



## **Alabama Ghostbusters**

*Ghostbusters* Fan Club Charter

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### **Article I – Club Mission Statement**

Alabama Ghostbusters, also known as AlabamaGB or ALGB, is an Alabama-based *Ghostbusters* fan club celebrating and promoting the *Ghostbusters* movie franchise. AlabamaGB is a non-profit fan club, and our primary goal centers around fostering the continual growth of the *Ghostbusters* fan community in our state. Backed by a growing, open costuming ('cosplay') presence, our group plans and executes promotional, charity-driven, and social events for the community. To achieve and maintain our mission statement, our club actively encourages in-character costuming and prop building, contributes to the local community by participating in charitable volunteer efforts, holds meetings to discuss club issues and events, and utilizes the Internet extensively for event planning and general *Ghostbusters* franchise discussion.

### **Article II – Membership**

AlabamaGB is an equal-opportunity fan club open to all ages. It is our policy not to tolerate discrimination based on sex, race, religion, disability or sexual orientation. The only requirements to join are a consistent form of access to the Internet and an active interest in *Ghostbusters*.

As stated above, persons of all ages are encouraged to join, become full members, and participate in club events and meetings. However, minors (persons under the age of 18) shall be required to have their parents' permission, which club officers will have to verify. Parents could be required to fill out a waiver releasing the club from any liabilities and allowing them to participate, else they will be required to have a parent or legal guardian supervise them during all events and meetings.

Membership within AlabamaGB is currently attainable solely through our website's Message Forum.

### **Article III – Club Organization and Offices**

AlabamaGB is arranged much like a traditional organization, with specialization in certain areas to meet the needs of a statewide fan club.

Officer positions within the club are divided into two groups: *Administration Level* and *Specialized Level*. The Administration Level consists of the traditional club positions: Chief (president), Deputy Chief (vice-president), Captain (secretary), Lieutenant (Treasurer), and Sergeant-at-Arms. Specialized Officer Positions are those that have been created at the behest of the Chief to enhance and/or fulfill a specific need within the club's officer program. However, unlike the Administrative Level positions, Specialized Officer Positions do not require an amendment of the Club Charter, and shall not be permanent in the sense that they can be removed at the behest of the Chief if no longer needed. Specialized Officer Positions are currently: Division Leader, Charity Advisor, Costuming Coordinator, and Webmaster. Administrative Officers and Specialized Officers can hold multiple offices/titles at the discretion of the Chief.

#### **Administrative Level Officer Positions:**

- **Chief** (President, Elected Position)
  - Chairs meetings
  - Serves as liaison between members and officers
  - Fulfills duties of other officers if absent from meetings or events
  - Receives regular reports from other officers and offers direction
  - Sets meeting agenda items
  
- **Deputy Chief** (Vice-president, Appointed Position)
  - Assumes leadership if Chief resigns or perishes
  - Presides over meetings in Chief's absence
  - Fulfills duties of other officers if absent from meetings or events
  - Does whatever duties the Chief requires
  
- **Captain** (Secretary, Appointed Position)
  - Records meeting and event attendance

- Archives voting and election results
- Coordinates the announcement of meetings/activities
- Provides all other documents needed for the club
- Coordinates the production of promotional materials
- **Lieutenant** (Treasurer, Appointed Position)
  - Collects any enacted club dues
  - Maintains club finances
  - Keeps records of finances (for public viewing if requested)
- **Sergeant-At-Arms** (Appointed Position)
  - Assists Chief with keeping order during meetings and/or events
  - Ensures all minors have a release waiver on file before being allowed to participate in events or meetings
  - Escorts unruly and/or uncooperative persons from meetings and events

**Specialized Level Officer Positions:**

- **Division Leader** (Appointed Position)
  - Spearheads the division to which they are assigned based on geographic location.
  - Acts as division liaison to the Administrative Officers.
  - Responsible for handling and distribution of group promotional items for division members.
  - Any other 'specific-need' responsibility as deemed by the Chief
- **Charity Advisor** (Appointed Position)
  - Acts as club advisor and liaison to Division members during event planning
  - Any other 'specific-need' responsibility as deemed by the Chief
- **Public Relations (PR) Officer** (Appointed Position)
  - Establishes and maintains contacts with outside organizations for the promotion of the club
  - Handles media and interview requests
  - Tracks and identifies the need for promotional materials
  - Maintains social media (online) accounts and/or appoints others to do so
  - Maintains club materials (i.e. banners, business cards, etc.)
  - Coordinates club promotional activities
  - Trains Division Leaders and other interested members in handling media in the event the PR officer is not available.
- **Engineer** (Costuming Coordinator, Appointed Position)
  - Assists/mentors club members with all aspects of costuming.
  - Ensures costumes meet and maintain Costuming Standards
  - Any other 'specific-need' responsibility as deemed by the Chief
- **Webmaster** (Appointed Position)
  - Administers, updates, and operates all aspects of the club website
  - Assigns members and/or officers to assist with website administration

