SAGA Incorporated community guidebook

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Introduction

Hello and welcome to the SAGA manual. This is my attempt to write up most of what I know about running SAGA, from my experience in various role on the committee.

When I joined SAGA, our committee was entirely new. Few (if any) of us had held any club organisation roles before, and we had several bad years before we found our feet. Hopefully, you'll never find yourself with an entirely new committee and no one to call on for help — but if you do, maybe this manual can help you.

I've divided the manual into four main sections:

In **roles**, I talk about the roles of the committee members in SAGA. Each committee member's role isn't set in stone, but what I've suggested in here is what I've found works.

In **events**, I discuss the various sorts of events and happenings the SAGA committee will be involved with. This includes an extensive section on running a convention, as well as bureaucratic hoops such as affiliation and the like.

In **assets**, I list the various things the club owns and what you should do to keep them up-to-date and maintained.

Finally, in **documents** I have attached a couple of sample documents that you can copy for your own purposes.

This manual is by no means a finished product. As the years pass I expect that details about the club will change as new roles get added, old ones removed, and the purpose and requirements of the club change. I have supplied this manual to the club in PDF format, but have the original file (in LaTeX) on my computer. If you want to alter this file to add your own comments, feel free to either send me your additions, or email and request the source files of the manual. You should be able to contact me (for the foreseeable future) at `jan@1klb.com`. The source of this manual is also available on github[1].

I would like to thank Rose Nichols for helping me write about the accounting/finance side of the club, which I never went into. I also wish to acknowledge all those who've been on committee with me through the years, and Robert Urquhart, who acted as general guide and regent while us newbies found our feet running this thing.

I hope you find this guide helpful, and the club flourishes under your rule.

<div align="right">
Jan-Yves Ruzicka
August 2013
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[1] `https://github.com/jyruzicka/saga_handbook`

Changelog

1.3.0 – May 22, 2014: Added a subsection on changing University policy

1.2.0 — November 01, 2013: Changed dates in BoD section regarding calling for GMs and finalising blurbs.

1.1.0 — October 25, 2013: Added section on changing the constitution. Added changes to constitution. Added section to Buckets of Dice section on advertising at conventions and events. Added github link to introduction. Fixed up header and footer in preamble.

1.0.1 — August 24, 2013: Made changes based on notes from Nate Gunby and Robert Urquhart. Fixed typos and added the "introduction" section to the Roles chapter.

1.0.0 — August 18, 2013: First publication of SAGA Inc. handbook

Contents

Chapter 1

Roles

1.1 Introduction

The SAGA committee is currently made up of five members, each of which has responsibility for one section of the club. These are:

- **The President**, who runs the club and coordinates the committee.

- **The Secretary**, who deals with other bodies as SAGA's representative, reminds the president about everything they should be doing, and generally acts as the President's right hand.

- **The Treasurer**, who tracks the club's finances and authorises purchases/expenditure.

- **The Promotions Officer**, who is in charge of publicising the club's activities to its members and the general public.

- **The Quartermaster**, who keeps track of SAGA's assets (board and roleplaying games) and advises the committee on new purchases.

The rest of this chapter is a more in-depth role of each position, outlining the typical responsibilities each committee member should take in the club. It should be noted that just because we say a committee member is responsible for something, doesn't necessarily mean that they're the person best suited to the task. You should delegate and outsource these tasks as you see fit, but remember to make sure that it gets done at some point.

At the time of writing these lists are still in flux. If you find yourself having to do something that isn't on your list, or if you think one of the items on this list would fare better as the responsibility of a different role, get in touch with me and I will add it to the next iteration of the SAGA manual.

Additionally, it's generally a bad idea to assume that your responsibility stops when your role does. A good committee communicates and is aware of what the rest of it is up to. You all have a responsibility to know (at least peripherally) what's going on, in case your treasurer gets run over[1] or your president suddenly ends up overseas for several months[2] or your quartermaster suddenly decides to resign and move to Napier[3] or every other committee member gets tragically gunned down in a gangland murder[4] *you know what's going on.* You also have a responsibility to tell everyone else what you're doing, so that if this happens to you, they can cover for you. For you, this might mean regular meetings with well-appointed minutes and a clear paper trail, or it could mean daily updates to a Facebook group or mailing list. The important thing is that you should keep in contact with your fellow committee members.

1.1.1 Giving committee tasks to non-committee members

Do it.

People become SAGA committee members because they want to contribute to the club, and they're confident in a role of responsibility. We can make people want to contribute by being an awesome club which does cool things for its members, and we can help those members feel confident in roles of responsibility by giving them

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[1] This happened once
[2] This happened once too
[3] See previous footnotes
[4] OK, this one hasn't happened...yet.

little tasks to do — not big things like actually being on committee — but little things they can do to help out. If someone in the club actively wants to help, that's your chance to give them little things to do. Have them come to meetings with the committee, or help run things and see how everything works behind the scenes.

It's also good practice to let these people "apprentice" or "understudy" roles in the committee. If an eager but inexperienced member gets to see what committee members actually do day-to-day, and gets familiar with those roles, they'll be a lot more confident running for committee at the next AGM.

1.2 The President

The president is the figurehead of the committee — they must function as both the public and organisational head of the club. The president must outline the general direction of the club and allocate time and resources to their goals, as well as keeping up with all the regular tasks that are required for the club. A motivated and active president can guarantee a successful year for the club; a forgetful or detached one can cause the club to stagnate, and results in an unsatisfactory experience for all.

1.2.1 Key Tasks

- Making an annual plan

- Booking rooms for regular play and BoD

- Gaining affiliation with the UCSA

- Organising Clubs Day

- Overseeing Buckets of Dice

- Organising regular committee meetings

- Delegating tasks to other committee members

- Running an AGM

1.2.2 In Depth

Making an annual plan

The president decides what the club will be doing on a large scale. It is possible, without any great direction, to run the club, but this will result in a dull year with very little to entice new players. Events like Buckets of Dice, any other conventions, games days, and so forth should be planned at the beginning of the year (the sooner the better), and venues booked as early as possible.

The president has a wonderful opportunity to push for events that they want to see happen. Smaller conventions during other term holidays, gaming afternoons, or the running of regular events are all wonderful ways to increase activity within the club, and the president is in the position to help these events happen.

Booking rooms for regular play and BoD

Rooms need to be booked as early as possible, both for week-to-week play and for Buckets of Dice. As of the time of publication, SAGA's regular bookings are Tuesday and Thursday evenings in Kirkwood Village.

Buckets of Dice needs to be booked as soon as possible. See also Section 2.4.

Gaining affiliation with the UCSA

This must be done as early as possible. It is important to give the UCSA a list of members and student IDs, as well as a break-down of how many female, male and student members the club has. Affiliation gives the club a priority on room booking and should also help with getting grants from the UCSA.

Organising clubs day

Clubs Day should be organised pretty early, although getting people on desk can wait until the week before. Make sure you've booked with the UCSA for clubs day before the event — in general, getting in touch with them as soon as possible is advisable. For more information, see Section 2.2

Overseeing Buckets of Dice

The president needs to make sure that preparations for Buckets of Dice go smoothly, either in person or by appointing a subcommittee to organise it. Details on organising BoD can be found in Section 2.4.

Organising regular committee meetings

Especially in the lead-up to the start of the year and before BoD, the president needs to make sure that the committee meets regularly to discuss plans and progress. This is a chance for the president to check up on any tasks they've delegated, and assign people tasks.

Delegating tasks to other committee members

The president has a committee for a reason. If the president does every task on this list (as well as hold down a paying job or study) they are likely to burn out by mid-June. Instead, the president should use their committee to do their dirty work for them. It's vital also to follow up on committee members once you've delegated them work, and ensure that they're doing what they should be.

Running an AGM

At the end of the year, the president should organise an Annual General Meeting for the election of next year's committee and any modifications to the Constitution. This AGM should be advertised at least two weeks prior to the AGM itself. An agenda should also be circulated, and any proposed changes to the constitution made available to club members before the meeting. More information on running an AGM is available on p 25.

