

# GSA Europe Policy Handbook

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POLICIES THAT GOVERN THE GSA EU ASSOCIATION

Version 13

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# POLICY 101. MEMBERSHIP

## 101.1 Classes & Levels

The Supervisory Council and Administrators (The BOD) have established the following membership classes in the Association:

- 1) Voting, meaning Director and Industry level Members who have the right to vote on the adoption of completed Standards or Best Practices.
- 2) Non-voting or Single Committee Only Voting, meaning Vertical, Operator, Committee, and Regulatory level Members.

Consult GSA EU Bylaws regarding the full qualifications and rights of voting and non-voting membership categories.

Members are required to read and understand all GSA Europe policies.

## 101.2 Privileges, Dues & License Fees

Refer to the IGSA website at [www.igsa.org](http://www.igsa.org) for a complete overview of privileges, membership levels and dues, and license fees.

## 101.3 Rules

Members are required to read and understand all GSA EU policies.

### 101.3.1 Membership Qualifications

- 1) A manufacturer of gaming devices who currently manufactures, assembles, produces, programs or makes modifications to any gaming device;
- 2) A manufacturer of gaming associated equipment that manufactures, assembles or produces any equipment for use in or by the gaming industry;
- 3) An operator who holds a license to operate gaming devices;
- 4) Any other company that provides other goods and/or services to operators, manufacturers or vendors related to the gaming industry;
- 5) Only a Member can be recognized as a GSA accredited test lab.
- 6) Any company or person that commits to support GSA's mission.

### 101.3.2 Membership Right to Use of GSA Europe's Standards

Members must be in good standing to use any GSA Europe intellectual property in technology and /or products they produce for commercial benefit. Members who fail to retain membership are no longer in good standing and will lose the right to use GSA Europe intellectual property with the exception of online standard covered by a separate licensing agreement.

GSA Europe reserves the right to report to regulators any company that uses GSA Europe's intellectual property without being a member in good standing.

### 101.3.3 Manufacturer ID

Within the GSA standards, there is a set of identifiers that are designed to be globally unique. These identifiers are called a Manufacturer ID or MID. The MID ensures that one manufacturer will not duplicate the identifiers used by another manufacturer. The remaining characters are assigned by the manufacturer in a manner that maintains uniqueness across the manufacturer's product lines.

MIDs are referenced in a number of places in our standards. They identify the manufacturer of a product or appear as the prefix to a manufacturer-assigned identifier – for example, an EGM Id, pay table Id, theme Id, etc. The MIDs always require there to be three characters comprised of the characters A-Z and 0-9.

The GSA MID registry is used to track the identifiers registered to GSA members. The registry also indicates which manufacturer ID's are no longer valid. To obtain and maintain GSA Certification for its products, a company must be assigned a Manufacturer ID.

- 1) With the exception of Committee, Operator, and Committee only and Regulatory Members, Each an IGSA Member in good standing may request and is entitled to one (1) MID.
- 2) Each GSA Member in good standing may request additional MIDs for an annual fee per MID.
- 3) If an GSA Member company acquires one or more IGSA Members, then:
  - a) If the new Parent company wants to retain ownership of the acquired Members' MIDs in addition to its own, then it may do so for an annual fee per acquired company's MID.
  - b) If the new Parent company does not want to retain ownership, then the acquired Members' MIDs will be marked as not in use and archived.
- 4) If an GSA Member company owning a MID goes out of business, its MID will be marked as not in use and archived.
- 5) If an GSA Member company leaves GSA after using its MID and anyone wishes to retain ownership or use of that MID, may do so for an annual fee per MID.
- 6) A non-member cannot request a MID, however a non-member company that has licensed an GSA standard, that requires a MID, may request a MID for an annual fee.

Failure to pay the MID fee(s) will lead to the revocation of the MID(s) and an update to the MID registry as per this policy.

### 101.3.4 Vertical, Operator & Committee Membership

- 1) Vertical, Operator and Committee Membership are non-voting memberships. However, all members within committees may vote on committee issues if agreement is not reachable via consensus.

### 101.3.5 Subsidiaries & Affiliates of Existing Members

- 1) A subsidiary or affiliate company of an existing Voting Member may not hold a Voting membership.
- 2) Under no circumstances is GSA information, not already available in the public domain, to be shared with any company other than a wholly owned subsidiary company.
- 3) A subsidiary company is a company that does business under separate names and files separate corporate/business licenses and tax filings.

### 101.3.6 Partner Membership

The President or BOD may invite organizations that can advance GSA Europe's mission through collaboration, education, or specialized expertise, to join GSA Europe as a Partner. Invited organizations may only become Partners if approved by the BOD. There is no participation fee for Partners.

The President or BOD may approve a Partner's committee participation and/or access to committee data, IGSA Standards or Best Practices, on a case-by-case basis. Partners approved for committee participation have voting rights within that committee and the right to use any Standard(s) or Best Practice(s) developed within the committee. Partners do not automatically gain any right to implement and/or commercialize the provided Standard(s) or Best Practice(s). Any such rights are to be approved by the BOD. If a Partner organization is composed of multiple separate companies or members, then Partner status is only conferred on the parent organization and not the companies or members it is composed of.

Partner participation is reviewed and renewed annually by the BOD.

### 101.3.7 Membership Application

All Members are required to sign and date the Membership Application as a condition of becoming a Member.

## 101.4 Document Distribution

Members may duplicate Members-only documents for review and comment by employees of their companies.

Member companies in legitimate possession of Members-only documents may provide copies of them to non-employee contractors and/or consultants providing that the recipient agrees to execute a non-disclosure agreement, or is bound by non-disclosure with the Member through a consulting agreement or GSA Europe licensing agreement.

Member companies should be aware that the distribution of GSA documents, as described here, to non-members can be subject to BOD sanction, including but not limited to, the termination of membership, financial penalties and the notification of all appropriate Regulatory Authorities that the use of GSA documents is not authorized.

No Member may modify a GSA document and then transmit the modified version, unless all modifications are clearly identified as such.

A government regulatory agency is able to request free copies of GSA Standards; access upon approval of the GSA EU Managing Director. Government-sponsored operators must be Members.

Distribution of GSA standards to governments, regulators, and non-implementers is at the discretion of the President/Administrators and/or Managing Director or Chairman. The information provided by GSA to the requesting party will only be for a specific GSA standard version and/or its extensions. The information requested will only be distributed in an unalterable format without any additional information (such as XML files and/or Technical Bulletins). Access to any GSA

standard is accompanied with a cover letter or statement giving notice to the receiving party that the information they are receiving is GSA confidential. The requested GSA standard will have a watermark stating “confidential / non-implementation” and mention the specific entity it was disclosed to.

The Supervisory Council, at its discretion, may provide free access to any of GSA’s Standards.

## 101.5 Confidentiality and Non-Disclosure

### 101.5.1 Confidential Information

- 1) Members-only documents are considered confidential information. Members may have access to Confidential Information in the course of their participation as a Member.
- 2) Confidential Information includes, among other things, all notes, analysis, compilations, studies, interpretations, vendor lists, products, analysis, protocols, test results, descriptions, drawings, computer software, source code, patent applications, hardware configurations, systems, standards, specifications, or other materials or documents prepared or developed by GSA or by a Member or its Representatives which contain, reflect or are based upon any information furnished to a Member, its Representatives, or its parent companies (“Recipients”) pursuant to this policy; including materials and all other trade secrets of GSA as defined by the laws of the Republic of Malta or European Union relating to standards, protocols, and specifications; whether written, oral, magnetic or other machine-readable format provided, however, that any oral communication will be Confidential Information only if the substance of the oral communication is reduced to writing, marked “Confidential” and delivered to the Recipients within 72 hours of the oral communication. Confidential Information does not include information, knowledge or factual data which:
  - a) Was within Recipients’ possession prior to its being furnished to Recipients by or on behalf of GSA pursuant hereto, provided that the source of such information was not known by Recipients to be bound by a confidentiality agreement with or other contractual, legal or fiduciary obligations of confidentiality to GSA or any other party with respect to such information; or
  - b) Becomes part of the public knowledge or literature other than by reason of any action or inaction of Recipient; or
  - c) Becomes available to Recipients on a non-confidential basis from a source other than GSA or any of its representatives having the right to disclose same; or
  - d) Is approved for release, in writing, by GSA; or
  - e) Is independently developed by Recipients without the use of any information received from GSA as documented in writing.
- 3) In consideration of the disclosure of Confidential Information to Recipients, Members agree:
  - a) To not use any Confidential Information for Recipients’ own use or for any purpose other than for the purpose set forth above;
  - b) To not disclose any Confidential Information to any person or entity, including but not limited to any affiliate or subsidiary of any of the Recipients, except as approved in advance in writing by GSA;
  - c) To take all reasonable measures to protect the secrecy of and avoid disclosure or use of the Confidential Information in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized hereunder to have any such information, which measures shall at a minimum include

the highest degree of care that Recipients utilize to protect their own information of a similar nature but no less than a reasonable degree of care;

- d) To abide by the provisions of this policy at all times;
  - e) To ensure the terms of this policy are binding on all of Recipients' owners, officers, employees and Representatives and to not disclose any Confidential Information to any Representative of Recipients unless such person is subject to a confidentiality and non-disclosure agreement the terms of which are at least as restrictive as the terms of this policy;
  - f) To notify GSA in writing of any misuse or misappropriation of the Confidential Information which may come to Recipients' attention, followed by a detailed written explanation of the facts and circumstances of the misuse or appropriation;
  - g) To take all immediate steps to recover and/or secure the Confidential Information if it is misused or misappropriated;
  - h) To cooperate with GSA, its officers, employees and attorneys in any efforts to recover and protect from further compromise any Confidential Information;
  - i) That GSA shall have the right to seek enforcement of this policy and/or relief for a breach thereof in any court of proper jurisdiction and venue.
- 4) The obligation of Recipient to keep GSA Confidential Information confidential pursuant to this policy shall continue until such time as the Confidential Information is publicly known, without fault on the part of Recipient.

## 101.6 Press Communication

### 101.6.1 Press Inquiries

Requests for articles, interviews or quotes should be directed to the Managing Director, President or their designee.

### 101.6.2 Press Releases

GSA may request coordination of press releases with its Members to announce products that adhere to GSA Standards, to announce creation of new working groups or sub groups, and other special cases.

Press releases shall be reviewed and approved by the Supervisory Council before being distributed. The Supervisory Council shall have three (3) business days to review and approve press releases.

### 101.6.3 Member Press Releases that Mention GSA EU

Members may announce membership in the GSA EU.

Members may announce development of products that will adhere to GSA Standards.

Members may announce products that implement GSA Standards if they are GSA certified or, if they meet the GSA compliance criteria as defined for each Standard.

# POLICY 102. COMMITTEES

## 102.1 Committee Formation

### 102.1.1 Supervisory Council Created

The Supervisory Council shall appoint standing or special committees as necessary to carry out the objectives and purposes of the Association. All committees must have a charter defining the purpose of the committee and the scope defining its rules and boundaries. Committee Membership vests in the Member organization, not the individual. Director level BOD Members may create new committees at any time by submitting a Charter to the BOD for approval.

### 102.1.2 Technical Committee

A technical committee develops technical standards in accordance with their specific charter. The Supervisory Council approves the creation of a technical committee as a result of a request from the membership for a new standard. The request must include an overview of the proposed standard, a draft charter, a development timeline, an agenda for the initial committee meeting, and written support from a minimum of three (3) Members. All requesting Members must commit to providing resources. If approved, new standards will be developed following the standards development process.

### 102.1.3 Non-Technical Committee

A non-technical committee identifies, studies, evaluates, discusses, and proposes specific business requirements, guidelines or templates to the Supervisory Council for consideration of inclusion into existing or new technical standards. Non-technical committees also develop best practices. The Supervisory Council approves the creation of a non-technical committee as a result of a request from the membership. The request must include an overview of the proposed committee, a draft charter, a project timeline, an agenda for the initial committee meeting, and written support from a minimum of three (3) Members. All requesting Members must commit to providing resources.

## 102.2 Committee Membership Requirements

- 1) Members that want to participate in a technical committee are required to 'opt-in', using the Technical Committee Opt-in form. Technical committee participation carries with it specific responsibilities with regards to GSA's IP policy and licensing. Technical committee Members are encouraged to know and understand their responsibilities under this policy.
- 2) Members of a non-technical committee are not required to 'opt-in' as a pre-requisite to participate in the non-technical committee. Non-technical Committee Membership is not bound by the GSA EU's intellectual property guidelines.

## 102.3 Committee Operating Procedures

### 102.3.1 Formal Committee Meetings

Formal Meetings shall be held a maximum of (4) times per calendar year. A proposed agenda is set by the committee Chair and shall be distributed to all Committee Members at least seven (7) days prior to a Formal Meeting. Any items scheduled for vote shall also be distributed to all Committee Members at least seven (7) days prior to a Formal Meeting.

Face-to-face Formal Meetings must be announced to all Committee Members at least one (1) month in advance.

A committee Chair can request approval from the Supervisory Council to hold a Formal Meeting at any time.

### *102.3.1.1 WORKGROUPS*

A committee can decide to create a workgroup to address specific objectives. The committee will appoint a workgroup leader as well as a clear timeline for every workgroup established. After having achieved the specified objectives, the workgroup will be disbanded.

### *102.3.1.2 INTERIM MEETINGS*

Committees may hold interim meetings independent of Formal Meetings every 6 weeks as determined by the Committee Chair. Interim meetings may be held in person or by conference calls. Interim meetings are always ad hoc. Contribution Submission

All Committee Members may submit their contributions and comments, with sufficient detail, to IGSA. Meeting Host Criteria

- 1) Host must be a member of the GSA in good standing.
- 2) Host opportunities, after being announced to the membership, will be given on a first-come, first-serve basis.
- 3) Host will be required to provide meeting support as defined in writing by staff.