- Any other 'specific-need' responsibility as deemed by the Chief
- Archives and records all forms of media exposure concerning club members and activities. Club members are responsible for helping gather coverage when applicable.

## **Article IV – Voting Guidelines**

### **General Voting Guidelines:**

- ***General Voting***
  - 'Show of Hands' (Club Meetings)
  - Online Voting utilizing website
  - Proxy Voting utilized if voted for first in a club meeting
- ***Amendments to Club Charter***
  - 2/3 Vote Required to Pass Amendment
  - 'Show of Hands' (Club Meetings)
  - Online Voting utilizing website
  - Proxy Voting used if Amendment is voted for first in a club meeting
- ***Officer Elections***
  - Simple Majority (online voting and club meetings)
  - Proxy Voting utilized if voted for first in a club meeting

### **Officer Election Guidelines:**

Officer Elections shall adhere to the following guidelines:

- The Chief is the only elected officer. Once the Chief is elected, he/she will then appoint the remaining officers based on who he/she feels can perform the job best.
- Members who wish to run for the Chief position must, at the time of elections, be nominated by a fellow club member. A member may nominate only one other member for any given election.
- Any member wishing to run for the Chief position must, at the time of nomination, be 18 years of age or older.
- Members may not hold more than one Administrative office.
- In the event of a tie, a run-off election will be held. Date of run-off election shall be determined by the Chief.
- Specialized Level Officer positions may be occupied by any member appointed by the Chief – whether currently holding an office or not.
- Elected offices are held from the date of officer inauguration for one year. Date of officer inauguration shall be determined by the Chief.
- Elections shall take place either on the club website - the means of which are to be determined by the Webmaster - or during an open club meeting supervised by the current Administrative Officers, or by utilizing both means.

The Chief shall set deadlines and voting methods for elections. Proxy voting shall be enabled if elections are to take place in a meeting, and shall be enacted via the club website. The means of which proxy voting will be handled shall be made public by the Webmaster after the meeting.

## Article V – Division Guidelines

Divisions are free to scout and attend events at their leisure. Below are guidelines mandated by the Administrative Officers to maintain organization under the statewide group.

1. **All division members will adhere to the Event Guidelines and Code of Conduct articles in this charter.**
2. Division Leaders report to Administrative Officers about promotional items, divisional concerns, etc. However, all Division Leaders and Officers will have an "open-door policy." Any member can come to any officer at anytime about anything.
  - Administrative Officers will set up a regular mandatory meeting schedule with Division Leaders, either by phone or Skype.
3. All event planning takes place on <http://www.alabamagb.com>. No exceptions. Division-specific forum sub-threads are available underneath "Event Planning."
  - Administrative Officers are to be aware of all events at all times. This way all events can be properly promoted through the main ALGB channels (website, social media, etc.).
  - It keeps all members of ALGB fully aware of other divisional events so they may attend them if desired.
4. "FIVE ALARM" events take priority. Divisions are not allowed to schedule any other events on these days.
  - Annual "FIVE ALARM" events will be posted at the beginning of each year. This means all divisions have these dates/weekends in advance. There should be no reason to schedule a division event during this time. There will be plenty of notice. First-time "FIVE ALARM" events will be considered on a case-by-case basis.
  - Exceptions can and will be made if the Administrative Officers are provided valid reasons that the majority of a division's members cannot make it. Those that can will be strongly encouraged to attend the group event.
  - At least one (1) month's notice will be given out for new "FIVE ALARM" events. If it conflicts with a division's event already scheduled, the Administrative Officers will attempt to reschedule the group event in order to get the maximum number of people there. If it can't be rescheduled and still conflicts, then available members from other divisions are strongly encouraged to be at the group event.
5. Division-wide workshops are allowed and encouraged. There will be times when the group issues "FIVE ALARM" meetings and workshops. These, like group events, will be far and few between.
6. **Divisions are not separate clubs**, and they will not appear that way. This is about doing goodwill in the name of Alabama Ghostbusters. All divisions will be required to maintain the brand, look and integrity of ALGB.
7. Promotional items such as banners, business cards, etc. will be provided by the Administrative Officers. This is based on the availability of group promotional funds, which is an incentive to purchase supporting memberships. All items will be equally distributed. No one division will receive priority over the others.