1.3 Treasurer

The Treasurer's role is to make sure that the club remains financially in the black, while also providing money for asset purchases and Buckets of Dice. As SAGA is a not-for-profit society, the goal is not to make money: any profits will ideally be put back into the club in the manner of board or role-playing games, additional events, or the like.

Note: A number of the documents contained at the end of this manual will help the treasurer keep track of expenses throughout the year.

1.3.1 Key Tasks

- Keep track of petty cash and banking

- Create a budget for the year's expenditure

- Submit grant applications

- Authorise and record expenditure throughout the year

- Organise finances for Buckets of Dice

- Oversee changing signatories at the end of the year

1.3.2 In Depth

Keep track of petty cash and banking

SAGA maintains a supply of petty cash for small expenses. It is the treasurer's job to ensure that there is a good amount of cash for this — excess can be deposited into the club's bank account.

The club also has two bank accounts: an everyday account and a high-interest online call account. Both of these accounts require at least two signatures from committee members for any withdrawals *etc.*. Both accounts are with Kiwibank, and you can check balances and make/confirm payments online.

Create a budget for the year's expenditure

The largest expenditure for the club will usually be hiring a venue for Buckets of Dice, and the club should have an idea of how much this will cost around the start of the academic year. Other costs will include barbecue and boardgame afternoons and any other events organised by the club.

The main source of income is, of course, membership fees, although a good amount of money will also come from entry to Buckets of Dice. Membership fees are used to pay for barbecue and boardgame afternoons and club purchases, while Buckets admissions are used to pay for Buckets itself.

It is up to the treasurer to make sure that membership and admission fees are low enough to make the club attractive to new members, while being high enough to prevent any financial losses to the club.

Submit grant applications

Through a grant, we can receive money from the UCSA to help with expenses. We need to submit an application to the UCSA in order to get money from them, and we need to do it *before* we start spending the money. It's a very good idea to get a grant for Buckets of Dice to help us with our expenses. You should apply for a grant as soon as you have a budget for BoD. Grant paperwork (including application forms and UCSA policy documents) can be found on the UCSA website[5].

Authorise and record expenditure throughout the year

As treasurer it's also your job to make sure that the club spends its money wisely. You should be consulted on all financial decisions the club makes.

It is important to record any club purchases and expenses throughout the year, both to keep our accounts up to date and to present to the rest of the committee. The treasurer is expected to make a report at the AGM, and so it's important to know where the money's going, whether the club made a loss or a profit, and give an overall idea of the club's health.

A good way of keeping track of expenditure throughout the year is to have an Excel spreadsheet of income and expenditure. By recording date, details, expense, income, and total profit/loss for *everything* the club does (including, for example, printing, membership, events, website expenses, *etc.*) you can make a much better financial report at the end of the year — plus when it comes to September you'll still have a good record of what happened in March. This isn't hard! A sample cashflow record is available on p40.

Organise finances for Buckets of Dice

Buckets of Dice will likely cost somewhere between $500 and $1000, with money required to book the venue, reimburse contributors, buy food and drinks, and provide prizes. The treasurer should prepare an estimate of the cost of the event, and set ticket prices accordingly.

Additionally, the treasurer should submit a request to the UCSA for a grant as soon as possible. The UCSA will typically grant the club half of the cost of Buckets.

When you're preparing for Buckets of Dice, keep track of individual expenses and income. A cashflow spreadsheet might be handy here. It may feel a bit pedantic to keep track of how much money (to the cent!) you spent on chips and drinks for Buckets, but you'll feel a lot better if you suddenly find you have $200 less than you thought you did: you can quickly check to see if you've overspent in an area, or if you're genuinely missing cash.

At the end of Buckets, you should also prepare a report of income and expenses so the committee knows how much it cost in general.

Sample documents for budgeting and reporting actuals for Buckets of Dice are available in the Documents chapter (p 31).

Oversee changing signatories at the end of the year

It is important to keep the list of signatories to the club's bank accounts up to date, and it is the treasurer's job to ensure that when the committee changes, so do the signatories for the accounts.

Changing signatories will involve collecting a form from the Clubs Development Officer at the UCSA and getting every committee member to fill it out and sign it. This can then be taken to the bank and the requisite changes to the accounts made.

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[5]http://ucsa.org.nz/clubs/documents/

1.4   Secretary

The secretary has two main roles: to keep records of the club's activities, and to act as the face of the club.

1.4.1   Key Tasks

- Liaise with the UCSA
- Liase with sponsors
- Organise committee meetings
- Keep minutes for the committee
- Keep records of membership
- Enable communication between committee members
- Maintain the club's incorporated status
- Deal with rule changes
- Hold the common seal

1.4.2   In Depth

Liaise with the UCSA

The secretary is the main gateway between the club and external agencies. As such it is their job to make contact with other organisations and people early in the year, and keep in contact with them. The main organisation you will be talking with will be the UCSA — get in touch with the Clubs Development Officer (their email address should be on the UCSA website) early, in order to arrange the following:

- Room bookings throughout the year
- Booking a table at Clubs Day
- Affiliation (after clubs day)

Liase with sponsors

It's your job to keep in contact with our sponsors. Talk to last year's committee to see who you should be talking to regarding sponsorship, and email them to make sure our agreements are still current. If you're holding a big event, you may want to see if your sponsors want to help out (with prizes, discounts to attendees, *etc.*).

Organise committee meetings

The secretary is also responsible for setting and organising committee meetings. It is recommended that the committee meet soon after the AGM in order to organise those things that need organising right away (see Chapter 2). Committee meetings will also be needed throughout the year so that members can update each other on what progress has been achieved.

Keep minutes for the committee

Hand in hand with the previous task, the secretary must keep minutes of these meetings so that three weeks later, everyone can remember what was discussed. You will also need to keep minutes for other meetings such as the AGM.

Keep records of membership

The club needs a current membership list for affiliation reasons. You will get one of these by collecting information at clubs day form your new members, but you also need to keep track of new signups throughout the year.

Enable communication between committee members

It's your job to make sure that the president is meeting with their committee often enough, and that everyone knows what everyone is doing. The committee mailing list (currently saga-committee@groups.google.com) is designed so that committee members have a way of contacting the rest of the committee. It is the job of the secretary to make sure that they are given administrator privileges from the previous secretary, and that the rest of the committee is added to the list.

Maintain the club's incorporated status

SAGA Inc. is an incorporated society, which means we're registered with the New Zealand Companies Office. This has a number of benefits, but we also have to do things to maintain our status. More information on what being an incorporated society means, see Section 3.4.

Deal with rule changes

Occasionally, members of the club may wish to change the club rules (also known as the club constitution). These rules detail how people may join the club, how they may be asked to leave the club, how the club should operate, what the club should aim to do, and how to change the rules themselves.

Members may change the rules at a general meeting, but it's not that easy - see the club's rules (version at time of printing: Section 4.1) for more detail. If the club passes a rule change, it's the secretary's job to make sure that the relevant people get notified. Here, relevant people means the Societies Office.

I discuss the process by which rules changes occur in Section 2.9.

Hold the common seal

This job is more for the constitution than anything else, but it is the secretary's job to hold the common seal of the club. This seal is occasionally used for signing official paperwork.

1.5 Quartermaster

The quartermaster is in charge of the club's assets - mainly board and role-playing games. The quartermaster should keep an eye out on what games get played, and what games the club doesn't have that members would like access to.

1.5.1 Key Tasks

- Oversee loans from the club

- Organise purchase of new assets

- Prepare an inventory

1.5.2 In Depth

Oversee loans from the club

It is the quartermaster's job to record any items that are loaned to club members and ensure that these items come back. It is recommended that the quartermaster record the member's telephone number along with their student ID when the item it loaned, so that if necessary they can get in contact with the member later. It is also recommended that the quartermaster ensure all loans are returned at the end of the term. You should check that assets are returned in the condition they were loaned in.

Organise purchase of new assets

New boardgames or role-playing games will help ensure people will come back to the club. It's up to the quartermaster to decide what games the club should buy. You'll need to talk with the Treasurer regarding how much you can spend. In general, board games will get more used than source books for role-playing games, however mainstream games (*e.g.* D&D) get played enough that it's generally worth purchasing the core books when they come out.