## **102.3.2 Committee Voting**

- 1) All committee members may vote within a committee meeting. Voting will only take place if a decision cannot be reached via consensus. Any committee member may call for a roll-call vote within a committee on any topic. While there is no quorum requirement within committee, if a vote is called for, then more than 50% of the members present must be in favor for an issue to be agreed to.

## **102.3.3 Committee Officers**

A Chair and / or a Vice-Chair lead each Committee.

### *102.3.3.1 CHAIR*

The Chair reports directly to designated GSA Staff and/or the Managing Director. The Supervisory Council shall have the authority to override decisions made by the Chair. The Chair sets the overall direction to ensure that the committee performs within the scope of their charter. The Chair is responsible for:

- 1) Meeting scheduled commitments,
- 2) Setting the meeting agenda,
- 3) Setting the meeting schedule as defined in sections 102.3.1 and 102.3.1.2,
- 4) Conducting meetings,
- 5) Determine with the advice of the committee if any significant idea discussed during meetings should be filed with IP.com to establish prior-art,

- 6) Managing productivity,
- 7) Reviewing minutes with the Secretariat,
- 8) New Member orientation, and
- 9) Overall management of the committee, its Working Groups, and other responsibilities and duties as determined by the designated GSA staff.

The Chair, in collaboration with designated GSA Staff and/or the Managing Director, is responsible for creating and maintaining:

- 1) A definition of work objectives,
- 2) Deliverables for each objective with time lines, and
- 3) A report highlighting progress-to-date versus timeline for each deliverable.

The committee Chair may distribute, at his/her discretion, committee materials, meeting minutes, and meeting notices to non-Members under a non-disclosure agreement subject to approval by the Managing Director,, or their designee. Exercise of such discretion shall be documented in the committee minutes of the meeting.

The committee Chair will settle all Committee Member disputes or other issues on a non-discriminatory basis.

### 102.3.3.2 VICE-CHAIR

The Vice-Chair reports directly to the Chair. The Vice-Chair will assume the responsibilities of the Chair if the Chair leaves his position for any reason. The Vice-Chair is responsible for:

- 1) Conducting meetings in the absence of the Chair,
- 2) Assisting the Chair in the operation of the committee, and
- 3) Stepping in as Chair in the event that a Chair is not available.

### 102.3.3.3 ELECTIONS

Committee Chair and Vice-Chair elections are held at the beginning of each year, and are conducted via secret ballot by the Secretariat. Chair or Vice-Chair must be a Representative from a Voting Member.

- 1) Chairs and Vice-Chairs serve for a one (1) year term.
- 2) Chairs and Vice-Chairs serve for a maximum of three (3) consecutive terms.
- 3) The Supervisory Council may remove a Chair and Vice-Chair at any time.
- 4) In the event that there are no elected candidates for a Chair or Vice-Chair, The Supervisory Council may appoint the Chair or Vice-Chair (including a candidate who has served three (3) terms) for a period of time determined by the Supervisory Council not to exceed one (1) year.
- 5) Chairs and Vice-Chairs for newly formed committees will be appointed by the BOD for the first Formal Meeting of the committee. Full elections will be held for Chair and Vice-Chair at the next Meeting. Designated IGSA Staff can act as Chair until the election process is completed.

#### 102.3.3.4 RESIGNATION

In the event of the resignation or removal of the Chair, the Vice-Chair will:

- 1) Step into the Chair role for the remainder of the term,
- 2) Request that a Committee Member volunteers to assume the Vice-Chair role, and
- 3) Hold an election via email if there is more than one volunteer for the Vice-Chair role.

In the event of the resignation or removal of the Vice-Chair, the Chair will:

- 1) Request that a Committee Member volunteer to assume the Vice-Chair role, and
- 2) Hold an election via email if there is more than one volunteer for the Vice-Chair role.

#### 102.3.3.5 LIAISONS

Each committee may appoint a liaison from their committee to other standards setting bodies that are relevant to their charter. Liaisons are expected to have dual representation in both the GSA and the other standards setting body, and to carry messages from the GSA committee to the other standards setting body. The Committee may remove a liaison from office at any time. The committee Chair or Vice-Chair will make a call for liaison nominations.

#### 102.3.3.6 HIATUS

The BOD may put any committee on hiatus. If any member or non-member becomes aware of an issue that should be addressed by a specific committee which has been placed in hiatus status, they must notify IGSA staff in writing. The BOD will determine if the issue requires the full attention of the appropriate committee. The BOD may reactivate a committee that has been placed on hiatus.

### 102.3.4 Non-Member Participation

Any non-Member, with an interest in membership, may attend, at the invitation of the committee Chair and the approval of the Managing Director, for up to two (2) committee meetings without being a Member after having executed the GSA Non-Disclosure Agreement.

### 102.3.5 Subject Matter Experts

Subject matter experts are individuals who are experts in their technical area. Subject matter experts who are not employed by Members may be invited to participate in the committee meeting by the committee Chair. Prior to their participation, the committee Chair must ensure that the subject matter expert has executed the Non-Disclosure Agreement and it is on file with the Secretariat.

## 102.4 Standards Development Process

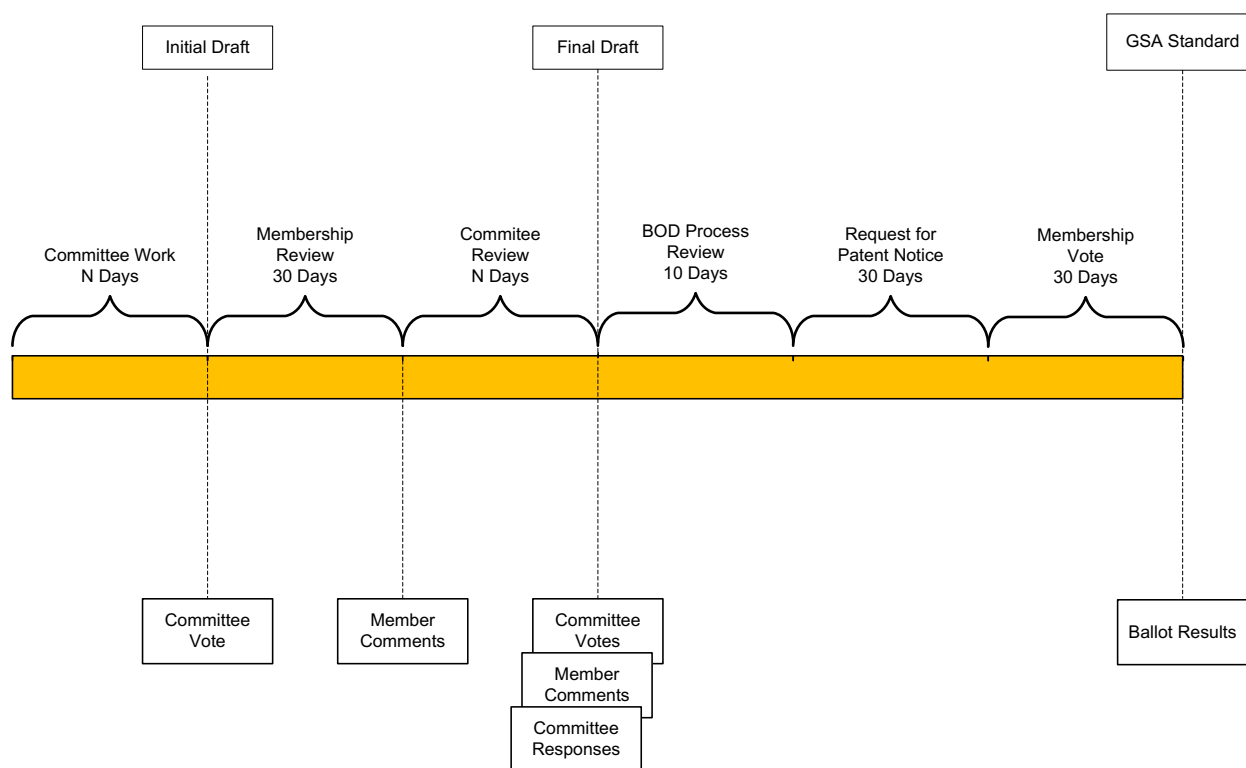
### 102.4.1 Call For A New Standard

A Member may call for the creation of a new standard, providing they have written support of two (2) other Members. All requesting Members must commit to providing resources for the development of the standard. Members must provide a development plan comprised of an overview of the proposed standard, a draft charter, a development timeline, and an agenda for the initial committee meeting. The development plan must include a recommendation as to whether the work can take place in an existing committee or the creation of a new committee is warranted. The development plan is submitted to Supervisory Council for approval.

From time to time, the Supervisory Council may decide it is in the best interest of the industry to provide change management support to an existing or de facto standard developed outside of GSA. The Supervisory Council may, at any time, form a committee that will provide such change management support.

### 102.4.2 Standards Development Process

Figure 1. Standards Development Process



#### 102.4.2.1 *INITIAL DRAFT*

After the Supervisory Standard has approved the call for a new standard, the designated committee is directed to begin work on the Initial Draft of the standard.

When work on the Initial Draft has been completed, it is reviewed by the committee and a formal vote is taken to present it to the membership for review and comments.

#### 102.4.2.2 *MEMBERSHIP REVIEW*

The Initial Draft of the standard is sent out to the membership for review and comments. GSA will maintain a list or database of Members who have commented on the Initial Draft. The time period for membership review should be no less than thirty (30) days, unless the Supervisory Council shortens such time.

All comments and responses, including any committee ballot results, must be attached to the Initial Draft in an appendix and must remain with it during the development process.

#### 102.4.2.3 *FINAL DRAFT*

Comments received during the membership review, together with any further required amendments, improvements, and/or changes are incorporated into the Final Draft of the standard. It is important that Members who raised concerns during the membership review are actively included in discussions provide that, when necessary, the Member has opted into the committee.

When work on the Final Draft has been completed, the committee reviews it and a formal vote is taken to accept it as the Final Draft of the standard. If approved, the Final Draft is forwarded to the Supervisory Council for process review.

#### 102.4.2.4 *THE BOD PROCESS REVIEW*

The BOD examines the committee process to ensure that it has been followed correctly and that the Final Draft of the standard is suitable for publication. Upon approval of the process review, the Supervisory Council releases the Final Draft to the Members for a formal vote and a Request for Patent Notice in accordance with GSA EU's Intellectual Property Policy.

It is intended that this step not introduce undue delay into the adoption process; therefore, the Supervisory Council may vote by telephone poll or email to release the Final Draft of the standard. The time frame for the Supervisory Council process review should be ten (10) days or less.

#### 102.4.2.5 *MEMBERSHIP VOTE*

A vote is taken by the Voting Members on accepting the Final Draft as a GSA standard. The time frame for membership vote on the Final Draft should be no less than thirty (30) days, and shall begin thirty (30) days after the Request for Patent Notice has been issued.

#### 102.4.2.6 *STANDARD*

The Final Draft becomes a GSA standard if accepted by a simple majority of the Voting Members. The committee then completes the process by removing the appendices containing earlier ballot results, comments, and responses, and publishes the formal standard.

### 102.4.3 Voting On Standards

#### 102.4.3.1 VOTE TYPES

There are three types of votes allowed - FOR, AGAINST and ABSTAIN.

ABSTAIN indicates the Voting Member has considered the standard, and may not be in a position to vote FOR or AGAINST it. An ABSTAIN vote counts toward quorum.

FOR and ABSTAIN votes can be cast either with or without comments.

AGAINST votes must be cast with comments. AGAINST votes cast without comments will be counted as ABSTAIN votes.

Any votes that are not cast, illegible or spoilt will not be counted. All comments will be submitted to the respective committee for consideration.

#### 102.4.3.2 VOTING PROCESS

The primary representative may vote by email, in writing, by facsimile transmission, postal or courier. The GSA Secretariat shall maintain a list of primary representatives. Each Voting Member may cast only one (1) vote. All votes and written ballots shall be confidential.

#### 102.4.3.3 DUPLICATE VOTES

If more than one (1) vote is received from a Voting Member only one (1) shall be counted. If all votes received from the Member agree (e.g. two (2) votes FOR adoption) the Members' vote shall be counted as one (1) vote of the appropriate type. If differing votes are received from a Member (e.g. one FOR vote and one or more AGAINST or ABSTAIN vote(s)) the Member's vote will be cast as ABSTAIN. Comments, if any, will be combined.

#### 102.4.3.4 QUORUM

Approval of formal standards requires a quorum of greater than 50% of Voting Members.

### 102.4.4 Changes To An Existing Standard

Table 1. Release Types and Changes

Release Type	Changes To GSA Standard	Adoption process
Technical Bulletin	Critical corrections or clarifications to a specific standard or its associated schema.	Committee Vote Designated GSA Staff Approval
OGC Business Bulletin	Essential business needs/requirements for committee stakeholders.	Committee Vote BOD Approval (electronic)

Minor Revision	<ul style="list-style-type: none"> <li>+ Technical Bulletins</li> <li>+ Business Bulletin</li> <li>+ Other corrections and clarifications</li> <li>+ Extensions, if any</li> <li>+ Additional functionality, if any</li> </ul>	<ul style="list-style-type: none"> <li>Committee Vote</li> <li>Membership Review</li> <li>Membership Vote</li> </ul>
Major Revision	<ul style="list-style-type: none"> <li>+ Technical Bulletins</li> <li>+ Business Bulletin</li> <li>+ Minor Revision</li> <li>+ Extensions, if any</li> <li>+ Additional functionality, if any</li> </ul>	<ul style="list-style-type: none"> <li>Committee Vote</li> <li>Membership Review</li> <li>Membership Vote</li> </ul>

#### 102.4.4.1 TECHNICAL BULLETINS

From time to time, a Technical Bulletin may be published regarding a standard. A Technical Bulletin addresses specific errors or discrepancies within a standard, including typographical errors and non-functional changes to a standard and/or its associated schema. Technical Bulletins are intended to quickly provide critical information to implementers of a standard. They are only issued for specific corrections and clarifications voted on by the Technical Committee; other corrections and clarifications may be reserved by the Technical Committee for the next revision to the standard.