- It is up to each division to secure tables and other necessary equipment for event display purposes. However, if your division decides to purchase a tent for events, they must be khaki (unless a division already has a tent that fits into the ALGB color scheme of red, white, blue or khaki). ALGB does not have costuming standards, but all major components of the event booth/display will be uniform between all divisions.
  - Be thrifty with the distribution of business cards. Make them last as the promotional funds budget is tight.
  - The ALGB logo must be used, and it cannot be altered in any way.
  - Any and all promotional item ideas are welcome. They must be submitted to administrative officers for approval. If a division-specific item is desired and approved, then it needs to be funded by that division.
  - **NO DIVISION BRANDING IS ALLOWED.** The idea is to make all divisions look the same. The same ALGB the public sees in one part of the state is the same ALGB they see elsewhere. No exceptions, or penalties could be administered.
8. All ALGB group and divisional media requests and publications must still be handled, or approved by the PR Officer.
- Anything written about the group by any member for a professional publication online or in print must be proofread and approved. This does not include recapping events or discussing the group on blogs, etc.
  - The lone exception to this rule is if a newspaper, television or radio crew appears at a divisional event and would like to interview someone right then and there. Please use best discretion and references to the group and explain what we do (i.e. event enhancement, charity and community events, why we do what we do).
  - The PR Officer will train Division Leaders and any interested member on how to deal with media and interviews in the case the above situation happens.
  - If members can acquire a clip or article written about ALGB anywhere, please get them to the Administrative Officers for archival/promotional purposes.
9. Any money raised for charities by division members at events (if the actual charity coordinators are not on-site) should be given to the Lieutenant. That officer will make sure it gets to the appropriate person within the charity.
- The exception: If the charity coordinator is at the divisional event, members may go ahead and release the funds to them before leaving.
  - If there is a check presentation ceremony (in which members are asked to formally hand one of those large checks to the charity), the division responsible for collecting the money is encouraged to present the check. However, it must be from ALGB. There is no difference in the efforts or public image from one division to the next. This applies to all donations made or transferred over by group members. Money is raised and donated in the name of the group, not the division.
  - If setting up an online donation page for a specific charity, this will be handled by the ALGB webmaster. If asked to do so, please forward the request to that officer. Any online donation page must represent the full group. Exceptions will be made on a case-by-case basis.
10. At any event which is non-charity related, divisions are strongly encouraged to collect money for the official car.

- Money raised for the official car will be used for its maintenance and upkeep.
- Unofficial ECTOs are not considered props. They are a promotional item because it represents the group at events. They are subject to approval like any other promotional item.

## **Article VI – Event Guidelines**

AlabamaGB does not pay fees for any event. The group is completely non-profit, and therefore will negotiate an appearance for free. If the event cannot be negotiated for free, the club will not attend the event. The lone exception is a convention where individual members must pay their own admission fees. AlabamaGB also does not charge for any event we attend.

The public will also not be able to distinguish between divisions. Divisions are not separate clubs, and they will not appear that way. All divisions will be required to maintain the brand, look and integrity of ALGB at all events.

AlabamaGB will only accept donations for the club when Administrative Officers allow it for specific purposes. Otherwise, any potential donor will be asked to give the donation to one of the club-supported charities.

Events from division-to-division will be uniform in look and presence.

## **Article VII – Code of Conduct**

Members of AlabamaGB shall adhere to the following guidelines during any time they are representing the club to the public. Public is defined as our online and in-person presence:

- Harassment of any type, whether online or in-person, is strictly forbidden and may result in expulsion from the club if a claim is presented, in person, to a club officer.
- Discrimination on the basis of race, gender or religion is strictly forbidden, and will result in expulsion from the club and, if necessary, prosecution by local/state law.
- Excessive use of foul language or lewd behavior shall result in removal from events or meetings by the Sergeant-at-Arms or any attending club officer.
- While in costume, members recognize that they portray *Ghostbusters* characters from the *Ghostbusters* franchise, and as such are to maintain a tasteful and professional attitude while in public. Members are prohibited from using any profane or abusive language while costumed in public. Boundaries of proper in-costume behavior shall be judged and enforced by any present club officers. Members who do not adhere to this guideline shall be subject to disciplinary action by a club officer, including coaching and removal from the event or meeting.