Prepare an inventory

It's a good idea to know what's in the club's lockers and what condition it's in. It is recommended that the quartermaster take an inventory of the lockers sometime early in the year, to determine if any games are missing or unplayable.

1.6 Promotions Officer

The promotions officer deals with promotion of the club. This includes maintenance of the club's various assets for talking with its members (website, mailing list, facebook page), production of any harcopy promotional material, and regular editing and publication of Out of Character, the club's semi-regular publication.

1.6.1 Key Tasks

- Publish Out of Character

- Maintain promotional assets

- Promote SAGA events

- Promote SAGA as a club

1.6.2 In Depth

Publish Out of Character

Out of Character is SAGA's semi-regular publication, usually containing a number of articles by its members about what's going on at the club. As promotions officer, you get to edit these articles together into one cohesive whole and get the thing published to the club.

Getting people to contribute to OOC can sometimes be a challenge. Do not be afraid to bug people who've promised you articles. Talk to people in regular games and find out what they like about their current game, then hopefully you can get them to write about stuff.

Publication is generally done as an A5 booklet, printed double-sided. At the time of publication, SAGA has an account with the UCSA for cheap printing: talk to your previous Promotions Officer to obtain SAGA's printer code, or talk to the UCSA if you've lost it.

Your first OOC for the year should be ready for Clubs Day, and can include information such as upcoming campaigns, profiles on the committee for this year, a timetable of upcoming events, a list of sponsors, etc. It's a good idea to print somewhere between 80–100 copies of Issue One, as you'll want to hand it to people at Clubs Day. For further issues, you only tend to need around 40 copies.

It's often a good idea to leave a stack of copies of OOC at places like Comics Compulsion at Northlands. This way, non-club-members can get additional exposure to the club through issues. Make sure non-members know where to find details on the club!

Maintain promotional assets

This includes the Facebook page, website and mailing list. You want to keep people informed of what's going on: when you have upcoming events, let people know in as many ways as possible. Make sure the website has up-to-date information on the committee and meeting times/places, etc. Become familiar with your tools, and how to use them. You should be able to get usernames/passwords from the previous Promotions Officer — if not, most services have password recovery services or the like.

If you feel lost using this software, organise a time with last year's Promotions Officer to sit down with them and go through everything. You won't regret it.

Promote SAGA events

Related to the previous section: when SAGA is holding an event, you should make sure that everyone in the club knows about it. Facebook is a good start, but you can also email members through the mailing list and post about it on the website. You could also get advertising at some of SAGA's sponsors: Comics Compulsion is usually fine with use putting up adverts in their shop, for example.

Promote SAGA as a club

If you feel adventurous, you can always do some advertising for the club past clubs day. It's tricky to advertise to roleplayers, because once you have a rulebook and a group you don't need much else - there's no regular requirement to buy new stuff or meet other roleplayers. Nevertheless, by advertising in the right places — for example, targetted advertising on Facebook or by putting up fliers around University or other venues — you may be able to reach more people than you usually would. Having an advertisement in Comics Compulsion is often good, since this is Christchurch's main local gaming store.

Chapter 2

Events

2.1 Affiliation

Affiliation is a tricky business, usually because the UCSA keeps changing affiliation policy. The current affiliation policy is available online[1], but it's also worth checking the UCSA's club documents page[2] to check that it's current.

Current policy states that re-affiliation should take place by November 30th: this means that you should be planning to re-affiliate near the end of the academic year. The following are required of a UCSA-affiliated club:

- The president be either a current student or a member of the UoC alumni association

- The club must have at least twenty UoC students as members

- The club's members must be at least one-half students

It's generally been found useful to have the student ID numbers of student members: this is our way of ensuring that they are indeed students. The club has got into problems previously because they didn't have members' student IDs, even though this is not technically required.

2.2 Running clubs day

Clubs day technically happens twice a year, at the start of each semester. In practice, the number of people you recruit at the second clubs day is tiny: if you have people spare around this time, or you really need members (or you have something awesome to sell) it might be worthwhile, but historically we haven't found it worth the time required to organise it.

The UCSA *should* let you know when clubs day is approaching, but it's generally a good rule to assume that the UCSA will forget to notify you about things. Around January you could consider emailing the UCSA about when it's scheduled and anything you need to do as a club.

2.2.1 Documents

Here are the things you'll need to have on hand at clubs day:

- **Propaganda:** This includes (hopefully) a first edition of *Out of Character* for the year but might also include promotional material for sponsors or upcoming events. Generally around ∼100 copies, to give out to anyone who displays interest.

- **Membership cards:** For members. A set of 100 should do you throughout the year.

- **Signup form:** Make sure you collect relevant details for the club and also the UCSA. It's often good to collect (at the least):

  - Name
  - Email

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[1]http://ucsa.org.nz/media/uploads/2012_01/AFFILIATION_POLICY_-_Nov_2011.pdf
[2]http://ucsa.org.nz/clubs/documents/

– Student ID

- **Interest form:** for people who are interested but don't have the money/don't want to sign up quite yet. You only really need email addresses here, but it means you can follow up with a bunch more people when SAGA events come up.

- **Petty cash:** change for people who want to pay for their membership with twenties. A bunch of $5 notes is really handy to have.

- **Receipt book:** for proof of payment etc. Everyone who pays you money gets a receipt, and your treasurer gets confirmation that people have paid money. Handy for paper trails.

2.2.2   Dressing the table

It's a good idea to have a bunch of shiny board games and roleplaying games on the table to draw people in. Don't worry about which games are *technically* good at this juncture, have the things that look the prettiest with the biggest models or whatever. You can also use SAGA's banner to make the table look pretty.

2.2.3   Scheduling and rosters

Before the event you want to round up people to do time on the desk. Try to get the more outgoing members of the club to volunteer: if everyone on desk is staring at their feet all day, you won't get many new signups.

People shouldn't need to be on desk for more than a morning or afternoon. It's a good idea to have at least two people on desk at any time. You'll get more people if you ask them personally (but you still want to put out a general call to the club), so identify the people you'd most want to sell your hobby to the masses and make sure you personally ask them (*via.* email, phone call, face-to-face) if they can spare the time to sit on the desk.

2.2.4   Selling the club

You're allowed to be a person. Get a name, find out what they're studying, connect, do all that. There's still a vast array of people who don't know what *Dungeons & Dragons* is, so you'll probably want to work out what their level of exposure to this sort of game is. If they've never played anything before, maybe that's when you show them how something like *Fiasco* works, rather than starting to talk about how the new *Dresden Files RPG* encourages character-driven play by use of aspects.

If people want to board game, you can always highlight how we regularly buy new games and have a collection in the lockers. If they want to roleplay, outline some of the more awesome campaigns that have been run at our club, or *Buckets of Dice.* Don't forget discounts from our sponsors either.

Basically, don't be the stereotypical *D&D* nerd, find out what they want from the club, and show them how we can give it to them.

2.2.5   Follow-up

Once you have a bunch of emails, use them. Email people a few days after clubs day and let them know what's happening. The club currently has a subscription to *Mailchimp*, a mass-mailing service that allows you to send pretty damn professional-looking emails out to a vast number of people. With any luck, a decent-looking email will get you noticed amongst the however-many other club emails, and get new people along to the introduction nights.

Don't be afraid to add your "vague interest" list to the Mailchimp database either. Just make sure you don't spam people. One email at the start of the year and maybe one in the lead-up to Buckets of Dice is fine. You should make sure that non-members know they're welcome at the club's introduction nights and any other early-year one-off events.

For more information on using Mailchimp, see the Assets section of this manual.

2.3   Intro night

The first two nights of SAGA are usually oriented towards getting new members into games, or at least integrated with the club. It's a great chance for GMs to advertise upcoming campaigns as well.

2.3.1   Preparation

Make sure you have a few GMs running games. Two is OK, three is better, four is great. You want to make sure that new players get into a game so they can see what this is all about. Get in touch with the good GMs at SAGA and see if they'll run something. Again: if you talk to people individually, you're more likely to get a response than if you just send out a generic message to the club at large.

