-style-type: none"> ▪ Completed Membership and Storyteller Standards, or a stated intention to complete within thirty days. ▪ Membership in the club for the previous calendar year. ▪ One-year storytelling experience as a primary officer or a titled assistant. ▪ Demonstrated experience in an administrative role for one year. |
| National Storyteller | <ul style="list-style-type: none"> ▪ Completed Membership and Storyteller Standards, or a stated intention to complete within thirty days. ▪ Membership in the club for the previous two calendar years. ▪ Two years storytelling experience as a primary domain/regional officer or a titled storytelling assistant at the regional or higher level. ▪ Demonstrated experience in an administrative role for one year. ▪ Experience as a storytelling lead or assistant to the lead at a regional or higher convention ▪ Demonstrated ability as a consensus builder, people manager, and effective communicator. |
| Domain Coordinator | <ul style="list-style-type: none"> ▪ Completed Membership and Coordinator Standards, or a stated intention to complete within thirty days. |
| Regional Coordinator | <ul style="list-style-type: none"> ▪ Completed Membership and Coordinator Standards, or a stated intention to complete within thirty days. ▪ Membership in the club for the previous calendar year. ▪ Demonstrated experience in a coordinator or assistant coordinator role for one year. |
| National Coordinator | <ul style="list-style-type: none"> ▪ Completed Membership and Coordinator Standards, or a stated intention to complete within thirty days. ▪ Membership in the club for the previous two calendar years. ▪ Two years coordinator experience as a primary domain/regional officer or a titled coordinator assistant at the regional or higher level. ▪ Experience as a lead or assistant to the lead at a regional or higher convention ▪ Demonstrated ability as a consensus builder, people manager, and effective communicator. |

Application Review Period

Those applicants who pass through the screening process become candidates in the election. The EO or Proctor now presents these candidates and their applications in full to the electorate. The candidates must be announced as widely as practical among those eligible to vote in the election. The review period may last as long as two weeks but must last a minimum of one week.

During this time, the entire electorate has the opportunity to question the candidates and form opinions regarding their suitability for the position.

Voting Period

When the Review Period ends, the EO or Proctor must make an announcement that voting is now open. This announcement must be distributed as widely as practical among those eligible to vote. The voting period may last as long as two weeks but must last a minimum of one week.

If all of the eligible voters submit their votes prior to the deadline results may be calculated and announced at that point.

The announcement must include:

- ❖ The office being voted upon
- ❖ Specific instructions for exactly how to vote
- ❖ The names of the candidates
- ❖ A deadline when for voting ends

All votes must be written or emailed and given to each of the proctors individually. All ballots must include the following information for verification purposes:

- ❖ Full Name
- ❖ Mind's Eye Society Membership Number
- ❖ Submitted vote

All members that submitted a valid vote will be awarded/recommended 5 prestige (in the Social/Non-Game Support Category) corresponding with the level of the vote submitted; i.e. National Prestige for a vote cast during a Board of Directors election. Regional Prestige for a vote cast during a regional election. General Prestige for a vote cast during a local election. The EO or Proctor is responsible for forwarding the Names and MES numbers **ONLY** of participating voters to the appropriate approving Coordinator. The EO is **NOT** to provide how those participants voted, only who participated.

The Instant Run Off System

Casting a Vote

Mind's Eye Society uses a system called the Instant Run Off System that allows a true majority to be reached without the need for time-consuming separate runoff elections. Each voter ranks the candidates from first to last preference. A voter may rank all, some, or none of the candidates. If a voter finds a particular candidate unacceptable, they should leave the candidate off the ballot. If a voter finds none of the candidates to be an acceptable choice, they may choose to cast a vote for "None of the Above". Write-in candidates are not allowed, and any vote for someone who is not a candidate in an election will be counted as a vote for "None of the Above".

This can mean that by voting for a member not on the ballot, a voter can place "None of the Above" higher on the ballot than a candidate on the ballot. For example: If Mike Member is not running for an office, but someone submits their vote as for Cal Candidate, then Mike Member,

and lastly Carrie Candidate then their vote would be counted as a ballot cast for Cal, then None of the Above. A voter who chooses to abstain from voting has no effect on the outcome of the election.

National Elections

When electing national officers, the Regional officers represent their constituency, nominating a candidate at their discretion for the Region as a whole. Distinct from Regional elections, however, each Regional officer may nominate a single candidate for the election. The Regional Officer may nominate themselves. Regardless of who is nominated, the nomination must be revealed to the constituents after the final list of candidates is released.

The Board of Directors will receive the nominations from the Regional officers, vet the nominees, announce the candidates, and ask the entire field an identical list of questions. Once the answers are received, the answers will be published in an accessible way for the membership to view. The Board may also interview the candidates privately. The Board of Directors will receive feedback to the written responses for no less than two weeks before selecting the National Officer from the field nominated by the Regional officers.

Calculating Results

After the Voting Period deadline has passed, the Election Officer and at least one Proctor must tabulate the votes independently and compare those results to ensure accuracy. Calculating the results must be completed no later than seven days after the Voting Period deadline. To win an election a candidate must receive more than half (>50%) of the total votes submitted. The Calculation Process is detailed below:

First Round

Count the first-choice votes of all voters. If this tally indicates a candidate has more than half (>50%) of the votes move on to Confirmation. If none of the candidates has more than half (>50%) of the votes, then proceed to the Second Round.

Second Round

Determine which of the candidates has the fewest first place votes. If two candidates are tied for fewest first place votes, that tie is broken by comparing how many second choice votes each candidate received.

If the result is the same again compare third choice votes and so on until one candidate receives fewer votes. The candidate with the fewest first place votes is removed from the election. If there is a two- way or greater tie for fewest first place votes, then remove all those candidates with the fewest first place votes. All other candidates retain their first-round votes without adjustment.

Once the candidate(s) with the fewest first place votes has been eliminated from every ballot, review each ballot where that candidate was ranked as a first choice and determine the second choice for each of those ballots. Add the second-choice votes of those ballots to the original first round tally. If this tally indicates a candidate has more than half (>50%) of the votes move on to Confirmation. If none of the candidates has more than half (>50%) of the votes the tally process continues until either of the following events occurs:

- ❖ One of the candidates receives more than half (>50%) of the votes and wins the election. In this case move on to the Confirmation Phase.
- ❖ All but one candidate has been removed from the election process, and that candidate does not have more than half (>50%) of the total votes. In this case there is no winner and the Election Official must start the election process over from the beginning. None of the candidates who participated in this election are eligible to participate in the election that follows.
- ❖ If there are no candidates remaining, then the election procedure must start over from the beginning. All of the candidates that participated in this election are still eligible in the replacement election.

Confirmation

When one of the candidates has more than half (>50%) of the votes they are determined to be the winner of the election. The EO or the Proctor must contact the winner and confirm that they accept the office. In the case that the winner refuses the office, remove the refused winner from all original ballots and recalculate a new winner using those ballots. After the winner has accepted the office, the EO or Proctor must announce the results of the election as widely as practical among the electorate. If requested, the vote tallies for the final round must also be announced.

Referenda

From time to time members will be called upon to vote on issues via a Referendum. All Referenda follow a common set of guidelines, though the different types of Referenda have a few variations. Referenda focus on broad policy issues and cannot be used to overturn a specific decision by an officer. Members who wish to challenge an officer's decision must follow the guidelines as outlined in the Appeals Section of the Membership Handbook.

While the Referendum process gives a great deal of power to individual members, it must be noted that approaching the appropriate officer with a well-reasoned presentation may be a far simpler and faster way to effect Mind's Eye Society policy than the Referendum process.

Types of Referenda

There are three situations in which a referendum may be used: A call for election, changes to the MES Constitution, and changes to the MES Bylaws.

A Call for Election Referenda

A Call for Election Referendum can occur for many reasons, from a change in the play style or expectations of an officer's constituency to consistent issues between the constituency and the officer. When such situations arise, a member of the electorate may propose a referendum to begin a new election of that officer.

Before a Call for Election can be submitted to an EO of an officer, the circumstances that have prompted the suggested referendum must be brought to the officer's attention and discussed in detail by one or more members of the constituency.

The EO must use their discretion to determine if sufficient attempts at a good faith resolution took place before the Call for Election Referendum was submitted, including contacting the officer in question to verify any attempt at resolution of the issues. Any submission that is determined to be frivolous or to have been submitted without at least a legitimate attempt at resolution must be immediately denied.