The Technical Committee may only issue Technical Bulletins for schema changes within thirty (30) days following a release of a major or minor revision to a standard without Supervisory Council approval. The committee shall use best efforts to strive towards issuing any Technical Bulletins within ninety (90) days following the release of a major or minor revision to a standard.

#### 102.4.4.2 OGC BUSINESS BULLETIN

From time to time, a Business Bulletin may be published regarding Online Gaming Committee (OGC) created standards. An OGC Business Bulletin addresses specific business requirements that are essential for the relevant standards. The OGC Business Bulletins are intended to quickly provide a functional enhancement to implementers of a standard. They are only issued and voted on by the Online Gaming Committee and gain final approval from the BOD via electronic means.

#### 102.4.4.3 MINOR REVISION RELEASE

A minor revision is made to a standard at the discretion of the committee Chair with approval of designated GSA Staff.

This release is an accumulation of any Technical Bulletins; any other corrections and clarifications; any newly approved extensions (see Section 102.4.8.2 Categories of Extensions for more details); and, any additional functionality approved by the Technical Committee. A release notes document, detailing the changes, is included in the release package along with the updated standard and any associated schema files, if applicable.

#### 102.4.4.4 MAJOR REVISION RELEASE

A major revision is made to a standard at the discretion of designated GSA Staff with approval of the Supervisory Council due to substantial upgrades or changes in functionality.

This release is an accumulation of the previous minor revision of a standard; any Technical Bulletins; any other corrections and clarifications; any newly approved extensions (see Section 102.4.8.2 Categories of Extensions for more details); and, any additional functionality approved by the Technical Committee. A release notes document, detailing the changes, is included in the release package along with the updated standard and any associated schema files, if applicable.

## 102.4.5 Extensions To Standards

### 102.4.5.1 EXTENSION FUNCTIONALITY TYPES

An extension is an addition to an existing GSA standard developed separately from GSA, or in conjunction with GSA, for possible eventual inclusion in a GSA standard. Extensions are created to introduce functionality that may be desired by a particular manufacturer. Only some types of extensions are allowed by GSA and seen as valid innovations that are accretive to the industry. The following are definitions of the types of functionalities that are enabled via extensions:

- **Duplicate functionality** – An extension that allows functionality to be added by a manufacturer that already exists within a GSA standard. This type of extension is **not allowed**.
- **Differing implementations** – An extension that allows functionality to be implemented differently by a manufacturer requiring other manufacturers to modify their implementation to align to this differencing implementation. This type of extension is **not allowed**.
- **Proprietary functionality** –
  - An extension that allows functionality to be *added* to a standard by a manufacturer that is intended for cross-manufacturer product use and not shared with GSA. This type of extension is **conditionally allowed** (See Section 102.4.5.2).
  - An extension that allows a functional modification of a standard by a manufacturer that is intended for cross-manufacturer product use and not shared with GSA. This type of extension is **not allowed**.
- **Intra-Manufacturer functionality** – An extension that allows functionality to be added to a standard by a manufacturer and is intended to be used only with its own products and not shared with GSA. This type of extension is **allowed**.

### 102.4.5.2 EXTENSION PROCESS

GSA allows for the creation of extensions in support of its objective to enable innovation within the Gaming Industry. GSA requires that any extensions to a Standard that enable proprietary functionality as defined in Section 102.4.5.1 be remitted to GSA for inclusion in the current Standard within one (1) year from its initial commercial implementation. Intra-manufacturer extensions do not need to be reported to GSA.

Once approved by the Technical Committee or by the BOD, the extension becomes a standalone document under the ownership of GSA and is maintained by the appropriate Technical Committee. The functionality represented by the extension may be incorporated in the next minor or major revision of the GSA standard, whichever comes first (see Section 102.4.8.2 Categories of Extensions for more details). Redundant functionality will be identified by the committee, which will determine if it is necessary.

Extensions are unconditionally donated to GSA for inclusion into the applicable GSA standard. Once GSA accepts the extension, GSA takes ownership of the document, any associated schema files, and their copyrights. The donor maintains intellectual property rights.

Extensions are treated as part of the normal standard development process. Submitters of extensions must be opted-in to the committee charged with development of the standard being extended.

The following sections describe the process of incorporating extensions into the applicable standard.

### 102.4.5.3 EVALUATION OF PROPOSED EXTENSION

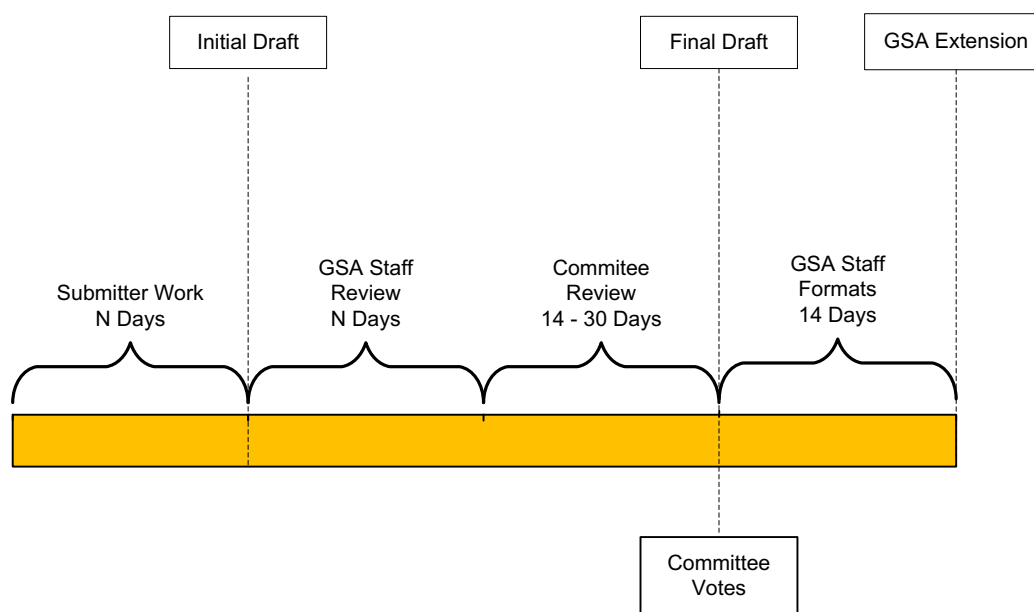
- 1) The submitter of an extension will provide the documentation and any associated files (such as schema) for an extension to a standard for evaluation by designated GSA Staff. GSA Staff will make every effort to respect the proprietary nature of such submissions.
- 2) The submitter will detail whether the extension has already been reduced to practice, the extent of its implementation, i.e. number of EGMs, casino sites and gaming jurisdictions, whether any other GSA Members have already implemented this extension and whether the extension required Regulatory Authority approval and if such approval has been received.
- 3) The submitter will identify whether the extension is to be considered an “as is” candidate submission. To qualify as an “as is” extension, it must pass GSA Staff review as described in Section 102.4.5.3 bullets 4 and 5 below, must have already been implemented in the field, may have required and received Regulatory Authority approval, and may have been implemented by other Manufacturers.
- 4) Designated GSA Staff will review the documentation and any associated files and provide a report to the submitter within a mutually agreed upon time frame. The extensions will be reviewed on a first come first served basis, regarding:
  - a) Errors – Errors must be corrected prior to inclusion in a version of the protocol. Errors are defined as:
    - i) Schema validation errors, if applicable.
    - ii) Incompatibilities with the existing GSA schemas, if applicable.
    - iii) Incompatibilities between the schema and documentation, if applicable.
    - iv) Incompatibilities that cause the extension not to interoperate with the standard it is extending.
    - v) The use of GSA-assigned manufacturer IDs or other manufacturer-specific information in error codes, event codes, enumeration values, examples, and other aspects of the protocol and related schemas, if applicable.
    - vi) The use of namespaces and namespace prefixes that do not conform to conventions established from time-to-time by designated GSA staff.
  - b) Recommendations – Recommendations for improvements may be provided to the submitter. Upon submission of the extension to the Technical Committee, any recommendations not implemented by the submitter may be disclosed by designated GSA staff to the Technical Committee.
  - c) Redundant functionality – The submitter will be informed about the details of any redundant functionality that is included in the proposed extension. Upon submission of the extension to the Technical Committee, redundant functionality will be disclosed by designated GSA staff to the Technical Committee.
- 5) Designated GSA Staff will work with the submitter of an extension to resolve any issues, to communicate whether the submission qualifies as an “as is” one, if applicable, and to facilitate the inclusion of the extension in the standard being extended.

### 102.4.5.4 INCLUSION OF EXTENSIONS IN GSA STANDARDS

- 1) Once all relevant issues have been resolved, the submitter will submit the documentation and any associated files for the extension to the Technical Committee for consideration. The submitter will also clearly articulate the business need for the extension, the fact that it has already been implemented, identify if Regulatory Authority approval was required and if granted, and WHETHER any other Manufacturers have also implemented it, if

Regulatory Approval was required and granted, and if GSA Staff has accepted the extension as an “as is” submission.

- a) An “as is” submission, having passed designated GSA Staff review as described in Section 102.4.5.3 is recommended for submission to the Technical Committee as a secondary review. The committee will process all submissions on a first come first serve basis.
- 2) A mutually agreed upon time frame for evaluating the extension will be determined by designated GSA Staff, the committee Chair and the submitter. This time frame must not be less than fourteen (14) days. For major extensions, such as new classes, at least thirty (30) days should be allowed. Within the agreed time frame, designated GSA Staff, the committee Chair, and the submitter will identify deadlines for comments and responses as well as the date planned for the Formal Meeting to vote on the extension.



- 3) Questions and comments from the Technical Committee must be presented to the submitter by the deadline established for the extension. The submitter is under no obligation to respond to questions or comments presented after the deadline.
- 4) The submitter will actively participate with the Technical Committee during this process and will respond within 7 days to questions or comments presented by the Technical Committee. All responses must be submitted at least seven (7) days prior to the date planned for the Formal Meeting to vote on the extension. If the submitter does not respond as required, the committee Chair may suspend or terminate work on the extension. In such cases, the committee Chair, with the approval of designated GSA staff, may suspend the submitter’s right to submit or resubmit extensions for up to three (3) months.
- 5) The time frame for evaluating the extension may be extended by mutual agreement of designated GSA Staff, the committee Chair and the submitter. In such cases, new deadlines will be announced and a new date for the Formal Meeting to vote on the extension will be established. If the Technical Committee does not adhere to the agreed upon dates or the submitter determines that extensions to those dates are being unreasonably introduced, then the submitter may escalate to designated GSA Staff for resolution, or directly petition the BOD if GSA Staff did not resolve the matter to their satisfaction.
- 6) A Voting Committee Member may make a motion at a Formal Meeting to accept the extension into the standard. If the committee does not accept the extension, the submitter may amend it and resubmit for consideration by the committee at a future time or the submitter may request that the BOD review the extension for approval. The BOD may affirm the committee’s decision to reject the extension or may reverse the committee’s decision and approve

it. If the extension is rejected, the submitter may modify and resubmit it to the committee or may withdraw it from consideration. If the BOD approves the extension, they will notify the committee so that an appropriate document may be prepared.

- 7) If the extension is approved, the extension documentation is formatted, and GSA will release the extension upon final approval by designated GSA Staff, the committee Chair, and the submitter. Provided that there are no changes to the content of the extension, a final vote by the Technical Committee is not required to release the extension.