Make sure all the committee are turning up to intro night too. This should be a no-brainer, but check anyway.

2.3.2   On the night

It's very easy for new members to be intimidated by the club. You should do everything you can to make sure new members (or potential new members) feel like they're part of the fold as soon as possible.

If you're a committee member, this means you should keep an eye out for new people, or people who don't look like they belong. Go up to them, introduce yourself, ask what sort of games they'd like (or if they don't know, maybe what sort of games they *think* they'd like). Introduce them to a few other members if you can (if they like board gaming, and you know someone who organises a lot of board gaming, introduce them! If they want to roleplay, and you know a GM who's looking for players, introduce them!). Ideally, you should be able to get them into a circle of people, then you'll be able to move onto the next lost soul.

The committee should introduce themselves both nights. Say who you are, what you do on the club, what sort of games you play, all that. Also mention to the new members what it is we do, how we operate, re-iterate why they want to be members, and all that.

It's traditional for GMs to advertise their campaigns for the year at SAGA. While you're listening to the campaign blurbs, it's sometimes good to pick out the ones that are overly technical and get the GM to explain what they mean.

Following campaign blurbs, you will need some way of getting one-off games going. The standard way of doing this is to have each GM say what their one-off game is going to be, and then letting people converge on the potential GMs like rabid wolves: unfortunately, this means the shy newbies often end up at the rear of the mob.

One way around this is to have a "hands-up" system of interest. Once the games have been advertised, go back through them and ask who'd be interested. By a show of hands you can work out whether there's enough interest, and who's interested in playing what. You can also guarantee newbies get a spot in the game they want by giving them priority over veteran members.

2.4   Running Buckets of Dice

Buckets of Dice is the club's annual convention and the biggest thing you'll need to do for the year. It usually takes place on Queen's Birthday weekend, but there's nothing stopping you changing it if another date suits you better.

I will talk about some of the "big-picture" things you should consider, and then provide a time-line leading up to the convention with tasks that should be done.

2.4.1   Things to consider

Format

Decide early on the format of the convention. This includes:

- When the big events (Live Action, Grand Strategy) are

- How long each roleplaying session is

- What time it starts and finishes

- Whether or not events run onto the Monday

Roleplaying sessions have tended to be between three and four hours long. Three hours means GMs need to be on the ball, starting on time and getting right to the action, but also means it's possible to fit three sessions into a day and be done by 7pm–8pm. Four-hour sessions give GMs lots of time for their adventure but also mean that you're limited to two sessions if you want an event in the evening.

Big events

Buckets is traditionally headed by a live action RPG and a grand strategy (massive wargame). It's important to get volunteers to write and run these events as soon as possible. Whoever did it last year is often a good person to bug about either doing it this year, or finding someone else to do it this year. It's *strongly advised* that whoever is running these events be not on the committee as well: organising the convention *and* running one of the big events is a considerable load.

Other things you may wish to consider about big events:

- Which nights will they run?

- How will sign-up work? Will people sign up for these events when they sign up for the convention?

- What budget does each of these events get?

- Will you award prizes based on these events? If so, you may want the event to happen early in the weeekend.

Billeting and other clubs

The more people come from out of town for Buckets, the better. More out-of-towners means more varied games, more interaction between centres and generally a healthier national roleplaying environment.

We can encourage out-of-towners to come to Buckets of Dice by making it easier for them to attend. One of the most cost-effective ways of doing this is by organising billeting: that is, getting SAGA members to host out-of-town attendees so they don't need to worry about accommodation or getting to the convention.

You will need to organise billeting before sign-up, since people will want to know if they have accommodation before saying they'll come along. In general it's good to get billeting space for four or five people, perhaps more if you know there's a big group coming up.

If you do get billeting, it's a good idea to contact other clubs with this news. If you don't know how to get in contact with other clubs, ask around the older members of SAGA they will probably know someone who knows someone.

As of the time of writing, the other major roleplaying clubs around New Zealand are:

- OURS (Otago University Roleplaying Society): run through Facebook

- Victoria University Gaming Society: Facebook

- WARGS (Wellington Area Roleplaying Game Society): most activity through http://nzrag.com

- AMERICA (Auckland something something something): http://www.theamericaclub.net.nz/

2.4.2 Timeline

Twelve months out

Decide on a time and venue. As soon as possible, you should arrange a date and venue. Since the 2011 earthquake we've been running from Otakaro Building the in College of Education, which is effectively free and lets us keep costs to a minimum. As of 2013 Otakaro has been closed for structural repair, but the Wheki building in the College of Education is still available.

The sooner you have a date and venue, the sooner you can advertise this.

Form a subcommittee. The old subcommittee should be doing this, so it's not your thing to do, but I'm putting this here anyway. The sooner the subcommittee is formed, the better. People can always be added later on (you don't always know if you'll be in town in a year), but having a subcommittee head at this stage is really handy. I suggest you put people in charge of the following:

- Liasing with/securing sponsors

- Liasing with LARP organisers

- Liasing with Grand Strat organisers

- Organising venue

- Organising GMs and/or timetable

- Promoting the event

- Printing

- Finance

- Applying for a grant

- Purchasing food *etc.*

- Organising signup

- Coordinating out-of-town attendees

These don't all need to be separate people: the LARP and Grand Strategy liason could be the same person, or you could have one person who's on finance and venue, or what-have-you. However, it's good to have someone be explicitly aware that *this* is the thing they're responsible for.

Ask for nominations for grand strategy and live action. People are pretty pumped from the last LARP and grand strat at this stage. Advertise to the club that you're looking for people to run next year's events. You'll need to get a blurb from them so you know what the game's about.

Plan advertising. The best time to do this is early on. Have a think about where you can advertise in the next year. Are there any local conventions that would have overlap with Buckets attendees? (Think wargaming, popular culture, LARP, anime, science fiction...) What about out-of-town conventions? If you can get flyers to these events (especially if you can plug anything you're doing to make the event friendly to out-of-towners) you can get more people coming.

Eleven months out

Re-announce LARP and grand strategy submissions. Remind people that submissions will be closing soon.

Ten months out

Close submission for LARP and grand strategy. Once you have your submissions, the subcommittee gets to decide which they're running. You can then announce this to the club and the lucky volunteers so they have ten months to write the game.

Summer holidays

Design a promotional flyer. This might entail getting a logo (can anyone on the committee draw? Do you know anyone who can?), making a little A5 thing with a title and an image, putting promotional blurbs about the LARP/grand strat down, letting people know the date and venue. You'll need these to take up to KapCon or hand out at clubs day.

Talk to people about sponsorship and discounts. This is a good job for someone who wants to be involved on the committee but doesn't want too much to do. Start talking to everyone you can about sponsoring Buckets, offering prizes or discounts. You may wish to talk to:

- Local gaming businesses (*e.g.* Wizard's Retreat, Comics Compulsion, The Game Depository)

- National web gaming businesses (*e.g.* Seriously Board)

- Local book-sellers or other peripherally-related business (*e.g.* Scorpio Books)

Discounts are good, prizes are better. Book vouchers or vouchers for games are fine.

January

Take posters to KapCon. Someone you know is going to KapCon, right? If so, give them some posters and/or flyers to put up when they're up there. If no one's going up, maybe you could post some up.

Call for GMs. Blanket advertisements to the club are good, but I also recommend making a list of people in the club who GM and then asking if they'd like to GM at Buckets. You can never have too many GMs: even if you think you have enough GMs for the convention, if you think of someone else to ask, ask them. It's important that someone on the committee actively solicit GMs for games, since your success rates for solicited games will be much higher than for general advertising.

February

Assemble a budget. A sample budget is included in this document.

Apply for a grant. Once you have a budget, you can apply for a grant from the UCSA. This helps considerably with costs.

Ramp up advertising. Advertise the event at clubs day. Advertise it in OOC. Advertise it on the website and Facebook. Make sure people are aware of it.

March

Continue promoting the event. Mention it's happening at weekly meetings, mention it on Facebook again, *etc. etc.*.

