

- 1.0 Scope of this Document. This document details the operating procedures of Kanar Gaming Enterprises Inc. not otherwise defined in separate documents.
- 2.0 KGE Membership. All persons admitted to any game under KGE's purview shall have implied rights as a KGE member of KGE, Inc. Each SOP shall define its terms of membership and their rights, thereof, above any beyond those granted by KGE in this section. The BOD has the right to remove and/or refuse (by simple majority vote) admittance of any individual to KGE Inc. and/or any of its games. Any rights of seniority in KGE, Inc. shall be calculated by time spent as an active, participating KGE member, not by time invested in any one game.
 - 2.1 KGE Membership Status. There are two types of KGE Members: Probationary, and Veteran.
 - 2.1.1 Probationary.
 - 2.1.1.1 Any new KGE member
 - 2.1.1.2 Any member that has not maintained 2 consecutive years membership
 - 2.1.1.3 Any member that has lost privileges of membership due to their conduct.
 - 2.1.2 Veteran.
 - 2.1.2.1 KGE members that have maintained a good standing membership for 2 or more consecutive years.
 - 2.1.2.2 Rights
 - 2.1.2.2.1 Voting in Board of Director elections
 - 2.1.2.2.2 Running for appointed or elected club positions
 - 2.1.2.2.3 Applying for a caretaker site with the BLD
 - 2.2 KGE Membership Dues. KGE Membership dues shall be \$30 each year for probationary members, and \$40.00 each year for veteran members. Participants do not gain the right to vote, run for a position, or participate in any other game activities under the purview of KGE until they have paid the full amount. This includes new participants attending their first event.
 - 2.2.1 Probationary members who become veteran members mid-season will not need to re-purchase their membership dues, but will need to purchase a \$10 Membership Upgrade to gain the benefits of a Veteran Membership. They must purchase a Veteran Membership the next time they purchase their yearly membership
 - 2.2.2 Transfers of Membership. KGE Membership is non-transferable.
 - 2.2.3 KGE accepts credit card payments through the kanar.club website, card reader payments in-person, and American currency in-person. KGE does not accept coins as payment.
 - 2.2.3.1 Player payment / balance owed is due prior to the end of any KGE event. Missed payments could result in disciplinary action and will result in loss of good standing with KGE.

- 2.3 KGE Membership Age Minimum. A person must be at least 18 years of age to be a member of KGE.
- 2.4 Good Standing. For a KGE member to be in good standing means that a KGE member:
 - 2.4.1 Completed the calendar years annual registration form (ARF)
 - 2.4.2 Holds no delinquent debts to KGE.
 - 2.4.3 Has no active disciplinary action(s) against them.
 - 2.4.4 Is active in participation as having attended 1 KGE event within the last 12 months.
- 2.5 KGE Members not in good standing do not retain the right to vote in any KGE matter and may not be a candidate in any election nor may they participate in any other game activities under the purview of KGE.
 - 2.5.1 Payment for outstanding debt is due 2 months prior to nominations for any open positions in order to regain the right to vote or be considered for a club position.
- 2.6 Refunds. Refund requests submitted in writing to the KGE BOD within 30 days of their payment by a KGE member shall be taken into consideration by the KGE BOD at the next scheduled BOD meeting.

3.0 KGE Committees

- 3.1 Committees will be created by the Board for a specific purpose and with a specific duration as needed. Committees are required to submit minutes of all meetings held by committee.

4.0 Financial Operations

The Corporate Treasurer shall be responsible for the maintenance of all records in regards to the Financial Operations of KGE Inc.

Donated monies carry over each year until they are spent for the purpose to which they were donated as required by law.

No monies may be disbursed without the budget administrator's approval unless approved by the BOD.

Each payment and reimbursement from a budget shall be subject to review by the Treasurer for its validity to the purpose of that budget.

- 4.1 Annual Budget. The Annual Budget shall include any regular anticipated expenditure for KGE or its departments.
 - 4.1.1 Must be tracked in a transparent manner
 - 4.1.2 The BoD shall pass the Annual Budget by December 15th for the upcoming year.
 - 4.1.3 Department 1st may be appointed administrator of the departments budget
 - 4.1.4 Requests must be submitted by administrators 2 weeks prior to the last regular BoD meeting of the year.
 - 4.1.4.1 Categories of spending and intention for spending must be sent with the request.
If the elected or appointed person does not submit a budget or no longer holds the position, administration will default to the Treasurer.