It is not required that the author of the referendum be the same person who has made the good faith effort to resolve the issues, only that such an effort be made by a member of the electorate.

Changes to Documents (MES Constitution, MES Bylaws)

Please note, there may be additional requirements for changes to specific documents. The procedures required for amending a MES club document are further below in this document.

The Election Official

The type and the level that the Referendum will affect determine who acts as the Election Official. The Election Official may choose to run the election personally or delegate the responsibility to a Proctor.

In either case every EO must have at least one Proctor to verify the votes. If the EO cannot, for any reason, run the referendum then the next officer in the chain of command becomes the EO and will supervise the referendum.

The following charts shows who the Election Official (EO) is for any particular Referendum.

| Office Level | Election Official | Electorate |
|----------------------|--------------------------|---|
| Venue Storyteller | Domain Storyteller | All members with a character on the VSS |
| Domain Coordinator | Regional Coordinator | All members of the Domain |
| Domain Storyteller | Regional Storyteller | All members of the Domain |
| Regional Coordinator | National Coordinator | All members in the Region |
| Regional Storyteller | National Storyteller | All members in the Region |
| National Coordinator | Board of Directors | All RCs in the Nation |
| National Storyteller | Board of Directors | All RSTs in the Nation |
| PACT Officer | Board of Directors | All members of the Nation |
| Board of Directors | See procedure below | All members of the Nation |

Draft the Referendum

A Referendum must be phrased in the form of a “yes or no” question. The text of the Referendum must include a short paragraph of supporting text and an explanation of all sides of the issue so that members may make an informed decision when voting. Every Referendum must conform to the Code of Conduct and Constitution.

Submit the Referendum

Once the Referendum has been drafted it must be submitted to the Election Official for review.

Screening Process

The EO or Proctor must ensure that all Referenda meet the following standards:

- ❖ Presents a clear “yes” or “no” choice
- ❖ Does not attempt to overturn an officer’s specific decision
- ❖ Identifies the level that the Referendum effects
- ❖ Indicates whether the author wishes to be known or anonymous
- ❖ Has been submitted by any member of the electorate
- ❖ Conforms to the Code of Conduct, Constitution, and all other Membership Handbook Requirements

If the proposed Referendum does not meet the aforementioned criteria, the Election Official must return it to the member that originally submitted it for revision.

Present the Referendum

When a Referendum passes through the Screening Process the EO or Proctor presents the Referendum to the electorate. If the author of the Referendum wishes to remain anonymous, it must be presented without any identification of who the author is. The Referendum must be announced as widely as practical among those eligible to vote. A period of no less than one week and no longer than two weeks must be provided for the constituency to discuss the pros and cons of the Referendum.

During this time, if the referendum is to call for an early election, the officer currently in that position must be given the ability to discuss the matter with the electorate. In the case of Referenda where the electorate is comprised of elected officers who will cast a vote on behalf the constituency, they must afford everyone in their constituency the opportunity to participate in this review period; to participate in the debate and raise questions about the issue. Elected officers are required to take into consideration the views and opinions of the members they represent and the supervising offices they represent to their electorate.

Voting Period

When the Review Period ends the EO or Proctor must make an announcement that voting is now open. This announcement must be distributed as widely as practical among those eligible to vote. The voting period may last as long as two weeks but must last a minimum of one week.

If all of the eligible voters submit their votes prior to the deadline results may be calculated and announced at that point.

- ❖ The announcement must include:
- ❖ The Referendum being voted upon
- ❖ Specific instructions for exactly how to vote
- ❖ A deadline when for voting ends

All votes must be written or emailed and given or sent to each of the proctors individually. All ballots must include the following information for verification purposes:

- ❖ Full Name
- ❖ Mind's Eye Society Membership Number

Simple Majority Voting System

In contrast to Officer Elections, where there may be any number of candidates, and voters also have the option to vote for None of the Above, voters in a Referenda are presented with only two choices; to agree or disagree with the question posed. A voter who chooses to abstain from voting has no effect on the outcome of the Referendum.

Calculating Results

After the Voting Period deadline has passed the Election Officer and at least one Proctor must tabulate the votes independently and compare those results to ensure accuracy. Calculating the results must be completed no later than seven days after the Voting Period deadline.

Results of a Call for Election

A simple majority is required in order for a new election to be called by Referendum. In other words, more than half (>50%) of the total votes submitted must be "Yes" votes for a new election to begin. When this happens the appropriate Elections Officer must run an Election for the office within 30 days of the end of the Referendum. This is treated as the "natural end" of a term of office. An officer who has had a term truncated in this way may run for re-election if they would normally be allowed to do so under any other circumstances.

Procedure: Amendment procedure for US Club Constitution

Members may request amendments to the club constitution by sending an email to amend@mindseysociety.org, with a subject that contains "constitution amendment". The Board recommends carbon copying (cc) the PACT at pact.male and pact.female@mindseysociety.org so that office may observe the process.

The amendment request must detail the section being modified by number and define the proposed changes. It is suggested that such requests include a note describing the basis for the suggested change, so if the proposed amendment needs to be modified to fit our legal/financial/structural needs, such necessary modifications can account for the intent.

Upon receiving a submitted request to amend the club constitution, the board will make the request available for a first review by the Legal and Financial directors of the Board, who may make recommendations regarding suitability or necessary alterations in the language. The Legal and Financial Directors have up to 30 days for their review. The Voting Directors will review for structural and Bylaws concerns and have up to 30 days for their review. These review periods will overlap, unless the amendment deals with the legal or financial basis for the organization. The Directors will use these criteria in their review: corporate bylaws materials and the current club constitution, the stated purposes of the club, and other factors.

Once the reviews of the proposed amendment are completed, both the originating member and the PACT will be notified promptly by email of the status of the proposed amendment. A proposed amendment that has passed review will be announced by the Board to the national announce list and sent to the office of the National Coordinator to organize and run a referendum for the amendment within 30 days of the announcement.

If the amendment announcement falls within 60 days of the announcement period of a planned General Membership Vote (as defined in the Bylaws), it is acceptable to include this type of referendum as part of that process. Such inclusion will not alter any of the formal requirements for the referendum outside of the time limitation.

Procedure: Calling for Special Meeting

This procedure follows the rules and policies laid out in the Mind's Eye Society Bylaws which are available at www.mindseysociety.org. Initiating the Procedure Members may request a Special Meeting to remove a Voting Director by sending an email to board@mindseysociety.org, with a subject that contains "Special Meeting". The Board recommends carbon copying (cc) the PACT at pact.male and pact.female@mindseysociety.org so that office may officially observe the process.

The Special Meeting request must state that the purpose of the Special Meeting is to remove one or more Voting Directors and name the Director or Directors. The Board may, at its discretion, combine overlapping requests for Special Meetings, as long as a formal public announcement has not been made scheduling any such Special Meetings.

Establishing Quorum

To establish the potential quorum, the Board, within seven days, will arrange a quorum-box email list for collection of support for a Special Meeting. The list address will be furnished to the originating member to record the potential quorum in order to be considered a valid request for a Special Meeting. The PACT will be subscribed to the quorum-box email list to observe the process. The originating member is responsible for disseminating the request for quorum.

The quorum collection period is 15 days and the quorum-box list will remain open for that duration from the date it was provided to the originating member. Emails received from a member containing that member's name, membership number, and expressing support to hold a Special Meeting will be counted to determine a possible quorum. If the proctors determine that the minimum quorum has been verified before the end date, they may conclude early.

After the collection period has concluded, the Board, with the PACT observing, will total the members in support of a Special Meeting and compare that number against the requirements for a quorum to determine if those requirements have been met. Such determination will occur in seven days or less after the collection period has concluded and the determination and numerical result will be made to both the originating member and the PACT.

Special Meeting

If a valid request has been received, then an announcement for the Special Meeting, including its schedule and details, shall be crafted by the Board and posted within 15 days of the determination. Such Special Meetings must be scheduled to start with a minimum of 60 days after the determination of valid receipt and no less than 45 days advance notice of the announcement. Such Special Meetings shall not be scheduled to start later than 90 days from the determination of a proper receipt.

The announcement of the Special Meeting will be posted by the Board to the national announcement list. The start date of the Special Meeting is the end of the question and answer (Q&A) period and the beginning of the vote. The process for the Special Meeting shall be a moderated Q&A discussion with duration of 15 days, followed by a 15 day voting period. The moderated Q&A discussion shall be performed on an email list set up by the Board, with the PACT observing the list administration and moderation.