Formalise GM blurbs. Talk to GMs who've said they'll run things and collect blurbs from them. These can go up on the website and into publications for the event. Do this now and you'll have everything ready for printing.

Buy prizes from Amazon and overseas stockists. It's good to have prizes at events like these, and it's even better to have prizes that people actually want. If you need to order stuff from overseas, you should be doing it now so it arrives in time.

April

Registrations open. Ideally you want registrations to open at this stage, so people can get signed up. If you get a bunch more people than you have games, you then have time to run around and recruit more GMs. This also means that you can get player information to the people running the LARP and Grand Strat relatively early on.

Continue promotions. You can now advertise that sign-up is open. You might also want to advertise to a wider audience, *e.g.* through chalking on campus, adverts in Canta, or posters on bollards.

Two weeks out

Registrations close. People can still sign up on the day but early registrations (including those for the LARP and Grand Strat) close at this point.

Buy local prizes. If you're buying prizes from within New Zealand or Christchurch, you can buy these now if you haven't already.

Buy props and materials for the LARP and Grand Strat. Check with the event-runners to see what they need. If you buy it now you won't be running around trying to get stuff a couple of days before the event. Note how close to budget you're running on these.

Start printing. You're going to need to print a lot of material, so you'd best start now. You'll need flyers and the like for regular attendees as well as instructions, tokens, character sheets, maps, *etc.* for the LARP and Grand Strat. Here are some things you might want to print out for the convention itself:

- Signage ("Convention entrance this way")

- Brochures (including sponsors, roleplaying sessions, LARP and grand strat blurbs, map of the venue, local places to get food, timetable, emergency contact numbers)

- Checklists for people on desk

- Roleplaying session signup forms

- Best GM/best player nomination forms

- Emergency contact list for people on desk

- If you're providing meals, meal signup forms

- Signup sheets for people who want to sign up to SAGA on the day

- Out of Character (BoD issue)

- "On-the-day" sign-up sheet

- Additional expenses form (in case someone has to go out and buy sellotape and wants to be reimbursed)

- A voting tally form

- Name badges for pre-registrations

- A record of people who've pre-registered and paid

Organise a desk schedule. Who'll be on desk when? Hopefully you can limit everyone to being on desk for one session. Don't be afraid to ask other SAGA members to help: the worst they can do is say no. Again, asking people one-on-one is most effective. You could always budget in some lollies for people on desk.

Continue promoting. Remind people that they can always sign up on the day.

One week out

Buy food. Are you planning on selling food at the convention? You will want to buy it around now.

Finish off any additional printing. Double-check with LARP and Grand Strat organisers in case they've thought of anything else that needs to get printed off.

Print up a desk schedule. Make sure everyone who's on desk knows when they're on, and also when everyone else is on.

Check up with the venue. Make sure you have keys (if you need keys to get in). Make sure they know how late you plan on being. Check to see if you need to be out of there by any particular time. Make sure they know how to contact you (and you know how to get in touch with them) if anything goes wrong.

Assemble registration packs. If you have bags, you can prepare packs for those people who've preregistered.

Final promotion. You didn't think you could stop doing this yet, did you?

The day before

At this point it is *incredibly* handy to have someone with spare time and a car. If someone can drive around on the Friday and organise everything you'll have a valuable buffer. If you don't have this luxury, you may want to move some of these items to the "Week before" list.

Do any miscellaneous last-minute tasks. Have people go through their areas of responsibility. Is there anything they've neglected to do? Anything they've just thought of? Now's the time to get it done.

Organise paperwork into folders. Buy a pack of manilla folders, write or label each, and sort the paperwork appropriately. You'll appreciate it when Buckets is in full swing and you need to get to the new membership list.

Organise incidental equipment. Are you running SI-FI[3]? Do you have anything else going on that the committee is organising? Make sure you have what you need to keep it going. For SI-FI we needed bowls, knives and a chopping board. It's a good idea to run through the event in your mind to see what you'll need. Regardless, we've found the following are handy to have: scissors, Sellotape, blue-tack, rubber bands, permanent markers.

Secure a float. You'll need change for people who want to pay for biscuits with $5 notes and the like, so make sure you have change on hand at the desk. $50 worth of money, in $5 notes and coins, should be sufficient.

The day of

Ensure everyone is there on time. If you're helping run the event you probably need to be there at least half an hour before signup opens, maybe more depending.

Put up posters and mark rooms. Make sure people can work out where the convention is. Label the rooms you're using so people know how to get to them. People who're on desk should know where the rooms are anyway, so they can direct lost children and confused con-goers.

Set up the desk. For the initial rush you'll probably want a couple of tables going with two or three people on desk processing signups. Here is what you're in charge of when you're on desk:

- Keeping track of who has paid for what (food, signup, drink)

- Last-minute LARP and Grand Strat prep (*e.g.* cutting up nametags)

- Preparing for the next session (preparing sign-up sheets, getting rid of old paperwork, *etc.*)

- Taking care of the float

- Collecting receipts if people need to buy things for the club

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[3]SI-FI is the SAGA Inc. Fruit Initiative, in which attendees donate money and fruit is provided to all convention-goers.

- Answering questions

- Being in charge

- Knowing what's going on

Coordinate food orders. It's generally advisable to close food orders around the end of lunch time. This way you can phone in an order early in the afternoon and go pick it up just before dinner.

After the convention

Breathe.

Make sure you've cleaned everything up. Especially around the sites of the LARP, Grand Strat. Make sure if you ordered pizza in, that all the boxes are cleared up. You may want to coordinate with security if you have a lot of pizza boxes.

Collect feedback. Let people fill in surveys and find out what went wrong. This way you can find out what you need to do next year to make your convention better.

2.5 Running a small event

Once you have run Buckets of Dice, running a smaller event is pretty much the same except less so. Small events may include:

- Board gaming competition/afternoon

- Day-long roleplaying convention

- Live action

Here are some things you might want to think about when you organise a small event:

- Will you be charging entry fees?

- Will it be open to everyone, or just for SAGA members?

- Will you advertise it at all?

- Do you need to provide food?

- Will you need to print anything off for this?

You can generally get cheap or free booking through the UCSA. If you talk to the current club representative you should be able to get a club booking form, which will allow you to book a venue for the event.

2.6 Changing signatories

You need to change signatories every year. This basically means you let the bank know who the current committee members are, and set things up so they can make withdrawals and all that.

SAGA generally requires two signatories to make a transaction, which means no one can run off with all the cash. Kiwibank is able to do this even with online transactions, as long as all the committee members are members of Kiwibank. You can generally sign up in about ten minutes as long as you have some form of photo ID (driver's licence or passport) and proof of address (*e.g.* a bank statement from another bank).

You'll need to make an appointment at a nearby Kiwibank branch to change signatories. Make sure that all new committee members can turn up as well as at least two current signatories. You should be able to get ex-committee-members removed from the list of signatories, and new members added.

2.7   Running an Annual General Meeting

SAGA is required to hold an Annual General Meeting (AGM) every year. The purpose of the AGM is to review the year just gone and elect committee members for the next year.

As of the time of writing, the AGM must be held in the third term and must be advertised to the club at least two weeks prior to the meeting itself. You must get at least fifteen people for your meeting (or 25% of membership, whichever is fewer) to reach quorum, otherwise it will need to be rescheduled.

At an AGM you might want to have:

- A president's report

- A treasurer's report

- Changes to the AGM (as appropriate)

- Election of next year's committee

The secretary should be taking minutes of the AGM.

2.7.1   Shoulder-tapping

It's a good idea to think about who should be on next year's committee before the AGM. If you know anyone who'd be a good committee member, maybe you want to catch up with them before the meeting and ask if they'd considered it.

It's good to have one or two people on the committee who've done the job before, and two or three new people. While it can be good to have the same committee two years in a row, this generally means it's more likely that they all retire or leave University at once, leaving you with an inexperienced committee.

Section 6 of the SAGA constitution gives you guidelines on AGMs.