### **Underage Member Policy:**

The *Ghostbusters* franchise is, and will always be, a focus for all ages. Our fan club is comprised of fans of all ages. With this in mind, however, we feel that every parent/legal guardian of our underage members (under 19 years of age) should be aware of some important issues before allowing their child/young adult/minor to participate in any events or meetings:

- No one will be supervising minors. While it is never our intention of letting a minor get into trouble at events or meetings, the responsibility for their actions lies with the parent/legal guardian.
- Alcohol will never be served to your minor by our fan club. However, meetings sometimes take place in venues where alcohol is served. Adult members of legal age may be drinking alcohol during meetings and social events.
- The group attempts to maintain all discussions at the PG level. However, some inappropriate language and/or suggestive themes beyond the PG limitations may be used at events and meetings.
- We will not be responsible for transporting your minor to or from meetings or social events. If you do not attend the event or meeting with your minor, please be sure your minor has a safe mode of transportation.
- We encourage parents/legal guardians to get involved. We would like parents/legal guardians to get to know our members, thus we encourage you to attend and participate in any of our events or meetings. We also encourage parents/legal guardians to monitor their minor's activities on our online website.
- A parental waiver must be signed by a parent or legal guardian and the minor before that minor is allowed to attend events or club meetings. The waiver must be presented to a club officer by either the parent/legal guardian or the minor before the minor is allowed to participate in any AlabamaGB events.

#### **Expulsion of Members:**

While it is hoped that no member must be expelled from the club, it is prudent to have measures in place should the need arise. If any member of the club feels that another member should be expelled, that person may approach any of the club's officers in-person with his/her complaint. At that time, the officers will meet via online or in-person means to determine the best course of action. Conduct which justifies expulsion:

- Engaging in any illegal activity while attending a club function
- Threatening another member with physical violence
- Committing physical violence against another member
- Harassing or stalking another member via e-mail, internet, phone, or written letter
- Repeated unwanted sexual advances toward another member
- Any conduct deemed by the club officers as a justified grounds for expulsion

#### **Article VIII – Costuming Standards**

As an active fan club celebrating the *Ghostbusters* franchise, our members recreate costumed renditions of their favorite *Ghostbusters* movie characters to wear while in public at events and meetings. These characters range from being practical 'carbon-

copy' reproductions of on-set costumes, to custom renditions of character(s) encompassing the entire *Ghostbusters* franchise.

AlabamaGB recognizes that we hold no rights to the characters we portray and recognize that it is a privilege to wear these costumes. We also acknowledge the fact that while in costume we represent the movies and as such accept the responsibility to maintain a civil and professional attitude while in public.

Costumed members present at club events are bound by the Code of Conduct entry defining proper costumed presence. It is recognized that costuming characters is a hobby and, for most characters, takes a bit of imagination to make happen. However, to uphold the Code of Conduct, we must maintain a list of Costuming Standards:

- Costumes are allowed of any *Ghostbusters* character derived from licensed *Ghostbusters* material. Custom renditions of *Ghostbusters* characters are encouraged, but should remain within the confines of decency and follow all guidelines contained in the Costuming Standards. When referring to costuming, decency is defined as being without profane or vulgar features or statements and must be viewable by young children.
- Decoration of costumes is encouraged within the confines of decency, but must be devoid of any vulgar, illegal, or distasteful items that do not keep with the continuity of *Ghostbusters*.
- Costumes must be in good working condition at all events.

The Costuming Coordinator oversees all aspects of current club costuming and future club costuming. Any inquiries as to whether a costume meets the Costuming Standards as stated above may be directed to him/her for confirmation.

#### **Article IX – Group-wide Materials and Social Media**

AlabamaGB, at most times, will have materials such as banners, business cards and other promotional materials (shirts, wristbands, buttons, etc.). These items will be maintained and stocked by the Administrative Level officers. Any Specialized Level Officer and/or other club members wishing to acquire these items, or submit ideas for new items, must contact one of the stated officers.

AlabamaGB maintains not only the primary website, but also Facebook, Twitter and YouTube accounts. Maintaining these accounts, or creating new ones (on these, or different sites), is the responsibility of the PR Officer. The PR Officer has the right to give any other officer permission to administer these accounts, but he/she also has the right to take away such access for any reason.