The voting shall be conducted on a ballot-box email list created for that purpose by the Board, with the PACT observing the process. Delivery to the membership of an electronic ballot will be considered to have been performed properly by posting to the national announce list. Emails received by the ballot-box list from a member with that member's name and membership number will be counted as a ballot. Ballots must list which Director or Directors under consideration they wish to remove, or none. The record date for the ballots is the day before the voting announcement on the national announcement list.

Vote Tabulation

After the voting period is concluded, the ballots are tabulated by proctors named by the Board, with the PACT observing the process. The director or directors under consideration in the Special Meeting may not be named as proctors. For the result to be valid, a minimum number of ballots received must meet the needed quorum for a Special Meeting. If the minimum quorum was not met, then the result of the Special Meeting is "Insufficient Quorum to make a decision" followed by the total number of valid ballots received.

The tabulation shall not take longer than seven days to determine the result; the tabulation to remove a Director is handled individually and uses the same procedure that is used to elect a Director. After the tabulation has been completed, the results will be announced to the national announce list. Directors removed in this fashion are removed immediately at the announcement of the results. If the minimum quorum is met, then the result published is the total number of valid ballots and the final numerical result.

Chapter Eight - Immediate Corrective Actions, Investigations, and Disciplinary Actions

Immediate Corrective Action

Disciplinary Actions are designed to investigate and correct past behavior. They are backward-looking. Some officers, specifically officers in charge of a gathering or game, also have the power to apply immediate corrective action in cases that must be addressed in the moment. That immediate corrective action is forward-looking, and preventive rather than disciplinary. It is designed to protect the Sanctioned Event from future harm, rather than to punish past conduct. Members who are too intoxicated to engage in the activity may be removed from the event to a safe place.

Immediate corrective action represents the minimum action necessary to resolve the situation, such as ejecting an uncontrollably disruptive member from a Sanctioned Event. As these sanctions are not disciplinary in nature, immediate corrective action is not constrained by the Disciplinary Investigation procedures described below. If Immediate corrective action is used a Letter of Counseling or, if warranted, an investigation must follow.

Investigation

Some behavior isn't in need of immediate corrective action and must instead be investigated before further action is taken. VST's, DST's and DC's must refer these situations to the corresponding Regional Officer, which is the first level of officer in MES empowered to deliver a disciplinary action (see Chapter Six). The Mind's Eye Society has developed a checklist to aid in understanding the investigation process:

1. Categorization

- ❖ Is the primary problem a disagreement between members or a possible violation of the rules?
 - A. If a possible violation of the rules, move to step 2.
 - B. If a disagreement, refer the matter to the lowest level officer with jurisdiction over all members involved. The officer will help the members involved follow the steps in the conflict resolution section of the handbook. The presiding officer determines if an issue is a disagreement or a rules violation.
 - C. An officer has jurisdiction if either the situation is within the officer's normal scope of office, or the situation occurred in conjunction with an event over which the officer was presiding. If more than one officer has jurisdiction, the matter may be handled either jointly by all officers with jurisdiction, by one officer chosen by all officers with jurisdiction, or by an appointed assistant of an officer.
 - D. If an officer directly observes a violation of the rules, then that officer may move to step 3 immediately.

2. Preliminary Review

- ❖ Is there sufficient credible evidence to warrant a formal investigation. Is there reasonable suspicion that the alleged conduct, in fact, occurred?
 - A. If yes, move to step 3

B. If no, is a Letter of Counseling necessary to ensure that an error not rising to the level of a formal investigation is communicated sufficiently? If yes, issue a Letter of Counseling.

C. If no, then the matter is closed. All parties and their direct Coordinators are notified. Members dissatisfied with this action may appeal the decision to the supervisor of the primary officer in charge of the investigation. If yes, then the investigating officer will move to step 3

3. Formal Investigation

❖ Is the investigated behavior under the storyteller jurisdiction or the coordinator jurisdiction or both? Refer to page 33 and 35 under officer duties. If both, the officers will work together on the investigation.

A. Notify all parties and their direct Coordinators of the investigation, the allegation supporting need for the investigation, the scope of the investigation, and the names of the accuser(s). Relevant potential witnesses, including both the accused and the accuser, should be interviewed, gathering all available, pertinent information. This step should take no longer than one month unless authorized by the Regional or higher officer in the investigating officer's chain.

B. Is the information gained sufficient to believe the accused is guilty? Is it substantial and convincing evidence that, if unopposed, would convince the investigating officer of the guilt of the accused? If no, then the matter is closed and all parties and their direct Coordinators are notified of the results. Members dissatisfied with this action may appeal the decision to the supervisor of the primary officer in charge of the investigation. If yes, then move to step 4.

4. Defenses and Mitigation

A. Notify the accused of the current state of the investigation, including the evidence presented by each witness, if this has not already occurred.

B. The accused is allowed to present a written defense of their actions. The first response of their defense should be as full and complete as possible. If new evidence surfaces (see next paragraph), the accused will be given an opportunity to respond to it.

C. The investigating officer may gather evidence, within reasonable bounds of time and effort. Investigations lasting over thirty days must be approved by supervisor of the primary officer in charge of the investigation who is at least a Regional-level officer. Deliberate delay may be considered an offense.

Disciplinary Actions

Once an investigation has been concluded, the investigating officer may render judgment.

1. Judgment

A. Based on a full and thorough analysis of all relevant evidence on file, including the response of the accused, the primary officer in charge of the investigation makes a judgment call. The jurisdictional punishment limits are listed in Chapter 6, under specific authorities for each level of officer.

B. The primary officer evaluates all evidence, including a final statement of defense/mitigation from the accused.

C. If the primary officer finds the accused member guilty by substantial and convincing evidence, the following are initial judgment options:

- Letter of Counseling: Unrecorded, typically for minor infractions and mistakes. The letter should include counseling from a more experienced officer to ensure the mistake is not repeated.
- Minor Offense: Mere lapses in judgment.
- Moderate Offense: Lapses in judgment with notable effect.
- Major Offense: Significant issues with broad effects.
- Severe Offense: Serious offenses quite harmful to the club.
- Extreme Offense: Reserved for only three categories of infraction.

2. Aggravating and Mitigating Factors

The primary officer then considers aggravating or mitigating factors. Each aggravating factor may or may not increase the offense by one level; each mitigating factor may, or may not, decrease the offense by one level. Clearly accidental actions may be decreased by up to two levels. Factors include, but are not limited to, the following items:

❖ Fair Notice

Did the member have a good-faith belief that the conduct was innocent? If a VST or other supervising officer allowed or endorsed the conduct, mitigate the offense up to two levels and at least one level. If a VST or other supervising officer allowed similar conduct, but not the exact conduct in question, mitigate up to two levels. If a VST or other supervising officer was known to the accused to have punished the same or similar conduct, aggravate the offense up to one level.

❖ Intent

Was this clearly accidental? Any first time instances of clear accidents should almost always result in only a letter of counseling and all clear accidents are at least mitigated by one level.

❖ Scope of effect

How much has this affected other members? More than similar offenses (aggravated up to one level), about the same as similar offenses, or less than similar offenses (mitigated up to one level)

❖ Reversibility

Can the infraction be undone? As a possible example, if an apology can undo hurt feelings, then mitigation may reduce the Offense by one level. As another example, if a PC was killed using cheating and that PC death cannot be reversed in continuity, then the offense cannot be reduced for this factor.

❖ Openness and Willingness to Admit and Correct Behavior:

If the member is more willing than most to correct their behavior, the offense can be mitigated up to one level. If the member is less willing and more belligerent than most, the offense can be aggravated up one level. Commitment to a corrective program to prevent recurrence can mitigate the offense by up to two levels. However, if the offender does not abide by the corrective program and the behavior reoccurs, then the failure of corrective action may be an aggravating factor in future disciplinary action.

❖ Additional Offenses

Each additional non-Minor offense within the past two years is an aggravating factor.

3. Determining penalties

Penalties may be reduced to 50% of the base amounts listed below or increased to 150% of the base at the issuing officer's discretion. Exceeding these limits will be grounds for appeal by the disciplined if the penalty is excessively harsh or the member requesting investigation if the penalty is excessively lenient. Total punishment for multiple offenses as part of a single incident cannot exceed 1.5x max punishment of 1 Extreme offense. If a more severe punishment is merited, a motion for expulsion is likely appropriate.