2.8   Running a Special General Meeting

In general you shouldn't need to hold a special general meeting (SGM), but sometimes you don't have a choice. You might need to hold an SGM because:

- You want to change the constitution but don't want to wait for the AGM

- A member of the committee has resigned, and you need to replace them

- You want to remove a committee member from their position

SGMs are very similar to AGMs, except that the conditions for holding one are a bit more stringent. Section 7 of the SAGA constitution gives you guidelines on SGMs.

2.9   Changing the club rules

Sometimes you want to change the rules of the club. Maybe you find a loophole, or someone does something you never expected to happen, or maybe by the time you read this 50% of the club are uploaded intelligences outsourced to a mainframe in Singapore.

The point being, the rules will need to change from time to time. This is how you do that.

2.9.1   Aside: nomenclature

While the club's rules are often referred to as a constitution throughout this document, the Societies Office calls them "rules". The terms are used interchangeably in this section.

2.9.2   Proposing a rule change

Any club member may propose a change to the rules, but they need to jump through a few hoops. These hoops are detailed in articles 5.1–5.5 of the club's rules, see Section 4.1.

In order to propose a change to the rules, you must:

- Make the proposal at a general meeting. You can either do it at the AGM, or ask the committee to hold an SGM (see article 7.1).

- Announce your changes to the club and the president at least seven days before the meeting.

At the meeting, you need at least 75% of the attending members to vote for your change. If they vote for it, congratulations! But your fun isn't over yet.

2.9.3   Changing the rules

Now you have new rules, I suggest typing up a nice copy and putting it somewhere for the club members to read. The website is a good place to put this[4], but you may also want a copy in the committee Dropbox or other file store.

If you wish to get this document updated, see the introduction on how to contact me and get a revised copy.

2.9.4   Notifying people

It's good manners, but not required, to notify the UCSA about rules changes. Occasionally they will have problems with rules, and it's better you find out now than when they reject your request for affiliation.

You must also notify the Societies Office of your change. This is detailed on their website[5].

2.10   Petitioning to change University policy

SAGA Inc. is a University-affiliated club. This is good news for us: we get a lot of new members, free bookings, and the ability to apply for grants through the University of Canterbury, and these are all Very Good Things.

However, sometimes University policy can come into conflict with SAGA's values or activities. While the University can *feel* large, it's still very possible for clubs (especially clubs who act in a concerted and adult manner) to influence University and UCSA policy.

In this section I will highlight the steps you need to go through if you want to help change University policy towards clubs.

2.10.1   Determine whether change is necessary and realistic

The first step is to decide, as a committee, whether you believe this policy can and should be changed. You have the best change of changing policy if you can show that it is unfair or disadvantages other clubs than just yours.

It's also worth noting that protesting policy every three months is a good way to get the UCSA pissed off at you. Dealing with this sort of thing takes work on their end too.

2.10.2   Reach out to other clubs

Do you know members of other clubs that are affected? Having more than one club alongside you is a great way to show the UCSA and the University that it's not just one greedy club trying to benefit from policy change.

If you don't personally know anyone in other clubs, you can get club contact information from the UCSA clubs page[6].

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[4]http://www.saga.org.nz/club-details/constitution
[5]http://www.societies.govt.nz/cms/incorporated-societies/running-a-society/how-do-you-change-the-rules-of-a-society
[6]http://ucsa.org.nz/clubs/

2.10.3   Draft a position

Meet up and work out:

- **why** you believe current policy is unfair (including any concrete examples you happen to have)

- **how** this disadvantages clubs in general, or a specific subset of clubs

- **what** might be done to fix this policy

2.10.4   Talk to the UCSA

The UCSA can be your greatest ally in this case. Find out who your UCSA representative is[7] and send them an email. Remember, however, that it generally isn't the UCSA's fault that the policy is how it is. Your goal should be assertive without being aggressive or confrontational. Sign your email with the names of the clubs who support you.

If you're lucky, this should be as far as you need to go. The UCSA may talk to you about alternatives, and should then get in touch with the relevant people at a higher level.

If the UCSA decides that policy is best the way it is, this might be a good place to re-evaluate your position. Despite what you may feel in your gut, the UCSA won't decline your request just because they hate you, or they think it'll be actual work to pass the policy change. You should be able to get a reason out of then, and this may make you realise that while the policy isn't ideal for your club, it's better than any alternative.

If you still feel like the policy should change (despite advice from the UCSA), you can proceed further.

2.10.5   Escalate to the policy's contact person

In order to escalate further, you have to find the policy's contact person. Every policy is available on the UC's policy library[8], and each policy has a designated contact person. Find the policy that you think is unfair of disadvantaging you, determine its contact person, and contact them regarding the policy. Again, you don't want to act confrontational: instead, state your case calmly and objectively.

If the policy's contact person isn't interested in changing policy, I'm afraid there's nothing more you can do. Accept defeat with good grace and adapt the club's activities to obey the appropriate policy.

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[7]At the time of writing, this can be found at: http://ucsa.org.nz/clubs/documents/
[8]http://www.canterbury.ac.nz/ucpolicy/

Chapter 3

Assets

3.1   Website

The SAGA website, hosted at http://www.saga.org.nz, is our main web presence and the best way for new members to find out information about the club. It's currently running the Wordpress blogging engine, which allows us to host static pages (*e.g.* for events or general information) as well as a blog for keeping members abreast of big events.

Wordpress is relatively easy to maintain - almost everything is done via an admin back-end, and the main thing that requires a bit of savvy is backing everything up. I recommend backing up the website *at least* yearly. Wordpress has decent instructions on their site on how to back up a wordpress blog.

Posts (*i.e.* dated entries on the blog) and pages (*i.e.* static pages used for reference) can be created, edited and maintained through the admin backend. For more complicated stuff, google is your friend, or other SAGA members may be able to help.

It is officially the job of the Promotions Officer to keep the website up-to-date, but in previous years the Promotions Officer has not necessarily felt comfortable maintaining a website. For this reason the committee may designate someone else in charge of the website. It's generally a good idea that someone be in charge of the website. Whoever it is, they should get the admin username and password from the last person in charge of the website. They may wish to change the admin password for security reasons, and they can then add, edit or remove other profiles as required.

3.2   Facebook page

SAGA's Facebook page is how most of its members communicate with each other. Since its inception it has taken over from the old mailing list as the main way SAGA members communicate with each other.

Current SAGA committee members should be managers of this page. This allows them to post as SAGA Inc. and gives them a few other privileges that can be handy.

3.3   Mailing list

SAGA Inc. has an account with MailChimp, a mass-emailing service that lets you send very pretty html emails to your members. It's pretty easy to send something quite good-looking, and it lets you get emails out to your members as often as you need with relatively little effort.

The Promotions Officer should be in charge of mailing the club, although again if they don't feel qualified to do this (and don't want to learn) someone else could take the role. This mailing list should probably be used sparingly as people dislike weekly emails from clubs it seems. You may also wish to let people know we'll send them occasional emails when they give us their email address.

MailChimp is a nice internet citizen and includes an unsubscribe link at the bottom of each email they send out, so you don't need to worry about people complaining to you that they can't stop these emails coming.

3.4   Incoporated status

We didn't just get the "Inc." at the end of our name by wishing: SAGA Inc. is officially an incorporated society. This is handy as it means that if the club goes massively into debt, the committee members are not

personally liable. There are probably some other law-related advantages too, but that's beyond my expertise.

All incorporated society paperwork can be done through the Societies website[1]. While the interface is a little antiquated, it still works. As an incorporated society, we have a couple of obligations (at the time of writing):

To keep a constitution (technically called rules). This means that if you change the constitution you must notify the Companies Office. Instructions for what you need to do will be available on the Companies Office website[2].

To submit financial statements. You must submit financial statements to the Companies office each year[3]. This is the combined job of the secretary and treasurer (at least, with the distribution of roles laid out in this manual it is). By the end of the year you should have submitted one of these: it's the treasurer's job to make the report and submit it, and the secretary's job to follow up that the treasurer has done so.

You can also do the following through the Companies website:

Change details. This includes the contact details for committee members. While you have no contractual obligation to change these details, it's nice to keep the Companies office up to date on who to contact for club matters.

