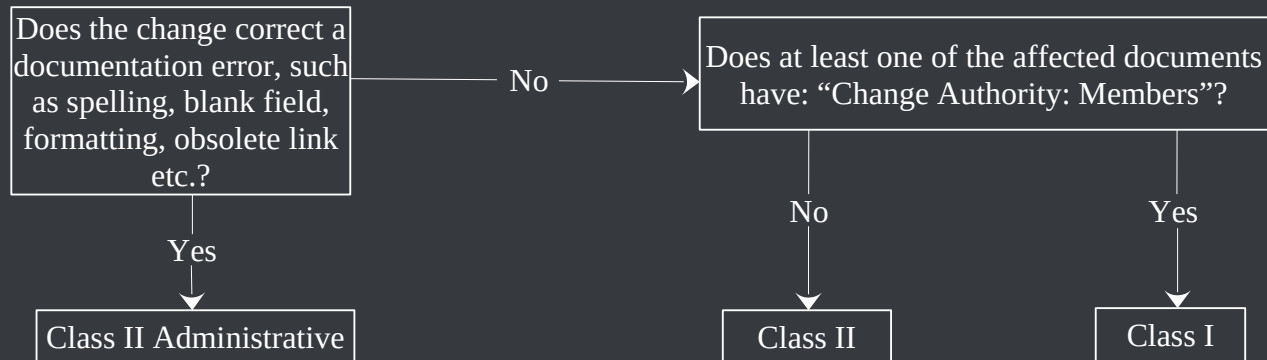


## DEFINITIONS: Per CH-01

**OVERVIEW:** This section of the Alchemy AOE charter describes how it may change based on experience, lessons learned, or simply a fluid environment. Changes are taken seriously, and require proof that the Alchemy community will be positively impacted.

**CHARTER CHANGE ORDER (CCO):** Each time that the charter requires revision, a memorandum shall be prepared so that the changes are fully documented, granting future guild leaders and members the benefits of experience that they may not have lived. This memorandum shall be circulated among the approving body, debated, and finally dispositioned as “Approved” or “Rejected”. Either way, the Charter Change Order shall be published to the online Alchemy Charter database, but if “Approved”, then a revised version of the CH documents shall be published at the same time, reflecting those changes. The memorandum shall contain the following:

- Change Classification – The class of Charter Change Order is determined by the following decision-tree:



- Nature/Reason Section – A high-level overview explaining *which* documents are changing, *what* is changing about them, and *why* they need to change. Does not contain details or proof that the change will be good – simply states the “business” case for where the Guild wants to be after the change.
- Details Section – A line-by-line breakdown of exactly what is changing, in “FROM” and “TO” format. With access to the Charter Change Order and the current document revisions, it shall be possible to reproduce the exact previous revision. Does not contain proof that the changes are technically acceptable.
- Justification Section – Substantiation for the proposed changes. Provides proof that the new version of the charter will be as good or better than the previous version.
- Author – The originator of the Charter Change Order.
- Approving Body – A list of people with authority to disposition the Charter Change Order.
- Approval Time-frame – Approvals and rejections were collected between these two dates.
- Responses – A list of all approvals and rejections from among the approving body, with response dates.

Additionally, the Charter Change Order may contain “Supporting Files” as needed to achieve the objectives of the above bullet points – for example, screenshots of letters or correspondence, or approval notes from various individuals.

Bill of Materials:		Alchemy AOE	CH-10	Revision	
CH-01	Definitions			---	
				Change Process	
				----- Document Approvals -----	
		Date:			
		Prepared:	TechChariot#4776	2023/05/22	
		Checked:	BPDrej#8635	2023/05/23	
		Approved:	Tbomber#6677	2023/05/24	
		Approved:	cbassjr713#3818	2023/05/24	
		Used In:	CH-02		
		Change Authority: Members		Page 1 of 2	

**CHANGE AUTHORITY:**

- Any {Member} may draft a Charter Change Order.
- The approving body for a Charter Change Order depends on its classification:
  - Class II Administrative Changes are clerical and have impact on the intended design of the community. No approval process beyond the check of an {Officer}, who is not the author, is required prior to implementation.
  - Class II Changes are minor design features of the community, and may be approved by its body of {Officer}s, the Alchemy Council.
  - Class I Changes are regarded as having a major impact on the fundamental design of the community, and require approval of the general membership.
- “Bill of Materials” are provided for reference and have no bearing on the approval process (E. G. a document with Officer Change Authority “going into” another document with Membership Change Authority still only requires Officer approval in order to change by itself.)

**CHANGE THRESHOLD:** A minimum of 80% support is required to approve any Charter Change Order.

**PHASES/TIME-FRAME:** There are two stages in the Charter Change Process, they are:

- Draft Phase – Any author may work on a Charter Change Order for as long as they wish, and is encouraged to consult with fellow guild members to ensure that all questions/concerns are adequately addressed. During this phase, no responses may be solicited for how the approving body plans to vote.
- Approvals Phase – When the author of the Charter Change Order is satisfied that all questions have been answered and no further debate is needed, a formal number is reserved and added to the Charter Change Order document. An unalterable image file is released to the approving body, with an expiration date four weeks from the day of release. The Charter Change Order is approved if any of the following are true:
  - The expiration has been reached and the change threshold is achieved among total respondents.
  - The change threshold is achieved among all those with approval authority.Otherwise the change is rejected. The change may also be rejected before its expiration date if the number of rejections would make meeting the change threshold impossible. A brief summary for why the Charter Change Order was rejected shall be drafted and included with the change, for future reference.
- Rest Phase – A new Class I or Class II Charter Change Order affecting the same documents may not enter an Approvals Phase for another 4 weeks, regardless of the previously achieved approval status.

**RECRUITING FREEZE:** The guild induction process is paused for as long as a Class I or Class II Charter Change Order is in the Approvals Phase. Members cannot be removed or demoted for refusing to approve or respond to any changes.

**RECORD KEEPING:** Once dispositioned, documentation for the Charter Change Order is organized into “Approved” or “Rejected” categories within the guild’s online database located at <https://github.com/TechnicalChariot/Alchemy-AOE-Charter>: This package includes:

- The change memorandum itself.
- Previous revisions of the affected charter documents, if the change was approved.
- Letter of rejection, if the change was rejected.
- Any “Supporting Files”.

Revision	Description	Change Document	Date
Original Issue	-----	-----	2023/05/31