Not every offense need be punished with all possible forms of punishment, but some options are listed below. If an officer believes an offense warrants a higher level of action than they are permitted to enact according to their authority in Chapter 6, they should inform their supervising officer of their findings. In these cases, the supervising officer may decide to rule on the action. The following options may be used by an officer depending upon the severity of the offense:

- ❖ Mitigation below Minor: Letter of Counseling
- ❖ Minor Offense
 - Formal Warning; and/or
 - No experience traits awarded for the game session. (ST only)
- ❖ Moderate Offense
 - Removal of 250 Prestige (Coordinator only); and/or
 - One month of experience traits (ST only); and/or
 - Two weeks' suspension from any or all club activities (Coordinator only); and/or
 - Inability to run for primary ST offices for up to two months (ST only); and/or
 - Inability to run for primary Coordinator offices for up to two months (Coordinator only); and/or
- ❖ Major Offense
 - Removal of 500 Prestige (Coordinator only); and/or
 - Two months of experience traits (ST only); and/or
 - Desanctioning of the character involved (ST only); and/or
 - Four weeks' suspension from any or all club activities (Coordinator only); and/or
 - Limitations on special approvals for up to three months (ST only); and/or
 - Inability to run for primary ST offices for up to four months (ST only); and/or
 - Inability to run for primary Coordinator offices for up to four months (Coordinator only); and/or
 - Inability to hold assistant ST positions for up to four months (ST only)
 - Inability to hold assistant Coordinator positions for up to four months (Coordinator only)
- ❖ Severe Offense
 - Removal of 1000 Prestige (Coordinator only); and/or
 - Four months of experience traits (ST only); and/or

- Desanctioning of all characters of the member(s) involved (ST only); and/or
 - Twelve weeks' suspension from any or all club activities (Coordinator only); and/or
 - Limitations on special approvals for up to six months (ST only); and/or
 - Inability to run for primary ST offices for up to twelve months (ST only); and/or
 - Inability to run for primary Coordinator offices for up to twelve months (Coordinator only); and/or
 - Inability to hold assistant ST positions for up to six months (ST only)
 - Inability to hold assistant Coordinator positions for up to six months (Coordinator only)
- ❖ Extreme Offense
- Removal of 2000 Prestige (Coordinator only); and/or
 - Eight months of experience traits (Storyteller only); and/or
 - Desanctioning of all characters of the member(s) involved (ST only); and/or
 - Sixteen weeks' suspension from any or all club activities (Coordinator only); and/or
 - Limitations on special approvals for up to one year (ST only); and/or
 - Possible expulsion from the club (Must be recommended to the Board of Directors); and/or
 - Inability to run for primary ST offices for up to eighteen months (ST only); and/or
 - Inability to run for primary Coordinator offices for up to eighteen months (Coordinator only); and/or
 - Inability to hold assistant ST positions for up to twelve months (ST only)
 - Inability to hold assistant Coordinator positions for up to twelve months (Coordinator only)

Board of Directors Disciplinary Penalties

If a Disciplinary Action is delivered by or amended by the Board of Directors, it may include additional penalties and binding guidance beyond those available in the Penalties section above. If additional penalties and restrictions are not followed, the Board will consider Expulsion for the member. Such penalties may include: restriction from imbibing alcohol at events, exclusion from conventions, exclusion from holding specific positions, "no contact" restrictions with specific members or domains, or suspension for a longer period than available in normal penalties. The Investigating Officer may request up their Officer Chain for addition Penalties from the Board of Directors, which will be considered once all appeals have been resolved. A member may request that ongoing additional penalties or binding guidance be rescinded six months after they are issued, and yearly thereafter.

Offenses

The following lists of offenses are only suggestions for each category, and are non-exclusive.

The exception is Extreme offenses, which are only those listed.

Minor Offenses

- Overspending of XP on a character sheet by five percent or less
- Minor rudeness, conduct the average member would find beyond the bounds of decency, or a clear violation of the Code of Conduct that does not otherwise constitute an offense
- Filing a frivolous appeal or request for investigation. This not include ones which are simply denied, but rather one that had no good-faith basis or was submitted with bad intent

Moderate Offenses

- Overspending of XP on a character sheet by six to ten percent, or claiming prestige for work not performed
- Significant rudeness to members, outbursts, or arguing with a presiding officer
- Violating a suspension. Please note one may communicate without penalty with one's Coordinator staff even while suspended
- Lying to an officer in their official role, such as misrepresenting one's MC or lying to conceal a breach of the rules
- Cheating, such as use of OOC information to disadvantage another player, using your other characters to advance one of your character's agendas (including any character designed or played to advance the agenda of another of the player's characters, past or present), portraying an approval item without proper approval, etc.

Major Offenses

- Overspending of XP on a character sheet by eleven to twenty percent
- Violations of site policy the offender knew or should have known about, such as hotel policy at an event
- Severe instances of cheating, such as abusing the rules to take advantage of a less knowledgeable player
- Abusing a club office to damage a member
- Threatening violence or harm against any club member

Severe Offenses

- Overspending of XP on a character sheet by twenty-one or more percent
- Any offense aggravated beyond Major, but not meeting the criteria for an Extreme offense
- Minor physical violence at a club event that does not result in injury, such as a slap or a shove

Extreme Offenses: (Infractions aggravated beyond Severe)

- Causing physical harm injury or intentionally causing significant psychological harm to another member at a club event
- Aggravated unwelcomed conduct, such as unwanted physical contact of a sexual nature, at a club event.

Letters of Counseling

Occasionally, a member engages in conduct that should not be corrected with disciplinary action, but deserves correction nonetheless. In these instances, the officer tasked with correcting the offending member's behavior has another option to employ: Letters of Counseling.

Letters of Counseling are similar to Official Warnings and follow a simple format. They are written explanations delivered to a member and their direct coordinator explaining why the member's conduct was inappropriate, what steps they must take to correct their behavior, and what the time frame to correct the behavior is. Letters of Counseling may be the result of situations in which the officer responsible for an Investigation determines a less severe behavioral correction than disciplinary action is called for. Please note, Letters of Counseling are not Disciplinary Action and may be issued when an officer directly witnesses inappropriate conduct.

The point of issuing a Letter of Counseling is to give a member a chance to correct behavior that does not warrant a disciplinary action. A member that fails to correct their behavior ~~may~~ will, at the issuing entity's discretion, be subjected to disciplinary action as normal. In addition, a member who receives more than three Letters of Counseling relating to the same issue within a six-month period will be reported to the RST or RC, who will determine if there is a need for a formal investigation. The member's failure to abide by the Letters of Counseling shall be considered an aggravating factor.

Letters of Counseling do not require an Investigation in order to be issued, and may not be appealed, but entities that abuse their discretion in issuing Letters of Counseling can be subject to Investigation in accordance with standard Investigation procedure. A Letter of Counseling can be issued to a member by any level of that member's Coordinator or Storyteller Chain. Additionally, the presiding Coordinator or Storyteller of any event can issue a Letter of Counseling to an attending member for disruptive behavior in or related to that event.

A Letter of Counseling delivered by or amended by the Board of Directors may include binding guidance to the member. If this binding guidance is not followed, the Board will consider Expulsion for the member. If an officer issuing a Letter of Counseling believes it needs additional binding guidance, they may make a request up their officer chain to the Board for binding guidance. A member may request binding guidance be rescinded six months after it is issued, and yearly thereafter.

Appeals

Mind's Eye Society's officers are volunteers who regularly use their experience and best judgment to set policy, make decisions, and enact disciplinary actions. These decisions must be guided by the club's constitution, policy decisions from superior officers, the membership handbook, sanctioned source material, relevant addendums, and local laws. Not every decision will please everyone, and Mind's Eye Society's volunteers are still human and susceptible to making mistakes or experiencing lapses of good judgment. Therefore, members who are affected by an officer's official decision have the right to appeal to the supervising officer of the officer issuing the disciplinary action.

Members shall exercise discretion when calling for appeals. Frivolous or harassing appeals may themselves become the reason for a disciplinary action against the appellant. Only those decisions which meet a high standard (see Threshold of Evidence, below) are likely to be reversed. An officer simply exercising their best judgment in a way other than you feel you would rule is not grounds to overturn a decision. So long as it is a reasonable course of action, that decision will stand. That said, a member may not be denied their right to appeal. Doing so may result in disciplinary action against the officer denying the opportunity to appeal.