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[1] http://www.socities.govt.nz

[2] Currently: http://www.societies.govt.nz/cms/incorporated-societies/running-a-society/how-do-you-change-the-rules-of-a-society

[3] Details: http://www.societies.govt.nz/cms/incorporated-societies/financial-statements

Chapter 4

Sample Documents

4.1 Constitution

1. The name of the society is SAGA Incorporated

2. The aim of the society is to encourage the hobby of gaming, including but not limited to role-playing games, wargames, board games, and card games, and to aid its members in the pursuit of these hobbies.

3.1 A person becomes a member by paying the annual subscription fee to an officer of the society, providing the required information, and receiving a receipt.

3.2 There are two classes of members:

- Student members, who must be current members of the University of Canterbury Students Association;

- Non-student members, who must be at least 16 years of age.

3.3 The rights and privileges of membership commence on payment of the annual subscription fee, and end on the day before "Clubs Day" of the following year.

3.4 The annual subscription fees for each class of member will be decided by the active executive at the beginning of the year.

4.1 Membership may be resigned by giving written notice to the secretary.

4.2 Non-members may be permitted to attend the activities of the society. The executive committee is to decide on the regulations that will be enforced on such occasions.

4.3 Membership may be suspended or revoked by a majority vote at a general meeting.

4.4 Membership ceases on the death of the member.

4.5 If, for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society, the Committee may give written notice of this to the Member ("the Committee's Notice"). The Committee's Notice must:

1. Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society;

2. State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member's Membership.

3. State that if, within 14 days of the Member receiving the Committee's Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member's Membership.

4. State that if the Committee terminates the Member's Membership, the Member may appeal to the Society or to the University of Canterbury Student's Association.

4.6 14 days after the Member received the Committee's Notice, the Committee may in its absolute discretion by majority vote terminate the Member's Membership by giving the Member written notice ("Termination Notice"), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Society at the next Meeting by giving written notice to the Secretary ("Member's Notice") within 14 days of the Member's receipt of the Termination Notice.

4.7 If the Member gives the Member's Notice to the Secretary, the Member will have the right to be fairly heard at a Society Meeting held within the following 28 days. If the Member chooses, the Member may provide the Secretary with a written explanation of the events as the Member sees them ("the Member's Explanation"), and the Member may require the Secretary to give the Member's Explanation to every other Member within 7 days of the Secretary receiving the Member's Explanation. If the Member is not satisfied that the other Society Members have had sufficient time to consider the Member's Explanation, the Member may defer his or her right to be heard until the following Society Meeting.

4.8 When the Member is heard at a Society Meeting, the Society may question the Member and the Committee Members. The Society shall then by majority vote decide whether to let the termination stand, or whether to reinstate the Member. The Society's decision will be final.

4.9 If the Member wishes, they may instead appeal the decision to a representative of the UCSA. The Member must inform the Committee in writing of their decision, and the Committee must organise a meeting between themselves, a UCSA representative, and the Member within 14 days or, if this is unfeasible, as soon as possible. At this meeting, the UCSA representative may veto the Committee's decision to terminate the Member's Membership if the representative feels that the decision was not made in good faith.

5.1 The Secretary must make available a copy of this constitution to any member upon request.

5.2 This constitution can only be altered at a general meeting of the society.

5.3 A motion to alter the constitution requires a three-fourths majority vote in its favour to be carried

5.4 No addition to or alteration or recession of the Constitution shall be approved if it affects the non-profit aims (Section 2), personal benefit clause (Section 11), or the winding up clause (Section 12).

5.5 Notice of proposed constitutional changes must be advertised to the society and delivered to the President at least 7 days prior to the general meeting at which they will be voted upon.

6.1 The Annual General Meeting of the society shall be held during the third term, unless circumstances prevent this, in which case it shall be held as near to this date as is reasonable.

6.2 Notice of an Annual General Meeting must be advertised to the society at least fourteen days prior to the meeting.

6.3 The quorum for an Annual General Meeting is 15 members or 25% of the society membership, whichever is less.

6.4 Members may submit items for the agenda at least 7 days before the AGM.

7.1 A Special General Meeting may be called by the executive committee, and must be called when requested by 15 members or 25% of the society membership, whichever is less.

7.2 A Special General Meeting may deal with any business normally dealt with at an Annual General Meeting, including election of officers to the executive committee.

7.3 A Special General Meeting must be held no earlier than seven days and no later than fourteen days after the decision to hold it has been made.

7.4 Notice of a Special General Meeting must be advertised to the society at least seven days prior to the meeting.

7.5 The quorum of a Special General Meeting is 15 members or 25% of the society membership, whichever is less.

7.6 Members of the executive may be removed from their position by a majority vote in a General Meeting.

8.1 General meetings will be chaired by the president if available, or by another officer of the society.

8.2 The chairperson has a casting vote should equal voting occur at a meeting.

8.3 All voting at meetings of the society is by a show of hands unless a secret ballot is called for, in which case such a request is always successful.

9.1 The executive committee of the society consists of five officers: the President, Secretary, Treasurer, Quartermaster, and Promotions officer.

9.2 Executive officers are elected at the Annual General Meeting of the society, and take office on the 1st of January the following year, and hold office til their resignation or the 31st December that same year.

9.3 The executive committee has the authority to create bylaws within the bounds of this constitution.

9.4 Only members of the Society are eligible for election to and to hold office in the executive committee.

9.5 An executive officer must act in accordance with policy decided at a general meeting of the society.

9.6 The President is responsible for organising the activities of the society and acts as chairman at all meetings of the society. Should they be absent any committee member may take the chair if directed by members present.

9.7 The Secretary is responsible for all administrative duties of the society, notably the taking of minutes, issues of notices and conducting of club correspondence.

9.8 The Treasurer is responsible for the finances and assets of the society, notably the collection of annual subscription fees and all matters dealing with society purchases.

9.9 The Promotions officer is responsible for promoting the club. This responsiblity covers the publication of any materials for the club, advertising required for the club, and maintenance and upkeep of the club's social resources.

9.10 No officer shall be given a responsibility at a meeting where they are not present, unless they have already expressed to the committee a wish to accept that responsibility.

9.11 The Quartermaster is responsible for maintenance and inventory of the items normally stored in the Society lockers.

9.12 An officer may resign their position by giving written notice at a committee meeting.

9.13 If an officer resigns a general meeting must be held within 4 weeks to elect a new officer.

10.1 The common seal of the society will be held by the secretary.

10.2 The common seal may only be used after a successful motion at a committee meeting.

11.1 The funds of the society are applied only towards the promotion of the objects of the society. No portion of the funds is paid directly or indirectly to any member of the society, except as reimbursement for expenditure approved by the committee, upon presentation of proof of that expenditure.

11.2 The funds of the society will be handled by the treasurer, as directed by the committee. The bulk of society funds should be held in an appropriate financial institution.

11.3 The accounts of the society must have two signatories from the committee for any withdrawals and cheques, one of whom must be the Treasurer or the President.

12.1 The society can be wound up by a simple majority at a general meeting. The resolution must be confirmed by a subsequent general meeting to be held not earlier than 30 days after the date of the resolution to be confirmed.

12.2 If upon the winding up or dissolution of the society there remains after the satisfaction of all its debts and liablities any property whatsoever the same shall not be paid or distributed among the members of the society but shall be given or transferred to, or placed in trust for, some other organization or body having objects similar to the objects of the society, or to some other charitable organization or purpose, within New Zealand.

13.1 Meetings of the executive committee can be called by any executive officer. All executive officers must be notified of the meeting at least one week before the meeting. A meeting may be held earlier if all committee members agree.

13.2 The quorum for a meeting of the executive committee is three executive officers. Any motion made at such a meeting requires at least three votes to pass.