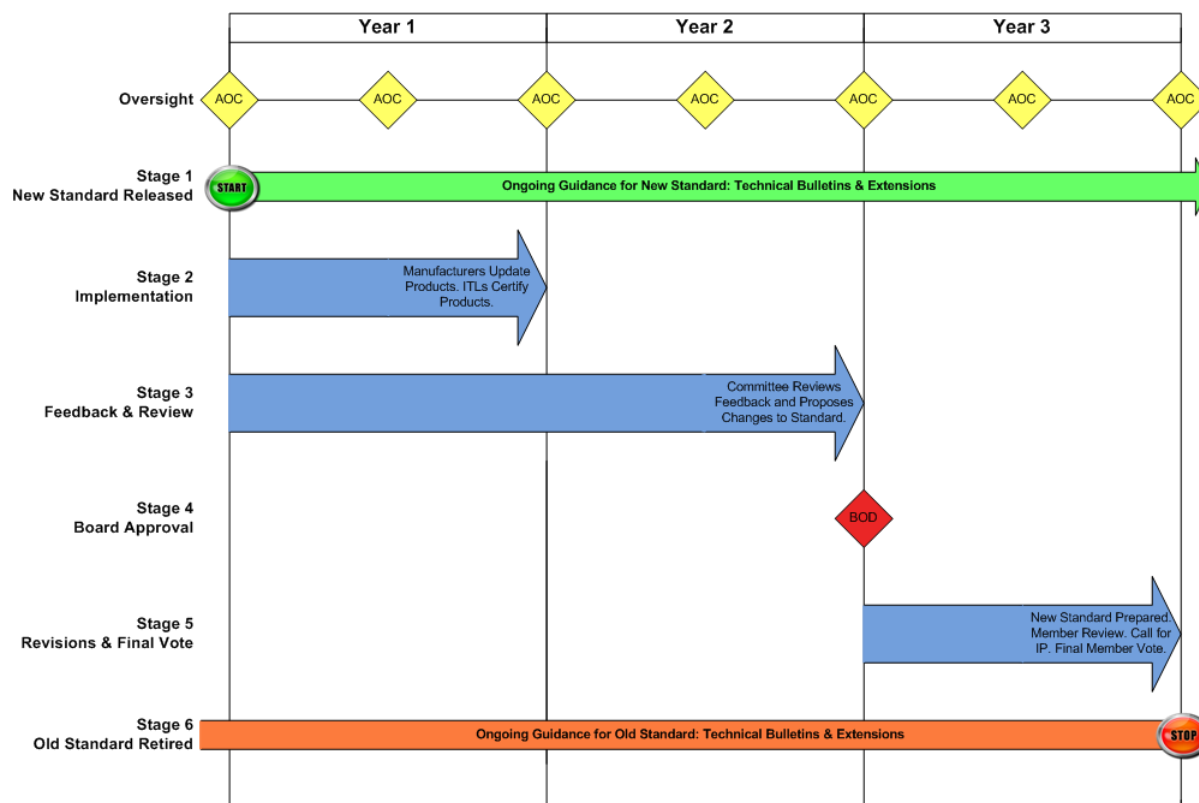
### **102.4.6 Deprecations from Standards**

From time to time, functionality that no longer meets the needs of the industry may be deprecated from an existing GSA standard. Once a deprecation is approved by the Technical Committee or by the BOD, implementers of a standard should no longer support the deprecated functionality unless the functionality is required to maintain interoperability with products using older versions of the standard or to meet operational or jurisdictional requirements. Deprecations may be announced in Technical Bulletins, Minor Versions, or Major Versions of a standard. Deprecated functionality will be identified as such in the next two releases of a standard (Minor or Major Version) and then will be removed from the standard.

A Voting Committee Member may make a motion at a Formal Meeting to deprecate specific functionality from a standard. If the committee does not accept the proposal, the Voting Committee Member may request that the BOD review the proposal. Similarly, if the committee accepts the proposal but a Voting Committee Member objects to the proposal, the Voting Committee Member may request that the BOD review the proposal. The BOD may affirm the committee's decision or may reverse the committee's decision. The BOD will notify the committee of its decision so that appropriate announcements can be made. If the proposal is rejected, the submitter may modify the proposal and resubmit it to the committee or the submitter may withdraw it from consideration.

### **102.4.7 Change Management**

Changes to GSA protocols shall follow a well-defined 3-year lifecycle. This lifecycle provides an orderly framework for the introduction of new releases of the standards. The diagram below provides an overview of the lifecycle. Further descriptions of the lifecycle stages follow the diagram.



### 102.4.7.1 OVERSIGHT

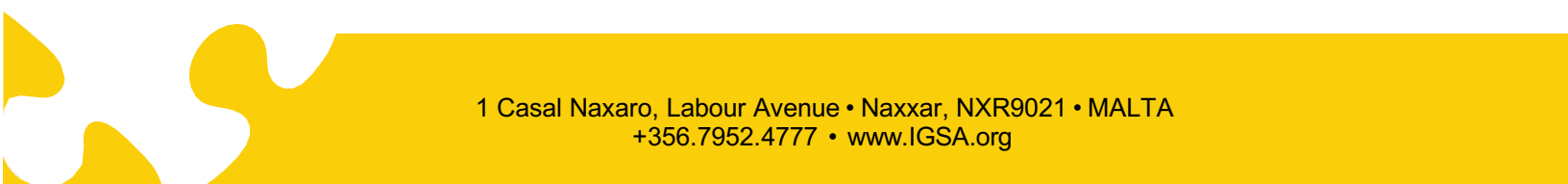
Every six months, the Architectural Oversight Committee (AOC) shall meet to assess the industry’s progress towards adoption of the standards. At this time, the AOC shall review the Technical Bulletins and Extensions released by the technical committees. The AOC shall also review the progress of the technical committees towards the next release of the standards and the new features planned for that release (see Section 102.6 Publication of New Features).

As a result of this assessment and review, the AOC may provide specific directions to the technical committees to help encourage adoption of the standards. When necessary, the AOC may adjust the lifecycle or new features planned for a particular standard to assure coordinated and successful adoption of the standard by the industry.

### 102.4.7.2 STAGE 1: NEW STANDARD RELEASED

A new three-year lifecycle starts when a new version of the standards is released by the technical committees (see Section 102.4.2 Standards Development Process).

Following release of the standards, the technical committees shall continuously evaluate feedback from the industry as well as evolving technology and business requirements. When necessary, the technical committee may release Technical Bulletins (see Section 102.4.4.1 Technical Bulletins), Guidelines (see Section 102.5 Guidelines), and/or Extensions (see Section 102.4.5 Extensions to Standards) to provide ongoing guidance to the industry.



### **102.4.7.3 STAGE 2: IMPLEMENTATION**

Following release of a new standard, the members shall begin a coordinated implementation of the new standard. As appropriate, GSA staff shall provide updates and education on the new standards; test tool suppliers shall incorporate the new standards into their products; independent test labs shall update their test procedures to incorporate the new standards; manufacturers shall implement the new standards in their products.

By the end of the implementation stage, manufacturers should have completed their implementations of the new standards and begun the certification process; operators can expect delivery of interoperable products that conform to the new standards.

### **102.4.7.4 STAGE 3: FEEDBACK & REVIEW**

Throughout the three-year lifecycle, stakeholders shall have the opportunity to express their views on the standards and provide suggestions for changes and improvements – especially in light of evolving technology and new business requirements. The technical committees shall record all such feedback within GSA's change management system for review and evaluation.

The technical committees shall submit the summary of the proposed new features to the GSA BOD for Approval, including any interim extensions that were released as part of the previous version of the standard. The summary must also identify any backward incompatibilities caused by the corrections or clarifications as well as any duplication of functionality introduced by the proposed extensions.

### **102.4.7.5 STAGE 4: SUPERVISORY COUNCIL APPROVAL**

The Supervisory Council shall review and approve the proposed new features to the standards. As part of the approval process, the Supervisory Council may direct the technical committees to omit certain proposed new features to the standards.

### **102.4.7.6 STAGE 5: REVISIONS & FINAL VOTE**

Once the proposed new features have been approved by the Supervisory Council, the technical committees and GSA staff shall prepare the next release of the standards, distribute the release for member comment, address member comments, and then submit the release to the Supervisory Council for process review, call for IP, and, finally, member vote (see Section 102.4.2 Standards Development Process).

Once ratified by the members, GSA staff, beginning a new three-year lifecycle for the standards, shall publish them.

### **102.4.7.7 STAGE 6: OLD STANDARDS RETIRED**

After two complete three-year lifecycles, the old releases of the standards shall be retired. At that time, GSA staff and the technical committee shall stop providing guidance on the old releases. Manufacturers may submit products that use a retired release to independent test labs for compliance testing. Independent test labs may offer opinions regarding compliance with the retired release. However, GSA will only certify products found to be in compliance with releases that have not been retired. When necessary, the AOC may defer retirement of a release to meet the needs of the industry.

## **102.4.8 Categorization of Standards**

GSA has a long-term goal of creating standards that allow manufacturers and operators to deploy products without concern for lack of interoperability due to incompatibilities between different versions of the same standard. An implementation of an

older version of a standard should interoperate with an implementation of a newer version at the level of the older version of the standard.

Thus, GSA discourages any changes to standards that would affect interoperability, especially changes to the syntax or normative rules of the standard. When existing functionality does not meet industry needs, GSA prefers that the existing functionality be replaced by new functionality and that the existing functionality be deprecated from the standards. To preserve interoperability, the existing functionality should not be changed even if it no longer meets industry needs.

However, GSA recognizes that issues may arise when new functionality is first released and that the most expeditious method for dealing with the issues may be to release Technical Bulletins that resolve the issues by changing certain aspects of the new functionality. These changes may include changes to the syntax and normative rules of the new functionality. However, once a standard has been widely implemented and deployed, any such changes should not be made by the Technical Committees.

GSA also recognizes that, over time, certain functionality within a standard may no longer meet the needs of the industry and may be deprecated from the standard (see Section 102.4.6 Deprecations from Standards for more details). At the same time, new replacement functionality may be introduced to meet the ongoing needs of the industry (see Section 102.4.5 Extensions to Standards for more details). Such changes may be unavoidable. They may affect interoperability between products. Thus, before choosing to support a specific extension or to not support a specific deprecation, implementers should carefully evaluate requirements for interoperability with products using older versions as well as operational and jurisdictional needs.

#### 102.4.8.1 CATEGORIES OF STANDARDS

To help the industry gauge the stability of a standard and, thus, the likelihood of any changes, GSA categorizes its standards in the following manner.

Category	Description
Candidate Standard	The standard is ready for initial implementations. Members are encouraged to reduce the standard to practice. Changes to the syntax and normative rules should be expected.
Proposed Standard	Initial implementations have been completed. The standard has been reduced to practice and deployed by operators. Very few changes to the syntax and normative rules should be expected.
Recommended Standard	The standard has been widely deployed by operators and thoroughly tested. No further changes to the syntax and normative rules should be expected.

The first release of a standard will typically be categorized as a Candidate Standard. On rare occasions, the first release may be categorized as a Proposed Standard. This choice will be made by the Technical Committee responsible for the standard based on the number of implementations and deployments prior to the release. The first release will never be categorized as a Recommended Standard. Only the Architectural Oversight Committee (AOC) may elevate a standard to a Recommended Standard.

Subsequently, when a new release of a standard is completed (see Section 102.4.7 Change Management for more details), the Technical Committee will recommend to the AOC how the new release should be categorized. The AOC, based on the Technical Committee's recommendation and additional input from GSA members, will then make a final determination regarding the categorization of the new release.

### 102.4.8.2 CATEGORIES OF EXTENSIONS

Like standards, GSA also categorizes the extensions to standards. Extensions are categorized in the following manner.

Category	Description
Candidate Extension	The extension is ready for initial implementations. Members are encouraged to reduce the extension to practice. Changes to the syntax and normative rules should be expected.
Proposed Extension	Initial implementations have been completed. The extension has been reduced to practice and deployed by operators. Very few changes to the syntax and normative rules should be expected.
Recommended Extension	The extension has been widely deployed by operators and thoroughly tested. No further changes to the syntax and normative rules should be expected.

When an extension is made to a standard, the extension will initially be published as a standalone document (see Section 102.4.5 Extensions to Standards for more details) and categorized by the Technical Committee as a Candidate Extension or a Proposed Extension. Subsequently, when a new release of the standard is being prepared (see Section 102.4.7 Change Management for more details), the Technical Committee will recommend to the AOC whether the extension should be included in the standard and how the extension should be categorized in the next release.

For example, the Technical Committee might recommend that an extension, which was previously released as a Candidate Extension and has been widely deployed, be promoted to a Proposed Extension and be included in the standard. Conversely, the Technical Committee might recommend that a similar extension, which was scarcely implemented, remain a Candidate Extension and not be included in the standard.

Within a standard, each extension will be clearly identified along with its current categorization – Candidate Extension, Proposed Extension, or Recommended Extension. Different extensions may have different categorizations. For example, some extensions may be Recommended Extensions while other extensions may be Candidate Extensions or Proposed Extensions. However, an extension will never be assigned a higher categorization than the standard being extended. For example, an extension cannot be a Recommended Extension unless the standard being extended has already been elevated to a Recommended Standard.

### 102.4.8.3 CERTIFICATION OF STANDARDS

A certain level of stability is required before GSA certification can be offered for a standard. Thus, GSA certification will only be offered for Proposed Standards, Proposed Extensions, Recommended Standards, and Recommended Extensions. GSA certification will not be available for Candidate Standards or Candidate Extensions.

## 102.5 Guidelines

From time-to-time, a Technical Committee may develop guidelines to support the implementation of a GSA protocol. The guidelines may be developed at the request of a Technical Committee Member or the Supervisory Council. A Non-Technical Committee may forward a recommendation for guidelines document development to the Supervisory Council for approval.

When requested by a Technical Committee Member, the Technical Committee shall take a formal vote on whether to develop the guidelines.

When work on the guidelines document has been completed, the Technical Committee will take a formal vote on the guidelines. Once approved by the Technical Committee, designated GSA staff will publish the guidelines, making them available to the GSA membership. If the guidelines were developed at the request of the Supervisory Council, designated GSA staff will also notify the Supervisory Council that the guidelines have been completed.

## 102.6 Publication of New Features

Summary descriptions of all new features to a protocol, including extensions submitted by manufacturers under Section 102.4.5 Extensions to Standards shall be posted to the GSA website and shall be made available to the public as soon as practical after being submitted to the Technical Committees. Designated GSA staff shall be responsible for identifying the new features that should be posted under this policy and for determining appropriate descriptions for the new features.

## 102.7 Technical Committee Document Management

### 102.7.1 Standard And Extension Versioning

Standards and extensions will be treated as separate documents each with their own versioning system. However, when a standard moves to a next major or minor revision, any approved extensions will be incorporated into that revision.

#### 102.7.1.1 STANDARD VERSIONING

M.m MAJOR. minor

*For example: 1.2.*

#### 102.7.1.2 EXTENSION VERSIONING

M.A.r MAJOR. Alpha. revision

MAJOR: refers to the MAJOR standard version on which the extension is based.

Alpha: sequential alphabetical letter assigned to an extensions by designated GSA Staff when the Technical Committee has accepted the extension.