Appealable decisions include

- ❖ Rulings or official actions made by an officer within their jurisdiction
- ❖ Any disciplinary action, except those enacted directly by the Board of Directors

Decisions may only be appealed up to the officer level two steps above where the decision originated. A decision originating with a VST may be appealed to the DST and then to the RST, for example, while a decision originating with a DC may be appealed to the RC and then the NC. If one of the steps in the appeal finds themselves with a conflict of interest, the appeal may escalate to their supervising officer. Only decisions originating at the Regional level may be appealed to the Board of Directors. Exceptions to this include actions that involve unwelcome conduct, violence against members, or fiscal wrongdoing by an officer. Any member may contact the Board of Directors with concerns at any time, but official appeals follow this procedure.

All appeals must be made by a member directly affected by the decision. Secondary outcomes, such as effects on players who associate with a suspended player, do not rise to the standard of being directly affected. Decisions made by the Board of Directors cannot be appealed.

For appeals purposes, decisions made by an assistant shall be treated as if they were made by the elected officer they serve. However, elected officers may overturn the decisions of their assistants at any time, even without a formal appeal. Elected officers must be contacted prior to any appeal made on the judgment of their assistant, so they may decide to uphold or overturn the assistant's decision prior to the appeals process.

To whom do I appeal?

The first step in the appeals process is to determine what officer the decision should be appealed to. Decisions made by coordinators are appealed to their supervising Coordinator (Domain to Regional, etc.). Decisions made by storytellers are appealed to the supervising storyteller (Domain to Regional, etc.). Decisions by National Officers are appealed to the Board of Directors.

If the officer reviewing the appeal has a conflict of interest, then it is handled by his supervisor. If this results in an appeal going to the supervisor of the national coordinator or national storyteller, then the Board of Directors reviews the appeal.

How do I initiate an appeal?

To appeal a decision, you must submit a letter of appeal within 30 days of the decision to the original officer, the officer(s) to whom the decision is being appealed to, and to your direct coordinator (only copy direct coordinator if appealing a disciplinary action).

A member has 30 days from the time a decision is made to appeal that decision. Once that period has passed, an appeal can no longer be filed.

The letter of appeal must contain:

- ❖ A sentence describing the decision being appealed
- ❖ A paragraph describing the situation that led to the decision being made
- ❖ A complete statement describing why the decision is believed to have been inappropriate, including all detailed evidence. It must cite specifically any rules violations or improprieties.
- ❖ All supporting documentation. No contact with the appealing member is required, so the appeal must include all appropriate supporting information. Documentation received after the appeal has been sent may not be considered at the officer's discretion.
- ❖ Your contact information, full name, and club membership number

If the appeal is the second appeal of the decision, a summary of the grounds for appeal must be included, after the descriptive paragraph and before the complete statement. The decision description, situation description, and grounds for appeal summary can be no more than one page in length total (in a reasonable font -- using Arial 12 pt. as a baseline), with further supporting information included after. The Appellant officer on the second appeal is only required to read the one page opening of the appeal before deciding whether the appeal should be dismissed.

Disciplinary actions being appealed, when practical, will not take effect until the appeal has been completed. When a disciplinary action becomes effective is up to the officer enacting the disciplinary action on a case-by-case basis, depending on the severity of the infraction. The safety and comfort of all members must be considered as well.

If the disciplinary action does begin immediately, this does not prevent the member from taking reasonable action to prepare an appeal, nor does it remove the Code of Conduct's protection to the appealing player.

Threshold of Evidence

Not every decision a member disagrees with warrants an appeal. Mind's Eye Society supports its officers when they make decisions based on their knowledge, experience, and best judgment. Only appeals meeting the threshold of evidence will be considered. Those that fail to meet this threshold must be rejected by the officer or board that would normally hear the appeal.

In order to meet the threshold of evidence, a two-part test is applied to the decision being appealed. An appeal must allege and offer proof to demonstrate that at least one of the following occurred:

- ❖ A clear violation of the rules took place. For example, the addendum forbids one shot kills, and an officer rules a character is subjected to a one shot kill. If the evidence is insufficient to demonstrate that a clear violation of the rules took place, an appeal must instead demonstrate
- ❖ The primary officer that rendered the decision subject to appeal clearly abused their discretion or exercised their discretion in an arbitrary and capricious manner. For example, an officer plays a proxied PC especially ineffectively, resolving every action not specifically described in the proxy instructions in a way that is detrimental to the proxied PC in a way that a reasonably capable player would not. Another instance may be the officer interpreting the rules in a patently unreasonable way, such as ruling that a character can count to 100 out loud in one round because no rule specifically forbids it. Note, patently false claims of abuse of discretion may result in a disciplinary action.

An appeal must allege and offer proof to demonstrate that one, or both, of the above occurred. These are not the only factors that the officer or board ruling on the appeal may take into consideration, but one of these factors must be present for the officer or board to make any decision other than rejecting the appeal.

Processing the Appeal

1. Involved parties

- A. The reviewing officer shall examine the situation being appealed and note if other parties were a part of the situation or scene. These parties should all be contacted to provide an account of the event(s) for corroboration.
- B. Storytellers must determine if any characters need to be frozen pending the outcome of the appeal
 - If yes, contact the players involved and their direct STs, informing them of the freeze. Then announce the scene freeze publicly so that information regarding the scene does not continue to be discussed by characters.
 - If no, proceed
- C. Involved parties must keep in mind the privacy of all involved parties until the appeal has been processed. If any party shares appeal information in an attempt to affect the opinions of other club members, then all sides are allowed to present their perspectives in order to complete the record. The proper procedure is for all participants to avoid speaking about the appeal with uninvolved members until the matter is concluded.

2. Questions

- A. The reviewing officer shall review both sides of the appeal and analyze for any infractions on either side.
- B. The reviewing officer should compile two to three lists of questions
 - Questions for the appealing party to address any clarifications needed on their appeal
 - Questions for the primary officer to address any clarifications needed behind their justification of their decision
 - Questions for the other involved parties to ask for their viewpoint on
 - specific items in the appeal and to provide corroboration of either side's viewpoint.

- C. Once these questions have been completed, they shall be sent to their respective recipients. (proceed to step 3).
3. Review of details.
- A. The reviewing officer will review all responses to questions and attempt to determine if anything inappropriate or incorrect happened in the scene, as per the threshold standard
 - B. If necessary, additional questions may be sent out to obtain further details
4. Making a Decision.
- A. If the reviewing officer finds nothing inappropriate or incorrect in procedure or the original decision, including the outcome from that decision, the reviewing officer proceeds to Step 5.
 - B. The reviewing officer finds something inappropriate or incorrect in the procedure or decision, but determines that it had little to no effect on the outcome of the original decision and that the decision is still fair (harmless error). The reviewing officer proceeds to Step 5.
 - C. The reviewing officer finds the procedure or decision were inappropriate or incorrect and/or the outcome was unfair to the Appellant, proceed to Step 6.
5. Procedure / Decision Correct and Outcome Fair.
- A. The original decision of the primary officer must be upheld.
 - B. All parties and their direct Coordinators must be notified of the decision.
 - C. All other involved parties shall be notified the appeal is completed.
 - D. Any scene or information freezes imposed shall be lifted.
 - E. If the reviewing officer determines that this was frivolous or baseless appeal, a Letter of Counseling, Formal Warning, or Disciplinary Action may be called for. Please see the Disciplinary Action section.
6. Procedure/ Decision Incorrect and Outcome Unfair.
- A. The faulty portion of the original decision must be overturned. Sometimes, this will be the entire decision, such as an improperly run DA investigation that violated the accused's rights. However, there may be occasions when only one portion will be overturned, such as when a punishing officer calculated the sentence for a DA incorrectly by misapplying aggravating or mitigating factors. The Reviewing Officer will specify what portion of the decision is overturned.
 - B. The matter may be remanded to the original deciding officer to try again on the overturned portion. During this, the reviewing officer may re-address the matter correctly, or the reviewing officer may appoint an officer to re-address the matter correctly.
 - C. The reviewing officer may find that the disciplinary action was incorrectly too lenient. In this instance, the punitive portion of the action may be increased to the correct level.
 - D. Additional training or disciplinary action may be considered for the primary officer by the reviewing officer.