4.2 Financial Report

The following pages show a sample financial report. Note that it consists of two parts: the **Income Statement**, which is a record of all the money that's flowed into and out of the club for the past financial year, and the **Statement of Finanacial Performance**, which summarizes how much money the club has right now. The following terms are used:

Income: This is any money that the club receives through the actions of its members. Examples of income sources include membership fees, fundraisers, tickets to events, sales of assets, *etc.*. In the sample income statement, income includes membership fees, interest from our savings account, door sales from Buckets of Dice as well as two smaller conventions (Minicon 1 & 2), and money from an auction of some old assets.

Receivables: The difference between income and receivables is something complex and accounting-y. In SAGA's case, the main receivables are grants from the UCSA.

Expenses: This is any money that you spend. This should be relatively straightforward.

Current Assets: These are assets that we expect to spend or use up by the end of the financial year. In SAGA's case this mainly includes petty cash and our everyday banking account.

Non-current Assets: These are assets that we don't expect to spend or use up by the end of the financial year. In SAGA's case this includes all of our games and our savings account.

Liabilities: These are things that we've resolved to pay, but haven't paid yet. An example of this could be if we owe someone money, or if we've written a cheque but the recipient hasn't cashed it yet. We shouldn't generally have liabilities.

Accrued income and expenses: This is for money that we're owed, or that we owe people. For example:

- If the UCSA has awarded you a grant, but hasn't paid you the money yet (accrued income)

- If you owe someone money but it hasn't come out of the account yet (accrued expenses)

Equity: This is our net worth, calculated as assets minus liabilities.

Income Statement for SAGA inc.
For the year from 1 September 2011 to 31 August 2012

Income

Membership fees	$	410.00
Interest (minus tax)	$	23.76
Minicon 1&2	$	25.20
BoD - Takings	$	791.00
BoD - Auction	$	143.60
Total Income	*$*	*1,393.56*

Receivables

UCSA Club Grant (BOD 2012)	$	625.00
Total Receivables	*$*	*625.00*

Expenses

Promotions/Photocopying	$	103.60
Website	$	51.66
Member BBQ	$	205.69
Game Purchases	$	478.33
Bank fees/tax	$	7.84
Buckets of Dice	$	845.44
Total Expenses	*$*	*1,692.56*

Income + Recievables	$	2,018.56
Expenses	$	1,692.56
Net Profit	*$*	*326.00*

Statement of Financial Performance
For SAGA Inc. as at 31 August 2012

Current Assets

Petty Cash	$ 230.00
Bank Account	$ 1,166.92
Accrued Income	$ 625.00
Total Current Assets	*$ 2,021.92*

Non-Current Assets

Games	$ 1,500.00
Savings Account	$ 4,519.82
Total Non-Current Assets	*$ 6,019.82*

Less Current Liabilities

Accrued Expenses	$ 51.66
Total Liabilities	*$ 51.66*

Total assets	$ 8,041.74
Total liabilities	$ 51.66
Equity	*$ 7,990.08*

* Non Current Assets games estimate based off purchases in 2011 and 2012

4.3   Budget

In this section I've included a couple of financial documents for Buckets of Dice: a preliminary budget, and an income and expenditure statement.

The budget is what you plan before the event. It doesn't need to be super-detailed, but it does need to be a decent estimate that people can stick to: if you find yourself massively overshooting your budget in one category, it should give you a chance to work out *why*, and see if you can cut back.

The income and expenditure statement should be made right after Buckets of Dice. Since you've recorded all of your expenses and all of your income (you did that, right?) you can work out where you over- and under-spent, which will be a handy record for future years.

Buckets of Dice 2012
Budget

Revenue

Tickets	$	750.00
Grant	$	400.00
Total Revenue	*$*	*1,150.00*

Less Cost

Grand Strategy	$	300.00
LARP	$	50.00
Prizes	$	200.00
Games	$	250.00
Total Receivables	*$*	*800.00*
Net Profit	*$*	*350.00*

Buckets of Dice 2012
Actuals

Registration	Number	Price	Total		
Registration fee	6	$ -	$ -		
	1	$ 5.00	$ 5.00		
	10	$ 10.00	$ 100.00		
	20	$ 15.00	$ 300.00		
	15	$ 20.00	$ 300.00		
Total registration fees				$	*705.00*

Other Revenue

Food			$	82.00	
Membership			$	25.00	
Auction			$	143.60	
Name tag replacement			$	4.00	
SIFI Initiative			$	93.40	
Grant			$	625.00	
Total Current Assets				$	*973.00*

Total Revenue	$	*1,678.00*

Less Expenses

Grand Strategy			$	56.47	
Prizes			$	297.04	
Food and Drinks			$	62.42	
LARP			$	247.30	
SIFI Initiative			$	47.78	
Pre-event			$	45.39	
Venue			$	-	
Promotions			$	32.59	
General			$	56.45	
Purchase of Assets			$	478.33	
Total Expenses				$	*1,323.77*

Profit/Loss	$	*354.23*

Less SIFI profit (held for next event)	$	45.62		
Less membership	$	25.00		
Total			$	*70.62*

Profit/Loss	$	*283.61*

* Membership is not considered part of the BoD finances, and is removed for this reason

4.4   Cashflow

This is a sample cashflow record for the treasurer. This document is there so you can keep track of where the club has spent money, nothing more: no one need ever see this document except the treasurer. When it comes to the end of the year, when you have to make a financial report, you'll be glad that you have something like around so you know exactly how much the printing of *Out of Character* back in February cost.

The Profit/Loss column is simply calculated as income minus expenses.

SAGA Inc. Cashflow Record

Date	Details	Expense	Income	Profit/Loss
05/03/2012	OOC Issue 1 printing	$ 100.00		-$ 100.00
05/03/2012	Membership fees		$ 360.00	$ 360.00
13/04/2012	Minicon 1	$ -	$ 5.00	$ 5.00
03/06/2012	Buckets of Dice	$ 441.97	$ 1,138.50	$ 696.53
19/08/2012	OOC Issue 3 printing	$ 50.00		-$ 50.00
15/09/2012	Minicon 2	$ 15.00		-$ 15.00
22/10/2012	Domain name	$ 32.14		-$ 32.14

4.5   Checklists

These are some checklists I made up for the committee. They haven't been tried out yet, so if you use them, I'd like to know what's missing and what you didn't need on here.

Start of year

☐	Meet with last year's committee. Determine roles and responsibilities, receive passwords etc.
☐	Have an initial meeting and plan events for the year
☐	Check up with BoD subcommittee
☐	Change signatories
☐	Sign new committee up to the committee mailing list, dropbox
☐	Make the new committee admins on the Facebook page
☐	Plan clubs day
☐	Plan intro night
☐	Start planning other early events

End of year

☐	Check financial statement has been uploaded to the Societies office
☐	Hold a wrap-up meeting and discuss how the year went
☐	Hold a hand-over meeting with the new committee
☐	Put the new committee on the dropbox, mailing list
☐	Make the new committee admins on the Facebook page
☐	Pass over passwords etc. to the new committee
☐	Look over the committee handbook and determine which sections need to be updated/filled out

Buckets of Dice Checklist

Subcommittee formation

☐	Assign someone as committee head
☐	Assign all committee members their roles
☐	Discuss and write down the format of the convention
☐	Discuss any concerns/ideas that committee members have regarding the convention
☐	Decide on a tentative time and venue
☐	Plan big events (LARP, Grand Strategy) + how you're going to find people to run them

Summer holidays

☐	Touch base with all members on their responsibilities
☐	Discuss promotion schedule
☐	Discuss sponsors and prizes
☐	Discuss the event budget
☐	Plan grant application

Three months out

☐	Touch base with all members on their responsibilities
☐	Plan BoD signup
☐	Plan GM game submission

Two months out

☐	Touch base with all members on their responsibilities
☐	Discuss any recent concerns with the convention
☐	Confirm that everything is ready for signup

One month out

	Touch base with all members on their responsibilities
	Plan purchase of food, drink and other resources for the convention

The week before

	Check with all committee members if there is anything left hanging
	Ensure everyone is aware of the desk schedule and desk roles
	Check you have everything needed by the desk crew

Post-event

	Check with all committee members regarding the event. Questions, comments, etc.
	Make notes on things that should have been in the manual.
	Discuss collecting feedback from attendees
	Plan next year's subcommittee