Revision: incremental number (starting at 1) for any revisions to the extension.

#### 102.7.1.3 DRAFT STANDARD AND EXTENSION VERSIONING

If the Technical Committee intends to make changes that would result in a MAJOR revision, the designated GSA Staff will convey the committee's intent to the Supervisory Council for approval.

The Technical Committee will select the next appropriate version number for the changes intended unless directed otherwise by designated GSA Staff.

*For example: given that the current release of a protocol is version 2.1 and a minor revision is planned, the version number selected will be version 2.2*

The first draft version of a standard will be the next version number of the standard under revision followed with the word DRAFT and a number indicating the draft revision.

*For example: if the committee intends to release version 2.1 the first draft would be 2.1 DRAFT 1. Subsequent revisions will increase the draft number by 1. For example the second draft of version 2.1 will be 2.1 DRAFT 2 etc.*

Upon a successful vote of the Membership, the word DRAFT and the draft revision will be dropped from the version number and the standard will be ready for distribution.

## 102.7.2 Guidelines Versioning

Release r      Release revision

Revision: incremental number (starting at 1) for any revisions to the Guidelines.

*For example: Release 2*

## 102.7.3 Availability Of Technical Committee Documents

Documents developed and published by Technical Committees are available only to Members (may be made available to non-Members at Supervisory Council discretion).

GSA Standards (Major Revisions, Minor Revisions, and Extensions) are posted for download on GSA's website.

Technical Bulletins and FAQs are released through GSA's change management system and via email notification.

Other documents developed and published by GSA committees, such as Guidelines, may also be published on GSA's website.

## 102.7.4 Document Types

The following table identifies the types of documents that may be produced by a Committee.

Table 2. Committee Document Types

DOCUMENT TYPE	DESCRIPTION	Versioning	Example
Contribution	Member contributions to existing GSA standards and proposals for new standards or new functionality.	JIRA	GSMP-145
Draft Standard	See Standards Development Process.	vN.n Draft X	G2S v1.1 Draft 3
Standard	See Standards Development Process. Normative.	vN.n	G2S v1.1

Table 2. Committee Document Types

DOCUMENT TYPE	DESCRIPTION	Versioning	Example
Extension	See Incorporation of Extensions into Standards. Normative.	vNa	G2S Ext 1g1
Schema	Schema defines the syntax, as well as some semantic information such as default values, for GSA's XML based standards. Normative.	Namespaces	g2s2
Release Notes	Document identifying the changes made in a version of a GSA standard, extension, certification requirements document, etc.	Date only	G2S v1.1 Release Notes 2010/04/22
Package Lists	Document identifies the contents of a published GSA standard ZIP package.	Date only	G2S v1.1 Package List 2011/03/04
Tech Bulletin	See Changes To An Existing Standard. Normative.	JIRA + Date	GSATB-23
Product Certification Requirements	Document identifying the requirements that a product must meet to conform to a GSA standard in order to be certified in the GSA Certification Program.	Release N	G2S v1.1 Certification Requirements Release 2
Best Practices & Guidelines	Best Practices & Guidelines provide practical information for users and implementers of GSA standards. These documents can cover a range of topics, such as implementation of GSA standards, use and implementation of other technologies and standards as relates to GSA standards, or the use and configuration of products that implement GSA standards. Best Practices & Guidelines are ultimately intended to help ensure successful deployments.	Release N	XXX Guidelines Release 1
FAQs	FAQs provide helpful information to implementers about published GSA standards, offering guidance and best practices for the implementation of GSA standards and for interoperability. FAQs may provide extended discussion about existing functionality in a standard, refer to content within a standard, refer to Technical Bulletins, provide examples, and may use more "friendly" language to assist those new to GSA standards.	JIRA	GSAFAQ-44

# POLICY 103. INTELLECTUAL PROPERTY

## 103.1 Purpose of Patent Policy

The purpose of the GSA Patent Policy is to encourage the full and prompt disclosure by GSA Members of information regarding the existence of Patents that may apply to GSA's standards-setting activities. It is intended to facilitate an atmosphere of cooperation within GSA and between its Members in developing the best possible open industry standards. The Patent Policy is premised in large part upon each Member's Good Faith and forthrightness in making disclosures of relevant Patents in a timely and complete fashion. The Patent Policy is intended to inure solely to the benefit of GSA and its Members.

## 103.2 Inclusion of Patents in GSA Standards

GSA may adopt a standard requiring the use of patented technology, provided such standard is justified based upon technical reasons and further provided that a license to such patented technology is made available to all GSA Members under commercially reasonable terms and conditions that are demonstrably free of any unfair discrimination, as set forth below.

## 103.3 Disclosure of Patents

### (a) Disclosures for Technical Purposes

In accordance with the time frames set forth in Section 103.4(a), and in response to a Request for Patent Notice issued by GSA, Members should provide GSA with a Written Response solely for purposes of technical evaluation by the applicable GSA committee. Provided that such Written Response is timely submitted and submitted in Good Faith in accordance with this Section 103.3(a), such Written Response may be supplemented by such Member, as desired, until a Request for Patent Notice is issued by GSA in accordance with Section 103.4(b) or 4(c). Any Written Response submitted by a Member in accordance with this Section 103.3(a) shall not, under any circumstances, obligate such Member to license the Necessary Patents (as defined in Section 103.10(g)(i)).

Written Responses shall contain the names, numbers, and countries of all disclosed Necessary Patents (as defined in Section 103.10(g)(i)). If a Member is legally or contractually prohibited from licensing or sublicensing, as applicable, one or more such Necessary Patents (as defined in Section 103.10(g)(i)), such Member shall disclose the existence of such prohibition with respect to such one or more Necessary Patents (as defined in Section 103.10(g)(i)).

Any Written Response of a Member shall include a statement that the Member acted in Good Faith in providing the response and that the Written Response is submitted based upon the Member's Reasonable Knowledge.

### (b) Disclosures for Licensing Purposes

In accordance with the time frames set forth in Section 103.4(b) or (c), and only in response to a Request for Patent Notice issued by GSA, Members shall provide GSA with a Written Response. Once a Member has submitted a proper Written Response to a given Request for Patent Notice, all duties of said Member with respect to the given Request for Patent Notice shall be deemed fulfilled.

Written Responses shall contain the names, numbers, and countries of all disclosed Necessary Patents (as defined in Section 103.10(g)(ii)). If a Member is legally or contractually prohibited from licensing or sublicensing, as applicable, one or more such Necessary Patents (as defined in Section 103.10(g)(ii)), such Member shall disclose

the existence of such prohibition with respect to such one or more Necessary Patents (as defined in Section 103.10(g)(ii)).

Any Written Response of a Member shall include a statement that the Member acted in Good Faith in providing the response and that the Written Response is submitted based upon the Member's Reasonable Knowledge. Any Member wishing to object that another Member was not acting in Good Faith must do so within ten (10) Days of the Written Response due date and submit such dispute to binding arbitration pursuant to Section 103.14 below.

Notwithstanding anything in this Patent Policy to the contrary, under no circumstances shall a Member be obligated to breach or violate any pre-existing obligation limiting disclosure and there shall be no penalty to such Member for such non-disclosure or such inability to license. Members shall not include or agree to include provisions within their third party agreements for the primary purpose of intentionally circumventing and/or attempting to circumvent their obligations under this Section 103.3.

## 103.4 Request for Patent Notice

Requests for Patent Notice may be issued by GSA at the following times:

- (a) within ten (10) Days after the approval or amendment of the committee charter by the Supervisory Council, in accordance with Section 103.3(a);
- (b) whenever the membership is requested to comment on an Initial Draft standard or addendum to a standard in accordance with Section 103.3(b); or
- (c) whenever the membership is requested to vote on a Final Draft standard or addendum, in accordance with Section 103.3(b), provided that such Request for Patent Notice issued pursuant to this Section 103.4(c), shall be issued no later than thirty (30) Days prior to any requested vote on a final standard or addendum thereto.

Members shall provide a Written Response to each Request for Patent Notice under Section 103.4(a) and 3.4(b) within forty five (45) Days of issuance by the GSA of such Request for Patent Notice. Members shall provide a Written Response to each Request for Patent Notice under Section 103.4(c) within thirty (30) Days of issuance by the GSA of such Request for Patent Notice.

In addition to responding to any outstanding Requests for Patent Notice, all new Members shall disclose any and all Necessary Patents (as defined in Section 103.10(g)(i) or (ii), as applicable) relating to the most current pending draft standards and addenda and adopted standards and addenda. Such new Member shall have forty five (45) Days to complete and submit such disclosure.

Notwithstanding any other provision herein, under no circumstances can the scope of a Request for Patent Notice exceed the scope of the relevant committee charter under which such a Request is issued.

Under the direction of the Supervisory Council, for each committee's standard no more than one (1) Request for Patent Notice in any given calendar quarter, and no more than three (3) Requests for Patent Notice in any given calendar year shall be issued.

Other than as set forth above, a Request for Patent Notice may not be issued.

## 103.5 Statement from Committee Member

Following GSA's issuance to Members of a Request for Patent Notice under Sections 3.4(b) or 3.4(c), all Members shall provide a Written Response to the Request for Patent Notice. In addition to providing a Written Response to the Request for Patent Notice, all Committee Members shall concurrently with submitting their Written Response provide written notice to the committee that:

- (a) the Committee Member has no Necessary Patents (as defined in Section 103.10(g)(i) or (ii), as applicable) to declare; or
- (b) the Committee Member has one or more Necessary Patents (as defined in Section 103.10(g)(i) or (ii), as applicable) to declare, along with the information requested in accordance with Section 103.3, and the Committee Member shall indicate whether Section 103.5(b)(i) or 3.5(b)(ii) applies with respect to each Necessary Patent (as defined in Section 103.10(g)(ii)) disclosed;
  - (i.) that a non-exclusive license to the Essential Claim(s) of the Necessary Patents (as defined in Section 103.10(g)(ii)), will be made available by the responding Committee Member to other Members desiring a license, without charge or compensation, for the sole purpose of Practicing the adopted GSA standard; or
  - (ii.) that a non-exclusive license to the Essential Claim(s) of the Necessary Patents (as defined in Section 103.10(g)(ii)) will be made available by the responding Committee Member to other Members desiring a license, on commercially reasonable terms and conditions and demonstrably free of any unfair discrimination, for the sole purpose of Practicing the adopted GSA standard.

Non-Committee Members shall not be required to elect between the non-exclusive licenses of subparts (i) or (ii).

Notwithstanding any other provision herein, under no circumstances can the scope of the licensing requirements of this patent policy exceed the scope of the relevant Committee Charter under which the Standard applies. This non-licensing exception shall include all existing or future instances of a protocol or Standard exceeding the Scope of its respective Committee Charter.

If any Member objects to the commercial reasonableness of the terms and conditions of the license or that such license is not demonstrably free of any unfair discrimination, such issue shall be decided by arbitration pursuant to Section 103.14.

Prior to the expiration of the thirty (30) Day timeframe set forth in Section 103.4(c), a Committee Member may, acting in Good Faith, make a written request to the GSA EU's Managing Director or Supervisory Council for an extension of such time of no more than an additional fifteen (15) Days when it knows or should have known its Written Response to a Request for Patent Notice was incomplete and said request shall not be unreasonably denied.

## 103.6 Failure to Respond to Request for Patent Notice

Notwithstanding anything in this Patent Policy to the contrary, if a Committee Member fails to provide a Written Response or provides a Written Response to a Request for Patent Notice under Section 103.4(b) or 3.4 (c) but fails to identify one or more Necessary Patents (as defined in Section 103.10(g)(ii)) in its Written Response, then it shall automatically be deemed that such Committee Member has agreed to make licenses available to the Essential Claim(s) of all non-identified Necessary Patents (as defined in Section 103.10(g)(ii)) in accordance with the terms set forth in Subsection 103.5(b)(ii) above.

## 103.7 Record of Patent Holder's Statements

A copy of all Written Responses from Members to Requests for Patent Notice shall be marked and treated as "GSA Confidential" and placed and maintained in GSA's files. The substance of all Written Responses shall be made available for review by all GSA Members but shall be treated as and subject to all obligations associated with the GSA Confidential designation.

All Members acknowledge and agree that a Written Response to a Request for Patent Notice shall not be referenced or used in any manner in asserting antitrust claims against other Members.

## 103.8 Notice in Standards

GSA shall include the following note in the appropriate standard:

*Note: The user's attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights.*

*By publication of this standard, GSA takes no position with respect to the validity of any such patent rights or their impact on this standard. Similarly, GSA takes no position with respect to the terms or conditions under which such rights may be made available from the holder of any such rights. Contact GSA for further information.*

## 103.9 Responsibility for Identifying Patents and Resolving Disputes

GSA shall not be responsible for identifying Necessary Patents (as defined in Sections 3.10(g)(i) and(ii)), or for conducting inquiries into the legal validity or scope of those Patents that are brought to GSA's attention. If the issues of whether any license terms and conditions are "commercially reasonable" and/or "demonstrably free of any unfair discrimination" are raised during the standard approval process or in a petition for withdrawal of a standard, GSA shall not be responsible for resolving such matters. Nothing contained herein, however, shall operate to limit any Member's right to privately pursue its legal rights and remedies in regard to such matters, whether arising under this Patent Policy or otherwise. In the event that a Member pursues its legal rights arising out of or related to this Policy in a court of law or through arbitration against another Member as provided herein, the prevailing party in such action shall be entitled to reasonable attorney fees and costs incurred in any such action. In the event GSA is forced by a Member to participate in any legal action related to this Patent Policy, including any action to construe or enforce any provision hereof, GSA shall be entitled to recover its reasonable attorneys fees and costs incurred therein from the Member.