In any appeal, the primary officer and the appellant are both directly affected. Both can appeal any decision. If an appeal takes longer than a month to resolve, the reviewing officer must update the involved parties at least monthly on the appeal's progress. Failure to explain the delay in a timely manner to all parties may result in disciplinary action against the reviewing officer.

The appeal decision must be sent to member, the member's direct coordinator, and the officer whose decision was appealed.

Publishing Investigation Results

The MES constitution requires results to be published to involved parties and appropriate officers. In the case of elected officers who are the subject of an investigation, the membership in their area is notified as well. This procedure details when that notification is made (i.e. published) and who sends it.

A notification is made if an investigation has concluded and/or a disciplinary action taken; this is the initial notification. If an officer fields a complaint or reviews preliminary evidence, but decides not to open an investigation, then no notification is made. However, the member who submitted the complaint should be informed of the decision to not open an investigation as soon as reasonably possible.

(1) Initial Notification

When an officer concludes an investigation and/or issues a disciplinary action, that officer must notify both the involved parties and appropriate officers. The notification must be made as soon as reasonably possible after the decision has been made.

| | |
|--------------------------------|---|
| Who sends notification: | The investigating officer and/or the officer issuing a disciplinary action |
| Who to distribute to: | <p><u>Involved parties</u></p> <ul style="list-style-type: none"> ▪ the member that raised the complaint ▪ the member that was accused ▪ at the investigating officer's discretion, any member allegedly negatively impacted <p><i>Please note, the members in the accused officer's electorate are NOT involved parties yet</i></p> <p><u>Appropriate officers</u></p> <ul style="list-style-type: none"> ▪ the direct coordinator of the accused member (if not the one notifying) ▪ if a player issue, the direct storyteller of the accused member (if not the one notifying) ▪ if the accused member is an officer or assistant, their supervising officer ▪ the Board of Directors should be notified of any Extreme offense even if it is mitigated to below Extreme |
| What to include: | |
| Item to include | What to include for item |
| Who | The member who was investigated or received a disciplinary action. Include their membership number. |
| Scope | The scope of an investigation. |

| | |
|-----------------------|---|
| Accusers | The accusers, unless the investigating officer determines that the wrongdoing is unwelcome conduct and must instead state that as the reason to not include the names of the accuser(s). |
| Result | Whether any wrongdoing was found as a result |
| Disciplinary Action | If a disciplinary action was issued, then include: <ul style="list-style-type: none"> ▪ The rule or rules that were broken ▪ What action was taken to violate the rule or rules ▪ What disciplinary action was issue |
| Appeal path | The officer to appeal to (the supervising officer of the one giving this notice), and the deadline for that appeal. |
| <i>(nothing else)</i> | <i>(no other item is included in the notification)</i> |

(2) Appeal Results Notification

If one of the involved parties decides to appeal, then the supervising officer of the officer issuing the notification is the one appealed to. Decisions by the Board of Directors may not be appealed. After the appeal has been heard, then the officer that heard the appeal must notify both the involved parties and appropriate officers. The notification must be made as soon as reasonably possible after the decision has been made.

| | |
|--------------------------------|---|
| Who sends notification: | Officer that hears the appeal |
| Who to distribute to: | <p>Involved parties</p> <ul style="list-style-type: none"> ▪ the member that raised the complaint ▪ the member that was accused ▪ at the investigating officer's discretion, any member allegedly negatively impacted <p><i>Please note, the members in the accused officer's electorate are NOT involved parties yet</i></p> <p>Appropriate officers:</p> <ul style="list-style-type: none"> ▪ the direct coordinator of the accused member ▪ if a player issue, the direct storyteller of the accused member ▪ if the accused member is an officer or assistant, their supervising officer ▪ the original investigating officer ▪ any previous officers that heard appeals |
| What to include: | |
| Item to include | What to include for item |
| Who | The member who was investigated or received a disciplinary action. Include their membership number. |
| Scope | The scope of an investigation. |

| | |
|-----------------------|---|
| Accusers | The accusers, unless the investigating officer determines that the wrongdoing is unwelcome conduct and must instead state that as the reason to not include the names of the accuser(s). |
| Result | Whether any wrongdoing was found as a result |
| Disciplinary Action | If a disciplinary action was issued, then include: <ul style="list-style-type: none"> ▪ The rule or rules that were broken ▪ What action was taken to violate the rule or rules ▪ What disciplinary action was issue |
| Appeal path | The officer to appeal to (the supervising officer of the one giving this notice), and the deadline for that appeal. |
| <i>(nothing else)</i> | <i>(no other item is included in the notification)</i> |

(3) Final Notification regarding elected officer

When all appeals have been exhausted (or formally declined by the member), the officer handling the disciplinary action should consider if the members in an officer's electorate need to be notified. This never occurs before all appeals have been exhausted.

If the accused member is an elected officer at this point in time, then the members in that officer's jurisdiction now receive a notification. If the accused was an elected officer and resigned during the investigation or appeal process, then the members in that officer's jurisdiction still receive a notification. Appointed officers or appointed assistants are not elected officers. Voting Directors of the Board are handled as elected officers for the purposes of this procedure.

That notification will be made by the supervising officer of the elected officer. In the case of a Voting Director, another Director will act as the supervising officer for the purposes of notification.

This supervising officer will make the notification in a manner that best communicates the notification to the members in the accused member's jurisdiction. In the case of Regional elected officers, that will be the regional announcement email list. In the case of National elected officers that will be the national announcement email list.

| | |
|--------------------------------|---|
| Who sends notification: | Supervising officer of accused elected officer |
| Who to distribute to: | Members in the elected officer's electorate |
| What to include: | |
| Item to include | What to include for item |
| Who | The member who was investigated or received a disciplinary action. Include their membership number. |

| | |
|-----------------------|---|
| Scope | The scope of an investigation. |
| Result | Whether any wrongdoing was found as a result |
| Disciplinary Action | If a disciplinary action was issued, then include: <i>The accuser is not named in the description here in the final publication</i> <ul style="list-style-type: none"> ▪ The rule or rules that were broken ▪ What action was taken to violate the rule or rules ▪ What disciplinary action was issue |
| Appeal path | Note that all appeals have been exhausted or declined by this point. |
| <i>(nothing else)</i> | <i>(no other item is included in the notification)</i> |

Example: Publication of Investigation Results

1. Scenario – Horatio is the DST of the Domain “Left My Wallet,” located in El Segundo. One of his domain members, Winston, contacts the RST with an accusation that Horatio abused his authority as a DST to share a copy of his character sheet with Glinda, a general member, so that Glinda could kill and diablerize Winston’s PC. The RST reviews the preliminary evidence and determines that it is enough for an investigation. The RST performs the investigation and finds that both Horatio and Glinda have violated the rules and delivers a DA to each of them.

❖ **Initial notification** – The RST sends two different notifications.

- The first notification is as follows:

Author – RST

Distribution – Horatio, Horatio’s direct coordinator, Winston, Horatio’s supervising officer (the RST who is also the author in this case)

Text – Includes who was investigated, their member number, description of the scope of the investigation, names Winston as the accuser, states that wrongdoing was identified, defines the wrongdoing, defines the disciplinary action taken, and identifies the appropriate officer to appeal to (the NST) along with the deadline for the appeal.

- The second notification is as follows:

Author – RST

Distribution – Glinda, Glinda’s direct coordinator, Winston, and Glinda’s VST as this was an issue with Glinda’s play (unless there was no VST, then Winston would be the direct storyteller)

Text – Includes who was investigated, their member number, description of the scope of the investigation, names Winston as the accuser, states that wrongdoing was identified, defines the wrongdoing, defines the disciplinary action taken, and identifies the appropriate officer to appeal to (the NST) along with the deadline for the appeal.

❖ **Appeals results notification** – These notifications are exactly the same as above, but the distribution also includes the officer who originally made the DA decision,

which in this case was the RST. The appeal is handled by the officer that supervises the RST, which is the NST.

When the NST is appealed to and responds, he adds the RST to the notifications as an appropriate officer.

- ❖ **Final notification regarding an elected officer** – This notification is only made in the case of Horatio, as this disciplinary action does not remove him as DST in this example. As Glinda is a general member and not an elected officer, the “Appeals results notification” is the final notification in her case.