- 4.1.5 Budget Extensions. Budget administrator may request the BOD to extend the budget. Extensions must be in writing to the BOD, and requires 2/3 majority vote for approval. The minimum requirements for an extension shall be the name of the budget, amount requested, reason for the extension and administrator's authorization.

Funds

- 4.1.6 Fund Establishment: Funds may be requested by submitting the "Create a Fund Request" form located on the KGE website. Each Request is subject to a vote of the BOD to be added to the Annual Budget.
- 4.1.7 Fund Establishment Requirements: The form must include the name of the Fund, the Fund's description and intent, source of money, the Fund's Administrator, date submitted, and date of the completion of the Fund. Fund's cannot exceed one calendar year, but can be renewed each year.
- 4.1.8 Fund Administrators: Each Fund shall have a designated Administrator.

4.2 Miscellaneous Expenditures. All other expenses shall be handled at the discretion of the BOD. All non budgeted spending requires approval by the Treasurer and one other BOD if over \$100. The Treasurer can approve non budgeted spending on their own if under \$100. Non budgeted spending should be limited.

4.2.1 Fundraiser collections may only be conducted by individuals authorized by the BOD. Fundraisers must be established via the fundraising request form.

4.2.1.1 An authorized individual is one who has been given written permission by the BoD.

4.2.1.2 Authorization is given by a majority vote of the BoD, who will then send written permission via official forms of communication.

4.3 Purchasing methods

4.3.1 KGE accounts should be used whenever possible

4.3.2 Proof of Purchase: All payments and reimbursements require official transactional receipts. Proof cannot be handwritten / hand compiled, without item description(s) or stock keeping unit (SKU), illegible, without date, without store information, must be itemized, and/or cannot include non-related items, such as personal purchases or items related to another department, budget, or fund.

4.3.2.1 Receipts must be turned in to the Treasurer within 7 days of purchase.

4.3.2 The Treasurer may designate KGE Credit or Debit cards to Officers of the club.

4.3.2.1 Requires signed user agreement with KGE

4.3.2.2 Abuse of KGE cards will result in suspension of membership

4.3.3 Reimbursements. Administrators may request a reimbursement for expenses incurred. All budgeted reimbursements shall be approved by three Corporate Officers if \$50 or more over the anticipated cost.. All reimbursements shall require the submission of receipts, signed by the budget administrator.

4.3.3.1 Reimbursements may be issued to other officers when requested in writing by the Budget administrator.

4.3.3.2 Reimbursements requests are required within 30 days of receipt purchase date

4.3.3.3 Approved Reimbursements must be issued within 60 days of purchase or incur a tax liability as income as required by the IRS.

5.0 Annual Registration Forms: All persons wanting membership in KGE shall fill out an Annual Registration Form for each calendar year they wish to participate.

5.1 ARF's for the new year will be available on 1/1 of that year. ARF's completed after the applicable year are not valid; an ARF for 2019 cannot be completed in 2020.

5.2 The Secretary shall archive the ARFs. The President shall be responsible for the layout of the ARFs.

6.0 Financial Authority

6.1 Signature Authority: The Corporate Officers shall have the right and authority by use of their signature to issue funds as approved by the BOD from accounts belonging to KGE, as needed in the Treasurer's absence.

6.2 Other Assets: The Treasurer shall retain the right and authority by their signature to issue funds and/or other assets of KGE as approved by the BOD from accounts and assets belonging to KGE.

7.0 Review Authority. Any position defined by a KGE document will be subject to evaluation by the BOD as needed. The BOD shall retain the right to remove or replace any person from any defined position upon majority vote of the BOD.

8.0 First Event. To provide prospective members the ability to familiarize themselves with the activities of K1, the first regular event a person attends in that person's lifetime is free. All participants must still pay the annual membership dues prior to participation.

9.0 KGE Community Sponsorship - Money for the expressed purpose of sponsoring membership dues and or regular event fees based on merit and or need.

9.1 The BOD will vote for the recipient(s) based on proposal from the KGE Community Sponsorship Fund.

9.1.1 Committee for the KGE Community Sponsorship Fund will be composed of the Even Year Player Rep, Odd Year Player Rep, and the respective game system GM1st.

9.1.2 Meeting Frequency- At least 12 days prior to regular quarterly BOD business meetings

9.1.2.3 Emergency meeting can be called by the committee

9.1.2.4 Meeting duration is one hour but can be extended

9.2 Applicants restricted to members in good standing

9.2.1 Cannot be residing with or relations of committee members

9.2.2 Cannot be BOD, residing with or their relations