## 103.10 Definitions

- (a) "Affiliated Entities" shall mean a parent, subsidiary or related entity that: (i) owns or controls more than fifty-percent (50%) of the voting stock of the Member (or similar rights of control); or (ii) of which the Member owns or controls more than fifty-percent (50%) of the voting stock (or similar rights of control) and that designs, distributes, manufactures, operates, or holds intellectual property pertaining to gaming equipment or its associated/peripheral equipment within the casino gaming industry.
- (b) "Committee Member" shall mean any Member Participating in any committee as defined herein.
- (c) "Days" shall mean calendar days.
- (d) "Essential Claims" shall mean all claims in any Necessary Patent (as defined in Section 103.10(g)(ii)) having a publication date prior to the publication of the Initial Draft standard or addendum to a standard, in any jurisdiction in the world, that would necessarily be infringed by Practicing the proposed or approved standard.
- (e) "Good Faith" shall mean that a Member's actions were both (1) objectively reasonable under the circumstance; and (2) not conducted with intent to defraud.
- (f) "Member" shall include any and all GSA Members and Affiliated Entities of a GSA Member.
- (g) "Necessary Patent" shall mean:
  - (i) for purposes of Section 103.3(a), any Patent which a Member owns or controls pursuant to the terms of this Patent Policy, which may be necessary to Practice the proposed GSA standard.

- (ii) for purposes of Section 103.3(b), any Patent which a Member owns or controls pursuant to the terms of this Patent Policy, which would be necessary to Practice the proposed or adopted GSA standard. Notwithstanding anything in this Patent Policy to the contrary, a Patent shall not constitute a Necessary Patent if it is possible for all Members to Practice the GSA standard without requiring a license from any other Member.
- (h) “Participating” for purposes of Section 103.13 hereof and the definition of “Committee Member” shall mean membership on a committee more than twenty (20) Days after formal notice to the Committee Members of the approval or any amendment to the applicable committee charter by the Supervisory Council. Following such formal notice, Members must within the above mentioned twenty (20) Days inform GSA’s Secretariat that they will or will not participate on such committee. Failure to timely submit an affirmative written opt-in notice or upon the submission of an affirmative withdrawal as a Committee Member, such Member shall not be considered to be a participating Committee Member and provisions of Section 103.13 hereof shall no longer apply.
- (i) “Patent” shall mean any and all published applications pending and patents issued in Europe and other jurisdictions world wide that have not gone abandoned or have not been adjudicated to be invalid or unenforceable.
- (j) “Practicing” shall mean the implementation of a relevant standard solely to transfer information or messages from endpoint to endpoint and shall not include the use of such information or messages before or after such a transfer.
- (k) “Reasonable Knowledge” shall mean each Member shall designate an individual who is competent to personally search the records of the Member for Necessary Patents (“Designee”). The company shall insure that Designee has access to such Member’s Patents and agreements specifically related to Necessary Patents as is reasonably necessary to conduct an internal search to provide the Written Response pursuant to Section 103.3(a) or 3.3(b), as appropriate. This Designee shall be responsible for individually conducting a search for Necessary Patents. Reasonable Knowledge shall be defined as the personal knowledge of Designee and knowledge of the Member shall not be imputed to the Designee. For purposes of clarification, Members shall not be obligated to provide support personnel to assist the Designee. Except as required to fulfill its obligations in accordance with this Section 103.10(k), no Member shall have a duty to conduct a search.
- (l) “Request for Patent Notice” shall mean written notice sent by GSA via facsimile or electronic mail to the Member’s or Committee Member’s, as applicable, designated primary and legal representatives and requesting disclosure of any and all Necessary Patents identified in the notice.
- (m) “Written Response” shall mean a Member’s written notice sent to GSA via facsimile or electronic mail or registered mail and disclosing any and all Necessary Patents identified in the Request for Patent Notice.

## 103.11 No Retroactive Effect

This Patent Policy is not intended to enhance, diminish or otherwise alter any pre-existing rights or obligations of any GSA Member.

## 103.12 Effect of Participation in Disclosure Process

By participating in GSA generally and, specifically, in the process outlined in this Patent Policy, no Member shall be deemed to have agreed, consented or otherwise taken any position with respect to the validity or enforceability of any Necessary Patent disclosed by any Member, nor be deemed to have agreed, consented or otherwise taken any position with respect to a standard’s or addenda’s infringement of a Necessary Patent disclosed by any Member.

## 103.13 Effect of Termination of Membership

Except as otherwise provided herein, all parties that are Members of the applicable committee shall be required to provide a Written Response to the Request for Patent Notice in accordance with Sections 3.3(b) and 3.5 above, provided however that such Request for Patent Notice was issued in accordance with this Patent Policy. If a Member terminates its membership on a committee or with GSA at any time after Participating in the applicable committee, such Member shall only remain bound by obligations existing as of the time of such Member's termination and shall not be responsible for responding to any Requests for Patent Notices that are made subsequent to the date of such termination or any associated licensing obligations. No changes made to the Patent Policy and/or committee charter after such Member's termination shall apply to such Member. Termination of membership shall not relieve or excuse such Member from complying with Sections 3.3(b) and 3.5 or any other obligations imposed by this Patent Policy for actions or inactions of such Member that occur prior to the date of such Member's termination or membership status change.

## 103.14 Arbitration

Any arbitration conducted pursuant to the provisions of this Patent Policy shall be governed by the following procedures:

**Arbitration Notice.** Within ten (10) Days of objecting on the grounds that another Member or group of Members: (i) has not acted in Good Faith for any reason pursuant to this Patent Policy; (ii) the terms of the license offered pursuant to Section 103.5(b)(ii) are not reasonable; or (iii) the license offered pursuant to Section 103.5(b)(i) or 3.5(b)(ii) is not demonstrably free of any unfair discrimination, the objecting Member or Members must send a written notice submitting the dispute to arbitration to the designated primary representative and legal representative of such other Member or group of Members, as applicable. If any objecting Member fails to send such a written notice within this ten (10) Day period, the objection shall be deemed withdrawn as to such Member. In the event that more than one Member objects and submits the same or similar disputes to arbitration against another Member, such disputes shall be consolidated into a single arbitration against the common defendant Member.

The commercial rules of the Malta Arbitration Centre shall apply to the arbitration, except to the extent the provisions of this Patent Policy provide otherwise or the Members participating in the arbitration otherwise agree.

1. **Panel.** The arbitration shall be heard and determined by one arbiter appointed by the Malta Arbitration Centre, who is not required to be a member of the Centre.
2. Any Member asserting that another Member or group of Members provided an incomplete response or did not act in Good Faith must prove such assertion clearly and convincingly.
3. **Expedited Schedule.** The arbitration shall be conducted on an expedited schedule. Unless otherwise agreed by the Members participating in the arbitration, discovery shall be conducted such that the hearing shall commence within one hundred and eighty (180) Days after appointment of the panel. The hearing shall be completed within sixty (60) Days thereafter.
4. **Discovery.** The Members participating in the arbitration shall be entitled to discovery of all documents and information reasonably necessary for a full understanding of the dispute raised in the arbitration. The participating Members may use all methods of discovery available under the Malta Arbitration Act Chapter 387 of the Laws of Malta, including depositions, requests for admission and requests for production of documents. The time periods applicable to such discovery methods shall be set by the panel so as to permit compliance with the scheduling provisions of Section 103.14(d).
5. **No Compromised Awards.** Each Member or Group of Members involved in arbitration pursuant to this Patent Policy shall propose an arbitration outcome, and any result of the arbitration shall be the selection of one of the proposed outcomes. No compromised award between proposed outcomes shall be permitted. In the event that multiple objections and submitted disputes have been consolidated into a single arbitration against a common defendant Member, then this Section 103.14(f) shall not apply.

6. **Prompt Award.** The award shall be made promptly by the panel and no later than thirty (30) Days from the closing of the hearing. The prevailing Member shall be awarded its reasonable attorney's fees and costs, and shall be entitled to a reimbursement of any costs paid to the Malta Arbitration Centre.
7. **Binding Decisions.** The decision or award rendered or made in connection with the arbitration shall be final and binding upon all Members. The prevailing Member may present the decision or award to any court of competent jurisdiction for confirmation pursuant to the provisions of the Malta Arbitration Act Chapter 387 of the Laws of Malta, and such court shall enter forthwith an order confirming such decision or award.
8. **Location.** The proceeding before the panel shall be held in Malta, or as otherwise agreed upon by the Members participating in the arbitration.
9. **Governing Law.** The arbitration shall be governed by, construed, and enforced in accordance with the laws of the Republic of Malta.

## 103.15 Policy Modification

The GSA Patent Policy may only be changed and or modified with the approval of seventy five percent (75%) of the Supervisory Council.

## 103.16 Licensing

The GSA has set forth the following policies in regards to obtaining licensing agreements on patented technology that may be contained in both draft and final GSA documents:

1. GSA shall not negotiate or otherwise become involved in the terms or conditions of any licensing by or between members or third parties; the party desiring to utilize licensable technology shall work directly with the owner of the technology to negotiate any desired licensing arrangements.
2. Should patented technology be donated to GSA by a Member or third party, or otherwise made freely available for use, if requested by the Member or third party GSA may act as an administrative agent for same solely insofar as maintaining licensing agreements and related records on behalf of same.

## 103.17 Intellectual Property

### 103.17.1 IP.COM

At the end of every committee meeting the Chair shall identify with the advice of the committee members any significant idea discussed during the meetings that should be filed with IP.com to establish prior-art. The Technical Committee Chair will submit the IP.com form to the Secretariat for processing.

### 103.17.2 Dissolution of GSA

Upon dissolution of the organization, the International Gaming Standards Association (GSA) shall donate to the public domain any and all intellectual property it may possess, acquire, develop or have rights to.

# POLICY 104. SUPERVISORY COUNCIL AND BOD OF DIRECTORS

## 104.1 Supervisory Council

GSA Europe is a Maltese Non-Profit Association (Association) and requires a body of Administrators to manage the legal aspects of the Association. The Supervisory Council is the name of the body that governs the Association and oversees Administrator activities.

The International Gaming Standards Association Corporation is a USA Non-Profit Corporation (Corporation) and requires a BOD of Directors to manage the legal and day-to-day operational aspects of the Corporation.

A mutual legal agreement between the Association and the Corporation allows for eligible Voting Members of the Association to join the Corporation's BOD of Directors.

This legal agreement results in a singular governing body, which for the Association is known as the Supervisory Council and which for the Corporation is known as The BOD of Directors. However, they are one and the same and comprised of the same eligible and duly elected Voting Members' representatives.

Further, this legal agreement allows for the one governing body to oversee the activities of the two organizations while maintaining the jurisdictional legal separation between the Malta-based Association and United States-based Corporation. Members joining the Association will be governed by Maltese and European Union laws while members joining the Corporation will be governed by laws of the United States of America.

Eligibility, election, term, etc. for members of the Supervisory Council and participation in the BOD of Directors are identical and detailed herein.

## 104.2 Election and Service

To avoid confusion and to maintain sameness between Association and Corporation Policies, the term "BOD" for the remainder of this document, shall mean the single body called Supervisory Council for the Association and BOD of Directors for the Corporation. The term "Directors", referring to members of the BOD, will mean the same as Members, referring to members of the Supervisory Council.

### 104.2.1 Eligibility

- 1) A candidate for the BOD must be a representative of a Director or Industry, Vertical or Operator Member in good standing, that is, dues paid in full.
- 2) A candidate must declare their intention of being a candidate for the BOD election in writing.
- 3) No Member may have more than one representative as a candidate in the BOD election.

### 104.2.2 BOD composition

- 1) The BOD shall have no more than fifteen (15) available voting seats.
- 2) BOD Seat Distribution:
  - a) Seven (7) voting seats shall be reserved for Director members for a 2-year term.
  - b) Four (4) voting seats shall be reserved for Industry members for a 1-year term.
  - c) Two (2) voting seats are available for Vertical members for a 1-year term.
  - d) Two (2) voting seats are available for Operator members for a 1-year term.

### 104.2.3 Election and term

- 1) The BOD election shall occur in February of each year, after the majority of member dues payments have been collected, and be administered by the Secretariat.
- 2) Director Members will elect Directors for the 7 BOD Members from Director Member candidates to fill the Director-reserved voting BOD seats, for a 2-year term.
- 3) The Director and Industry level Members (Voting Members), will then elect Industry Member candidates to fill the Industry-reserved voting BOD seats, for a 1-year term.
- 4) Voting Members will then elect BOD Members for all remaining reserved available seats from candidates who submitted their nomination.
- 5) Voting Members are eligible to be appointed to any remaining BOD or Industry level BOD seats, should they join after elections are held, for the remainder of a given term.
- 6) Chairs and Vice-Chairs serve for a maximum of three (3) consecutive terms. If upon the expiration of the three (3) year term, no other candidate for the given position comes forward, the term will be extended by one (1) year, and each consecutive year, if necessary.

### 104.2.4 Vacancies, resignation and removal of directors

1. If a BOD seat vacancy occurs by reason of resignation or removal of a Director, then the BOD may, at its discretion, appoint a replacement to serve the balance of the term of the vacated seat or call an election. Director and Industry level members may provide a new candidate to the BOD for appointment.
  - a) If the Director was elected to a Director-reserved BOD seat, then the appointment will take place from the available pool of unelected Director Member companies in good standing, including that of the resigning Director.
  - b) If the Director was elected to a at-large-reserved BOD seat, then the appointment will take place from the available pool of unelected Director and Industry Member companies in good standing, including that of the resigning Director.
- 2) If a Director's company downgrades their membership prior to completion of the term, they shall vacate their seat immediately.