- For Horatio, the following final notification is delivered after all appeals have been completed or declined:

Author – RST (DST Horatio’s supervising officer)

Distribution – The entire domain of “Left My Wallet”, using the method determined by the RST to be communicate to the domain, which may be the official domain email list.

Text – Horatio’s name and member number, description of the scope of the investigation, states that wrongdoing was identified, defines the wrongdoing, and defines the disciplinary action taken. Example: *“Horatio US2002000000. The scope of this investigation was a diablerie that occurred on June 5th 2012 and the chain of information used in that scene.*

It was determined that Horatio improperly handled character information in a real-life manner that caused the diablerie on June 5th 2012 that otherwise would not have occurred with that improperly handled character information being received in an OOC manner. Horatio has therefore received a disciplinary consisting of (...and here list details of action taken, and limitations placed).

Expulsion of Members

- ❖ Expulsion of a Member shall be done by action of the Board.
- ❖ Expulsions of Members shall be with cause and will be recommended to the Board.
- ❖ Not less than fifteen (15) days’ prior written notice of the expulsion recommendation and the reasons therefore shall be provided to the Member; and
- ❖ The Member shall be provided an opportunity to be heard, orally or in writing as may be determined by the Board, not less than five (5) days before the effective date of the expulsion.
- ❖ The opportunity to be heard shall be before the Board or other committee as may be appointed by the Board to hear and decide such matters.
- ❖ If the expulsion is affirmed, then the membership shall be purchased back by the Organization for a price determined on a pro-rata basis.
- ❖ The Board may, at its discretion, modify or rescind a decision of expulsion of a Member.

Readmittance of Previously Expelled Members

After a member is expelled from the Mind's Eye Society, the former member may request readmittance to the organization after one calendar year has passed since notification of the expulsion. In order to do so, the former member must write a petition to the MES Board of Directors at board@mindseysociety.org. The petition must include the following: A statement of intent to rejoin the organization; a description of how the organization can benefit from readmittance of the member; two reference (recommendation) letters from current members of the MES; and a statement that indicates understanding that readmittance would result in entering the club as a new member without access to formerly accrued membership benefits. Upon receipt, the Board will acknowledge receipt of the petition and reach a decision on the readmittance within 2 meetings (generally 30 days).

If readmitted, the member will be given access to the membership portal to purchase a membership with their previous membership number. If denied, the former member may reapply every two years from the calendar date on which they were denied readmittance.

If the member had been expelled by a previous organization to MES (any version of the Camarilla), once readmitted, the member may petition the Board for reinstatement of a portion of their formerly accrued membership benefits.

That petition must be presented to board@mindseysociety.org by the member at least a year after readmittance and must include the following information: Date of readmittance; a description of contributions to the club since readmittance; what portion of formerly accrued membership benefits are requested to be reinstated; contact information for Storyteller and Coordinator chains from local through national; two reference (recommendation) letters from current members of MES regarding membership since readmittance. Upon receipt, the Board will acknowledge receipt of the petition and reach a decision on it within 2 meetings (generally 30 days). If approved, some portion of formerly accrued membership benefits will be reinstated to the member. If denied, the decision is final.

Procedure: Investigation and Action by Board

In an effort to ensure that all MES members are able to access the appeals process for any disciplinary action, the Board has determined that investigations that would normally require the Board to directly investigate will be conducted three members of an Investigative Panel. The Board Investigative Panel is composed of six volunteers -- two trustees and four general members. Applications for the Panel are sent to the Board of Directors, and Panel members are selected to serve a term of one year and will require a Non-Disclosure agreement to be signed. Strong preference will be given towards members with established experience in handling investigations, and candidates must have at least one year of experience in a primary or assistant role conducting investigations in order to qualify. As tasks for the Board Investigative Panel are project based, and those projects are infrequent, being a member of the Investigative Panel does not count as holding a position for the purposes of limits on the number of positions a member can hold.

The purpose of the Board Investigative Panel is to provide a permanent investigative body which the MES Board of Directors can draw from while handling issues. The Board of Directors

is not an investigative body, and therefore hires an Investigative Panel to perform that portion of MES Processes, as well as advise on issues for which Board members have bias or conflict. Examples of situations where the Investigative Panel may be called to assist include:

- Investigations which require National level resolution, but for which the National Officer (NC, NST) has a Conflict of Interest
- Appeals to the Board for which the resolution requires opening or reopening an investigation.
- Appeals, Expulsions or other requests which either require a great deal of investigation or review, or for which multiple members of the Board have a Conflict of Interest.

In most situations, the Panel will be asked to perform the investigative portion of the action, and provide recommendations to the Board for final action. In cases of multiple Conflicts of Interest among Board members, the Panel may be assigned two board members to form a committee. A committee has the final decision on Disciplinary Actions or Appeals, and is empowered to make binding decisions.

When an issue requires Investigative Panel assistance, the Board will contact the panel regarding the work needed, and its scope. Three Panel members (one Trustee and two general members) will be selected for the assignment, given all currently available information on the issue, and the task at hand. This task may range from performing an investigation and potentially issuing a Disciplinary Action, performing all or part of an investigation and providing recommendations to the Board, or reviewing Appeals, Expulsions, or other requests which require further investigation or an impartial opinion.

The subteam will choose a member to act as Point of Contact for both the Board and anyone queried regarding the assignment. When provided the assignment, the team will be given expected milestones for delivery. A normal investigation is supposed to take a maximum of 30 days from notification to request for a defense, and the same rigor would be expected of most assignments to an investigative team. Once milestones and expectations are established, the Board will monitor progress of the assignment towards a resolution, and may alter the team or provide additional guidance if milestones are unable to be met.

Board of Directors Peer Review Protocol

Purpose - The purpose of this protocol is to give operational parameters to the US Board of Directors (BoD) for the Mind's Eye Society for peer oversight as members of the Board. The BoD acts collectively to manage the Mind's Eye Society's corporate powers and authorities. Individual directors do not hold any corporate powers or authorities.

Events that elicit peer review - A peer review may be caused by any of the following events.

- ❖ Any disciplinary action brought against a director that is not overturned upon appeal.

- ❖ A concern brought by a member in good standing of the Mind's Eye Society to another director. In this case, the member will be notified when the investigation begins and again when the investigation concludes.
- ❖ Failing to perform or misrepresenting the Board interests while completing a task assigned to a director by the Board, as asserted by another director.

Investigation - An investigation into potentially inappropriate behavior is then initiated by the Board with a passed vote.

- ❖ The Board assigns two directors to work in conjunction with the PACT (or analogue position) to investigate the behavior.
- ❖ The director under investigation shall have an opportunity to respond to any allegations.
- ❖ The investigation will be completed within 30 days, with extensions allowed up to 90 days if there are no objections from a voting director.
- ❖ The results of the investigation will be published to all directors at least one week prior to the subsequent board meeting.

Decision - Following a review of the investigation, the BoD will hold a vote. A quorum is required. In any peer review action, the involved Director is considered to have a Conflict of Interest as defined in the bylaws.

Consequences - The following consequences are possible, and are chosen by a vote in which the investigated party receives no vote. A motion and quorum is required.

- ❖ No action - No evidence is found requiring any type of censure or report to the membership.
- ❖ Report to the membership - Evidence is found that must be reported to the membership, but no special meeting for removal of a director is required. This evidence may be in support of or in correction of the individual Director's behavior.
- ❖ Special meeting for removal - A special meeting for removal of a director is warranted and is scheduled in adherence to the bylaws.

Local Game Exclusion Policy

A Domain-level officer has a series of rights and responsibilities which are unique to that level of authority; they are able to exclude character concepts from play which would otherwise be allowed under the character approval guidelines, they have the ability to define aberrant and unusual rules for VSSs under their control, and they are able to remove characters from play on an as-needed basis for the health of their local game. As well, Coordinators are able remove to players from an event who are causing an incident, using Immediate Corrective Action.

In view of these unique authorities and responsibilities, domain level officers are further

granted the right to disallow players who are in good standing from taking part in their local games under the following conditions:

- The player in question is a non-local player (not attached to the domain in which that officer holds position) who has attended the Domain's games, has been the recipient of a minimum of two (2) disciplinary actions or letters of counseling for disruptive or detrimental behavior (within the past 3 years), and the officer feels that their presence is disruptive or otherwise detrimental to the local game. Notification of exclusion is handled over email, not on the spot at an event (though Immediate Corrective Action can still be used at an event if necessary).
- The player is a local member who has been the recipient of a minimum of three (3) disciplinary actions or letters of counseling for disruptive or detrimental behavior (within the past 3 years), and has continued to engage in the behavior for which they have been disciplined.
- The player has engaged in one or more instances of severely disruptive or detrimental behavior, and is in the process of investigation for such behavior.

A VST can exclude a player based on the above criteria, and their decision must be approved by their Domain Coordinator, with a notification to the Regional Coordinator. A Domain Coordinator can exclude a player from any or all Domain activities, and their decision must be approved by the Regional Coordinator. If the exclusion is for 3 months or longer, the exclusion request must be reviewed by the Regional Coordinator.

Should an officer choose to make use of any of these causes for excluding a player, they must provide the reviewing officer with a written summary of the reasons for the request, a summary of issues the player has caused for the local group, and when and under what conditions the player in question will be prevented from taking part in the local game, and the requested length of the exclusion.

The reviewing officer's duty is to review:

- Is the player in question truly a problem for this group?
- Has sufficient Counseling already been attempted? If not, could they potentially solve the issues at hand?
- Has the player in question caused actual issues in the Domain/game in question, or is the officer just attempting to exclude them based on their reputation?

The reviewing officer should then determine whether to approve the exclusion, or attempt counseling to try to find another resolution to the issue first.

Notification of exclusion is sent to the excluded member, the coordinator chain of the excluded member, the Domain Coordinator, and the Regional Coordinator. If the player is a member of a different Domain, both Domain Coordinators should be notified; if the player is a member of a different Region, both the DCs and RCs should be notified, as well as the National Coordinator. As with all official decisions, the player has the right to appeal an exclusion ruling

after the fact, and any officer seen to be misusing or abusing this ability will be punished in line with the offense of abusing an office to damage a member.

After being excluded from a local game or Domain for 3 months, the player may ask to be invited back to events. This request is sent to the Domain Coordinator, including the Regional Coordinator as a notification. If the request is considered, most likely Conflict Resolution or a Mediation will be used to define ways to resolve potential issues and set guidelines. If the request is denied, further requests can be made every 3 months.

If a Regional Coordinator sees that a member has been excluded from multiple Domains for similar issues, they should strongly consider discussing the issue with the National Coordinator, to determine whether the player in question is a good fit for the organization as a whole.

Chapter Nine – Events and Additional Policies

Trade Shows and Conventions

A vital part of our organizational outreach comes from participation in trade shows and conventions. Mind's Eye Society designs and hosts an array of club-sponsored conventions throughout the year, all over the United States. It is not uncommon for members to attend three or four MES-sponsored conventions every year. These events can draw anywhere from a few hundred to over a thousand members and include multiple games throughout the weekend. Trade show events can range from genre-based exhibitions (such as comic book and sci-fi conventions) to trade shows dedicated to a broad array of gaming events (such as GenCon and Archon).

Many fans and genre aficionados attend these events but may not be aware of either the experience of LARP or Mind's Eye Society. These events serve as an attractive recruiting tool for new members and connect players in other gaming organizations. Members participating in conventions are expected to maintain the high standards by which Mind's Eye Society governs itself. At these events, we are serving not only as ambassadors for our organization, but for LARP'ing as well. As the saying goes, you never get a second chance at a first impression.

While we do run sanctioned events at conventions, it is not uncommon for conventions to also allow for troupe and localized LARP experiences. It is the responsibility of the member to contact the convention staff for more information on any necessary materials, rules changes, etc., and to respect the rules of the presiding staff.

For opening ceremonies at conventions, or before sanctioned games held at non-Mind's Eye Society conventions, this statement should be read aloud:

The MES is a safe space for all individuals regardless of sex, race, age, religion, creed, sexual orientation, identity, nationality, or beliefs. I will endeavor to ask consent with all aspects of my interaction with my fellow members to ensure all involved feel comfortable.

By doing so, I hope to enrich our culture, create an inclusive environment, and make the club a better place for every individual every day.

We do not play to win; together we win by playing.

MES sponsored conventions are coordinated by the National Conventions Administrator. They report directly to the Board of Directors.

Name and Artwork Use

The CCP License to MES

As a parent company of White Wolf, CCP owns the materials contained within all of the sourcebooks that the MES and the other affiliated clubs use. In 2011, a license agreement was made allowing MES to use intellectual properties of CCP. A part of that agreement is that the MES cannot publish this agreement in full, so that no other organizations can use its generous terms as a basis to start license negotiations with CCP. Allowed uses can be found in this

document or in the licensing FAQ. If there are questions about what is permitted and it isn't covered in these documents, they may be addressed directly to a member of the Board of Directors.

This license does not extend to any materials outside of the sanctioned materials of MES. Use of any other CCP properties must be negotiated outside of this agreement. Downloads available from White Wolf's website cannot be distributed publicly or modified and reproduced elsewhere, even if they are free. Instead, link to the website URL where the material can be downloaded. Extensive excerpts from the books—especially those explaining rules or systems—also cannot be reproduced.

Quoting text from one or more of the books as part of a discussion is limited. A quote of up to 300 words from any single book or up to 1000 words combined total from all books is allowable in this context. Any "book" rules for character creation cannot be redistributed in any fashion (reprinted, reposted, copied for distribution, or copied on a website and/or websites). Additional modifications to the system provided by CCP can be published as needed, such as within proposed addenda.

The use of artwork and names cannot be used for profit. However, if there's a good merchandising idea, please contact the Board of Directors and it may be discussed between MES and CCP if it's deemed appropriate.

Names

- ❖ Use of names of clans, tribes, and genres is allowable. However, use of other derived names is limited. While the name "Mind's Eye Society" is a derived name, the licensing agreement allows for its use. In addition, while names such as "A Camarilla Fan Club" are acceptable, use of "The Camarilla" is permissible only under the guidelines set forth by CCP and Mind's Eye Society. Thus, domains, regions, and other affiliates should refrain from using "The Camarilla" or other derived names as affiliate, domain names, or within their internet domain names.
- ❖ "Grand Masquerade", another derived name, is the name of the annual convention operated by the CCP, often held in September. In order to participate fully with the Grand Masquerade event, it was agreed that no other regional or national convention can occur within a two-week window on either side of Grand Masquerade. The NCA will be involved in coordinating events to prevent infringements.

Artwork

- ❖ The licensing agreement gives us considerable ability to use artwork, subject to a few processes and limitations.
- ❖ The official logos are available in EPS, TIFF, and PDF formats. In order to use these in a produced product (such as a recruitment flyer, a webpage, or a newsletter), a copy of the document (such as a bitmap, a screenshot, or a PDF) must be sent to **artwork@mindseysociety.org** with at least 72 hours of advance notice, or earlier if preparing a draft copy to ensure that there are no unexpected snags. If the notice doesn't bounce, and no specific reply is received, then it can be assumed that adequate notice has been made. The email must contain the complete item and a description of what the

item is, and what material the artwork is from. Be prepared to make revisions if it is necessary. For sake of simplicity, this same procedure applies to any use of the MES logo. When using both, only one notice is necessary. However, if changes to what artwork is used occur previous to or during publication, a new notice is required.

- ❖ No more than three pieces of art may be copied from any single work. A wiki (one or more interconnected wiki pages) is considered a single work for this purpose. Any number of works may be used in this regard, but some restraint is advisable. There are further limitations to artwork that is not allowable under this agreement; for example, any works by Tim Bradstreet cannot be used. If a clan or tribe symbol is used as bullet points, it only counts as one use.

Copyright and Trademark Notices

- ❖ Any use of CCP material must be appropriately attributed to CCP. If using only symbols and not names: *"Various symbols are trademarks of CCP hf. All rights reserved."* If using names and words but not symbols: *"Some terms are © copyright 2012 and trademarked by CCP hf. All rights reserved."* If using both: *"Some materials are © copyright 2012 and trademarked by CCP hf. All rights reserved."* In each of these instances, replace the year with the year of publication.
- ❖ Similarly, when using materials on a website, any use of names or images needs to be correctly cited. When citing on a website, include the following code on the main or entry page of the website, or starting page on a group of wiki pages, i.e. as soon as possible for a visitor to see:

Some materials are © copyright 2012 and trademarked by CCP, hf.

MES Website Banners

- ❖ MES sanctioned domains and regions are invited to put up MES banners that link back to the main MES website. <https://www.mindseysociety.org/marketing/marketing-banners/>