- 3) In the event of a merger or acquisition of Member companies which both hold BOD seats results in a single entity, the Member companies may retain both seats until the end of the membership year but they are only allowed to have one vote.
- 4) A Director who has failed to attend two (2) consecutive BOD meetings may be removed by majority vote of all Directors. Such vote may only be taken at a duly called BOD meeting, and only if the Director in question missed both of the immediately preceding BOD meetings. The Director in question, if present, is eligible to vote.
- 5) Any Director may be recalled by a two-thirds vote of the voting general membership at a duly called regular or special membership meeting. Votes to recall more than one Director must be taken separately. All such votes shall be by secret ballot.
- 6) The BOD may declare vacant the office of a Director for the reasons set forth in the Maltese Voluntary Organizations Act and Second Schedule Chapter 16 of the Civil Code.

### 104.2.5 BOD meeting attendance

- 1) In most cases, only the elected BOD Member may attend BOD meetings. However, the elected BOD Member may, with approval of the President, invite a single individual from a different company vertical to address issues not in the BOD Member's area of expertise.
- 2) An elected BOD Member may appoint a single individual from their company (that **must** remain constant throughout their term) to attend and vote on their behalf with formal written notice to the Secretariat, and only if they are unavailable.
- 3) BOD Members may invite guests to BOD meetings, after being granted approval by the President.
- 4) GSA legal counsel may be present at any BOD meeting, without prior invitation.

### 104.2.6 Member Participation in BOD Meetings

The BOD will invite GSA Members to participate in the open session of designated BOD meetings. Only GSA Members in good standing may attend the open session of the BOD members.

1. Designated BOD meetings start with the open session.
2. Members must be dialing into the open session within the first 10 minutes of the BOD meeting and will be given the opportunity to ask questions or discuss any topics with the BOD members.
3. During the open session the chairman might ask any of the members to provide more details to be discussed at the following BOD meeting.
4. The chairman of the BOD will determine to move to the closed session depending on the membership participation at the open session.

The BOD shall not make any final policy decisions or adopt or approve any resolutions or motions in open session. Members should note that the BOD of Directors is solely responsible for decisions made or actions taken, and this function of the BOD of Directors cannot be assumed by any Member.

## 104.3 Executive Committee

The Executive Committee is a standing BOD committee comprised of BOD Officers. These include the Chairman of the BOD, Vice-chairman of the BOD, Treasurer, and Secretary.

## 104.4 Executive Committee Duties

In addition to the duties described in the Bylaws, the Executive Committee (EC) shall:

- 1) Review all GSA press releases, documentation or other correspondence by 3-day email review prior to distribution. If no response at all is received within the specified period, this will automatically be treated as an affirmative response.
- 2) Approve all GSA press conferences or other marketing events by 3-day email review. If no response at all is received within the specified period, this will automatically be treated as an affirmative response.
- 3) The EC will approve the process for hiring staff positions as applicable for the nature of the position, including approval of the job description.
- 4) The EC shall have the authority to request an email vote from the BOD on proposals that have been agreed upon in advance (for example, in the strategic plan), if they determine that delay will be a detriment to progress.

## 104.5 Architectural Oversight Committee Duties

The Architectural Oversight Committee (AOC) addresses technical related issues from a business perspective. The AOC shall be comprised of members of the BOD of Directors and their designated technical expert. The Chairman of the BOD shall chair the committee. The AOC will also make recommendations to the BOD.

The AOC is not a standing committee and will meet at the direction of the Chair of the BOD or President, to address specific issues of concern. The BOD will be notified in advance of any AOC meeting and any recommendations.

The AOC shall:

1. Send an agenda to the membership 30 days in advance of the meeting to solicit written feedback on proposed motions.
2. Ensure that committee charters are consistent with GSA's objectives.
3. Ensure that committee activities are individually and collectively aligned with GSA's objectives.
4. Resolve technical disputes within and between Technical Committees.
5. Review and approve new features and the protocol release schedule.
6. Undertake other responsibilities and duties as determined by the BOD.

## 104.6 BOD Advisory Council

The BOD has established the BOD Advisory Council (BAC) to support GSA and its objectives. The BAC is not a standing committee and will gather at the direction of the BOD to address specific issues of concern.

### 104.6.1 Eligibility

1. Any individual whose background and knowledge is deemed beneficial to GSA shall be eligible to serve as an advisor. Advisory Council participants are called Advisors.

### 104.6.2 Composition

1. The BAC will be comprised of no more than 7 Advisors at any time.
2. No Advisor can be actively involved in any of GSA's standing committees including the BOD.
3. The BAC shall be comprised of Advisors from the gaming industry or policy domains or any other industry segment that can provide a broader perspective.

### 104.6.3 Requirements

The role of the BAC is purely advisory in nature.

1. The BAC shall abide by and adhere to the policies of GSA, as may be adopted and modified from time to time.
2. The BAC must be aware that they do not carry the same legal, personal or fiduciary responsibilities as the BOD of directors.
3. The BAC does not have legal authority to govern the organization, act with the authority of the BOD or to vote as a member of the governing body.
4. BOD members shall not share confidential information with the BAC.
5. BAC Advisors must disclose any potential conflict of interest prior to participation in the BAC or when/if it occurs.
6. BAC Advisors are volunteers without expectation of compensation.

### 104.6.4 Election and term

1. Every year, the EC of the BOD shall make appointments to the BAC. The EC and the President of GSA shall be responsible for nominating individuals to serve on the BAC. The BOD will review the nominations and vote to appoint candidates.
2. Candidates may self-nominate by contacting any BOD member.
3. Except as otherwise provided herein or determined by the BOD, each Advisor shall serve for a term of a one (1) year unless the Advisor resigns or is removed by the EC.
4. Each Advisor may, but shall not automatically, be nominated and or appointed for consecutive terms.

### 104.6.5 Vacancies, resignation and removal of advisors

1. The BOD may fill any vacancy in the BAC. All such vacancies shall be filled for the remainder of the term of the resigned or removed Advisor.
2. Any Advisor may resign by delivering a written resignation to the GSA President or the Chair of the BOD.
3. Such resignation shall be effective upon receipt unless it is specified to be effective at some other time or upon the happening of some other event.
4. The BOD may disband the BAC or remove any Advisor from the BAC at any time, with or without cause.

### 104.6.6 Responsibilities

The primary responsibilities of the BAC shall be to provide their expertise, advice, feedback and guidance to the BOD on creating value for members and ensuring that business needs are met. The BAC shall also, *upon request*,

1. Provide insight and recommendations on issues of a specific or timely nature to the BOD.
2. Participate in special projects of interest to the BOD and/or other GSA committees;
3. Recruit new Members, supporters and other GSA participants;
4. Act as ambassadors and spokespersons in good faith for GSA;
5. Allow GSA to publish their names as members of the BAC;
6. Attend any meeting of any GSA committee.

### 104.6.7 Meetings

1. The BAC shall hold face-to-face or telephone meetings as needed and at their discretion with a minimum of seven (7) days notice prior to such meeting.
2. An individual Advisor, selected by the BAC at each meeting, shall act as the Chair and preside at that meeting of the BAC.
3. The BAC chair will be the liaison with the BOD and / or EC.
4. The BAC may invite any individual they deem appropriate to attend their meetings, at any time.
5. The BAC will determine its own agenda and shall cause minutes to be kept at all meetings.
6. A member of the BAC is entitled to vote on decisions made within the BAC.
7. Minutes will be distributed to the BOD and BAC a reasonable time after each such meeting.

# POLICY 105. FINANCIAL

## 105.1 Fiscal Year

The fiscal year of the Association shall end on the thirty-first (31<sup>st</sup>) day of December in each year.

## 105.2 Annual Dues and Collection

### 105.2.1 Membership Dues

Except for Director Members, membership dues are paid annually and are renewed on or before January 1st of each year. Director Member dues can be paid bi-annually.

Companies joining between July through December will be billed at half the annual rate and must commit to renew their membership for the next calendar year at the same membership class or higher.

Members, who have failed to renew their membership in a calendar year, but later wish to renew during the same calendar year, must rejoin at the full fee.

Under no circumstances are membership dues refundable.

### 105.2.2 Invoicing

Invoices will be issued and mailed, by the Secretariat, sixty (60) days prior to the beginning of the new fiscal year. All invoices are sent to the primary representative of the Member.

Any account unpaid shall be handled in the following manner:

- 1) A payment due reminder will be sent at thirty (30) days prior to the due date.
- 2) Suspension of membership privileges will occur when the invoice is thirty (30) days past due. The primary representative will be notified of the suspension of membership privileges.
- 3) Membership termination will occur when the invoice is sixty (60) days past due. The primary representative will be notified of termination.
- 4) Membership will be reinstated only after all applicable dues are paid.

Members agree to continue to be bound by all policies and bylaws until the date a Member indicates their intention not to renew or until expiration of the sixty (60) day grace period, whichever shall first occur.

## 105.3 Financial and Investment

### 105.3.1 Financials

The GSA EU Association will maintain proper books of accounts and records and the Managing Director will ensure that such books and records are kept by the Association in terms of the applicable Generally Accepted Accounting Principles.

The Association budget will be prepared annually by the Managing Director and reviewed by the President. The budget will be submitted to the BOD for approval. Subsequent to approval of the budget by the BOD, the Managing Director and Treasurer will be responsible for managing, overseeing and reporting budget projections to the BOD.

The Managing Director and/or Treasurer will provide the BOD with reports on the Association's financials on a frequency determined by the BOD. The Treasurer will have full access to Association's books and records.

### 105.3.2 Investments

The reserve funds of GSA EU will be conservatively managed to provide a maximum return on investment. No more than the maximum Depositor Compensation Scheme, Regulation 4 insured amount shall be held in any single instrument. Instruments shall be selected to provide the highest available interest return while placing minimal risk on the principal. Guaranteed return instruments are strongly preferred. Sufficient funds to conduct the business of GSA EU shall be held in interest bearing checking accounts provided that the funds present in such accounts are fully insured. The GSA EU investment plan will be prepared annually by the Managing Director and President and reviewed by the Treasurer. Subsequent to approval of the plan by the BOD, the Managing Director, President and Treasurer will be responsible for implementing, overseeing and reporting investment status to the BOD.

#### 105.3.2.1 *PERMISSIBLE INSTRUMENTS*

- 1) Banker Acceptance Notes
- 2) Certificates of deposit
- 3) Maltese Government Bonds & Securities

#### 105.3.2.2 *LIQUIDITY OF INVESTMENT INSTRUMENTS*

The reserves of the GSA shall be invested in such a way that the instruments mature in a staggered time frame wherein at least one sixth of the investment is liquid in the present month with maturity of all instruments occurring within six months.

#### 105.3.2.3 *EQUIPMENT PURCHASES*

From time to time the GSA may purchase equipment to assist in the business of the organization. Each single equipment purchase under €5,000 Euros will be expensed immediately following purchase. Any single equipment purchase over €5,000 Euros threshold shall be considered capital equipment and will be depreciated.

# POLICY 106. ORGANIZATIONAL MANAGEMENT

## 106.1 Record Retention

### 106.1.1 General

Records must be kept that:

- 1) Provide the GSA with information and data needed for operations
- 2) Comply with requests of internal or external auditors
- 3) Comply with federal, state, and local laws
- 4) Comply with tax or other regulations of administrative bodies

Records or documents, including paper, electronic files (including e-mail) and voicemail records, regardless of where they are stored, will be retained in the most efficient format and manner available.

### 106.1.2 Annual Cleanup and Audit

During the first quarter of each fiscal year, GSA shall review all records in their control and destroy those that are beyond their retention life as outlined in Table A.

### 106.1.3 Confidential Records

Confidential records include bank information and other information that is specifically marked confidential. Confidential records which are authorized for destruction shall be deleted or destroyed as appropriate for the specific media on which the information is stored.

### 106.1.4 Legal Interruption of Normal Operations

On occasion, the BOD or Managing Director may issue instructions to GSA to retain specific records required for legal actions or proceedings. When such instructions are issued, the records are to be held until specific authorization is granted for their destruction. In addition, whenever GSA knows that there are pending controversies, claims or disputes, all records related to these controversies, claims or disputes shall be held until specific authorization is granted for their destruction.

## 106.1.5 Document Retention Minimum Best Practice

Table 3. Document Retention

Type of Document	Manner of Record Keeping	Minimum Best Practice
Accounts receivable and payable ledgers/schedules, payables matrix	Store with financial records	8 years
Annual reports	Store with financial records	Permanent
Audit reports	Store with financial records	Permanent
Bank statements and reconciliations, financial statements, general/private ledgers, trial balance, journals	Store with financial records	8 years
Cash advance vouchers to employees for travel and related expenses	Store with financial records	8 years
Charge and bad check returns from the bank	Store with financial records	8 years
Chart of Accounts	Store with financial records	8 years
Checks and support (for important payments and purchases)	Store with financial records	8 years
Checks (record, voided or cancelled)	Store with financial records	8 years
Contracts and leases (expired)		8 years from expiration or termination of the contract
Contracts (still in effect)		Permanent
Correspondence (general)		3 years
Correspondence (legal and important matters)		Permanent
Correspondence (with customers and vendors)		8 years
Deposit records, electronic fund transfer documents and cancelled checks	Store with financial records	8years
Depreciation schedules	Store with financial records	8 years from the disposition of the property
Donations		8 years
Expense analysis/expense distribution schedules	Store with financial records	8 years
Incorporation documents, including articles of incorporation, bylaws and related documents	Store in corporate records book	Permanent
Insurance policies (expired)		5 years from expiration or termination of the policy
Insurance records, current accident reports, claims, policies, etc.		Permanent

Table 3. Document Retention

Type of Document	Manner of Record Keeping	Minimum Best Practice
Internal audit reports, records and work papers	Store with financial records	8 years
Inventories of products, materials and supplies		8 years
Invoices (to customers)	Store with financial records	8 years
Legal claims (against)	Referred to counsel who will provide instruction on records retention	TBD by legal counsel
Meetings: BOD documents, including agendas, minutes and related documents	Store in corporate records book(s). Once approved, all drafts, copies and notes used to prepare minutes should be destroyed.	Permanent
Meetings: Committee documents, including agendas, minutes and related documents	Store with committee records. Once approved, all drafts, copies and notes used to prepare minutes should be destroyed.	Permanent
Meetings: Member documents, including agendas, minutes and related documents	Store with Member meeting records.	Permanent
Meetings: Trade show documents	Store with trade show records.	3 years
Patents, patent disclosures, license agreements and related papers		Permanent
Publications provided to the public	Once published, drafts and work papers used to prepare the material should be destroyed	8 years
Tax-exemption documents including federal application for tax exemption state application for tax exemption, , state determination letter and related documents	Store in corporate records book	Permanent
Tax returns and worksheets	Store with financial records. European law requires the 3 most recent years be stored in organization's headquarters office and be made available for public inspection upon request	Permanent
Trademark registrations and copyrights		Permanent

## 106.2 Conflict of Interest

### 106.2.1 Purpose

This policy outlines the code of conduct and ethics that all BOD members, staff and volunteers in a position of leadership within GSA agree and adhere to upon joining and/or continuing to work within the organization.

By agreeing to this policy, BOD members and staff accept a personal obligation to the International Gaming Standards Association and its Members and do hereby commit to the highest ethical and professional conduct and agree:

- 1) To avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;
- 2) To be honest and realistic in stating claims or estimates based on available data;
- 3) To reject bribery in all its forms;
- 4) To undertake tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations;
- 5) To seek, accept, and offer honest criticism, to acknowledge and correct errors, and to credit properly the contributions of others;
- 6) To treat fairly all persons regardless of such factors as race, religion, gender, disability, age, or national origin;
- 7) To avoid injuring others, their property, reputation, or employment by false or malicious action;
- 8) To assist colleagues and co-workers in their professional development and to support them in following this code of ethics;
- 9) To maintain complete loyalty to the GSA and aggressively pursue its objectives;
- 10) To hold inviolate the confidential relationship between the individual Members and myself, and the confidential information entrusted to me;
- 11) To serve all Members impartially, and provide no special privilege to any individual Member, nor to accept special personal compensation from an individual Member, except with the knowledge and consent of the GSA;
- 12) To neither engage in, nor countenance, any exploitation of the GSA or the industry;
- 13) To recognize and discharge my responsibility and that of the GSA to uphold all laws and regulations relating to its activities;
- 14) To exercise and insist on sound business principles in the conduct of the affairs of the GSA;
- 15) To use only legal and ethical means if seeking to influence legislation or regulation and to issue no false or misleading statements to the public;
- 16) To maintain high standards of personal conduct.

## 106.3 Whistle Blower

### 106.3.1 General

The GSA the code of conduct and ethics as defined in the Conflict of Interest section requires directors, officers, volunteers, staff and contractors to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the GSA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### 106.3.2 Reporting Responsibility

It is the responsibility of all directors, officers, volunteers, staff and contractors to comply with the code and to report violations or suspected violations in accordance with this Whistle Blower section.

### 106.3.3 No Retaliation

No director, officer, volunteer, staff member or contractor who in good faith reports a violation of the code shall suffer harassment, retaliation or adverse employment consequence. Any director, officer, volunteer, staff member or contractor who retaliates against someone who has reported a violation in good faith is subject to disciplinary actions up to and including termination of membership, employment and generally any and all association with the GSA. This Whistle Blower section is intended to encourage and enable staff and others to raise serious concerns within the GSA prior to seeking resolution outside the GSA.

### 106.3.4 Reporting Violations

The code addresses the GSA's open door policy and suggests that directors, officers, volunteers, staff and contractors share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the person's supervisor within GSA is in the best position to address an area of concern. However, if the person is not comfortable speaking with his or her supervisor or is not satisfied with the response, the person is encouraged to speak with the President, Managing Director and/or the BOD. Anyone receiving a report of a suspected violation is required to report the suspected violation to the Treasurer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when the person is not satisfied or comfortable with following the GSA's open door policy, individuals should contact the Treasurer directly.

### 106.3.5 Reporting Individual

The Treasurer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, should advise the President, Managing Director and/or the BOD. The Treasurer is required to report to the BOD at least annually on compliance activity.

### 106.3.6 Accounting and Auditing Matters

The BOD shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Treasurer shall immediately notify the BOD of any such complaint and work with the BOD in good faith until the matter is resolved.

### 106.3.7 Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### 106.3.8 Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### 106.3.9 Handling of Reported Violations

The Treasurer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## 106.4 Privacy

### 106.4.1 Scope

This privacy policy applies to the International Gaming Standards Association (GSA). It sets out how we obtain, store and use your personal information when you use or interact with:

- [www.igsa.org](http://www.igsa.org)
- <https://aro.igsa.org/bin/c5i>(Member Services)

Or, where we otherwise obtain or collect your personal information. By using any of our web sites or sharing your personal information with us, you are accepting and consenting to the practices described in this Privacy Policy.

### 106.4.2 General

GSA operates in an open and transparent fashion. As a part of this transparency, any contributions, submissions, statements or communications made to us, including postings or other contributions you make to the GSA websites, most mailing lists operated by GSA, contributions that you submit, comments you send to GSA regarding GSA documents, intellectual property disclosures and updates, requests for document authentication, subpoenas, registrations for meetings of GSA or mailing list registrations, and most other information that you send, submit or post to GSA, and any information that we collect about you through your use of any GSA web site, mailing list or other resource (collectively, your "Personal Data"), other than as expressly excepted in this Statement, will be made public through electronic and other means. Personal Data includes, for example, (a) first and last name, (b) postal address if included in postings or submissions (e.g.,

Contributions), (c) e-mail address, or (d) any other identifier that permits the physical or online contacting of a specific individual. In addition, lists of the subscribers to GSA-managed mailing lists may be available to subscribers of the lists. You should be aware of our transparent operation when communicating with us.

By providing us with your Personal Data, you are consenting to our disclosure and use of it for the purposes as described in this Statement. By requesting interest to become a member, submitting a membership application, subscribing to a mailing list managed by GSA or submitting a contribution to GSA, you consent to our using your Personal Data to communicate with you about your participation in activities of GSA.

GSA may also collect information, including through audio, pictorial and video recording, during and in connection with its events, meetings, mailing lists and conferences, and automatically through its web sites. All such information may be made public and used by the GSA in connection with the activities of the GSA.

The GSA web server logs record certain visitor characteristics, such as IP address and browser version. We retain these logs for 5 days for debugging purposes only, and then purge these logs. GSA never makes log information available to the public, or any third parties.

When you interact with the GSA web site, we use cookies to allow us to remember your login status between transactions. You may opt to have a cookie remain in your browser for up to 2 weeks to remember that login status across browser sessions. We never use cookies to track you outside of the GSA website, nor to encode or remember personal information about you. GSA does not use any other forms of browser storage, such as third-party cookies, Flash cookies, Site Preferences, or Offline Website Data in any way.

If you disable cookies, or otherwise prevent their use, you will still be able to browse our public websites, but you will not be able to log in to any private areas, as your browser will not be able to remember your login session ID, and will therefore not be able to access private website pages.

GSA does not engage in tracking behavior, as that term is defined by the Do Not Track (DNT) specification. Consequently, our web sites do not alter their behavior according to the value of browsers' DNT requests.

### **106.4.3 You Consent to International Transmission of Your Data**

Due to the nature of the Internet and our international operations, your communications and submissions may result in the transfer of your information across national boundaries and outside of your country of residence. By communicating with GSA and submitting information to us, you consent to these transfers and to the use of your information as described in this Statement. If you provide Personal Data to GSA, you acknowledge and agree that such Personal Data may be transferred from your current location to others in any country in the world.

#### **106.4.4 Exceptions: Information That We Do Not Share**

As an exception to the GSA general policy of releasing information to the public, there are certain limited types of Personal Data that we do not share in the ordinary course of our operations ("Non-Public Information"). The categories of Non-Public Information that we currently recognize are described below.

#### **106.4.5 Payment Information**

Payment information is not collected or stored on any servers operated by the GSA. If you conduct transactions using our web sites (e.g., meeting registration), payment and payment card information will be entered directly into a third-party processor's systems and is not transmitted through or stored by our web sites. We make reasonable efforts to ensure that our third-party processors handle your non-public information responsibly.

#### **106.4.6 Registration Information**

GSA collects information from people who register for meetings. The attendee lists, which may be published in the meeting proceedings, include the registrant's name and organization. All other information we collect is only published, if at all, in summary form.

#### **106.4.7 Non-Public Mailing Lists and direct mail to individuals at the Parties**

A small number of mailing lists operated by GSA, such as the BOD mailing lists, are not available or disclosed to the public. These mailing lists are clearly indicated as non-public in their registration materials. We do not make the contents of these mailing lists available to the public. In addition, email sent directly to individuals at GSA will not generally be made available to the public.

#### **106.4.8 Passwords**

Some areas of the web sites and some mailing lists operated by GSA require you to create and enter a password. GSA stores these passwords and does not make them available to the public.

#### **106.4.9 Information for letters of invitation**

We delete the personal information that we collect to generate letters of invitation in a timely fashion after each meeting. We request that local organizations with which we share this data to generate the letters also delete it in a timely fashion.

### **106.4.10 Security**

We have implemented commercially reasonable precautions that we believe are appropriate to prevent the unauthorized use, disclosure and alteration of Non-Public Information. However, no data security measures can guarantee complete data security, and GSA does not guarantee the confidentiality of anything that you submit to GSA. Please contact us at [sec@igsa.org](mailto:sec@igsa.org) if you believe that the security or integrity of any non-public information that you have submitted to GSA has been compromised. Additionally, we may at times be required by law to release Non-Public Information, and we reserve the right to do so if we believe in good faith that such release is required by applicable law, regulation or judicial order.

### **106.4.11 Children**

Our websites are not intended for use by children under 13 years old. We do not knowingly collect personally identifiable information from, or target our websites to children under the age of 13. In accordance with the United States Children's Online Privacy Protection Act of 1998, if we discover that a child under 13 has provided us with personally identifiable information, without the consent and participation of a parent or guardian, we will remove it from our systems.

### **106.4.12 Compliance**

If you have any questions regarding this Statement or believe that GSA is not following the procedures described in this Statement, please contact [sec@igsa.org](mailto:sec@igsa.org). You also may contact us if you have any concerns about the accuracy of, or wish to correct, your Personal Data, or if you wish us to cease processing your Personal Data. We reserve the right to decline any request to remove or alter information on the web sites operated by GSA or in our records except to the extent that we are legally required to do so. Notwithstanding the above, we may disclose non-public information about your activities if required by the law or by a lawful order.

### **106.4.13 Other Organizations**

For the avoidance of doubt, this Statement relates solely to the activities of GSA, and does not cover any non-GSA activities of any other organization that maybe affiliated with the GSA.

### **106.4.14 Links to other sites**

Occasionally, GSA will link to websites or services operated by third parties, for example, to conferencing services. GSA makes no representation about the privacy policies of such sites.

### **106.4.15 Consent**

Subject to the above provisions, by communicating information (including Personal Data), you consent to the collection, public disclosure and use of information by us in accordance with this Statement.

# DEFINITIONS

This section defines the terms as used in this document, except where specified otherwise.

**Administrators:** The Administrators of GSA Europe (GSA EU)

**The BOD:** The BOD is comprised of members of the Supervisory Council and Administrators. The BOD is not synonymous with The BOD of Directors.

**BOD:** The BOD of Directors of the International Gaming Standards Association Corporation.

**Committee Member:** A Member's Representative that satisfies the requirements for committee membership.

**Committee Voting Status:** The right to vote in a Formal Meeting.

**Executive Committee:** A standing committee of the BOD of Directors.

**Extension:** An addition to an existing GSA standard developed separately from GSA for eventual inclusion in a GSA standard.

**Final Draft:** A proposed standard or extension approved by the Technical Committee to be voted upon by the Voting Members of GSA.

**Formal Meetings:** A formal committee meeting is a meeting where seven (7) days notices has been given, and minutes and attendance records are kept.

**Founding Members:** The persons establishing the GSA Europe Association as required by Maltese Law. The Founding Members are the President of the International Gaming Standards Association Corporation and two other individuals who do not need to be members of the Corporation.

**Good Standing:** Those Members who have paid the required dues, fees, and assessments in accordance with the Bylaws and who are not suspended shall be Members in good standing.

**GSA:** An acronym meaning the US-based International Gaming Standards Association or the European-based GSA EU and the Macau-based GSA Asia collectively.

**Initial Draft:** The initial working draft that is sent out to the GSA membership for review and comments.

**Interim Meetings:** An informal committee meeting or an ad hoc meeting.

**Member:** Any company that has met the requirements of membership.

**Normative:** The requirements of a GSA standard.

**Representative:** A Member's employee or another individual designated by the company.

**Standard:** A document created and owned by GSA.

**Supervisory Council:** The governing body comprised of GSA Europe Association eligible members and International Gaming Standards Association Corporation BOD of Directors overseeing the activities of the Association's Administrators.

**Technical Bulletin:** A document that addresses critical corrections or clarifications to a Standard, including typographical errors and non-functional changes to a Standard and/or its associated schema.

**Voting Member:** Any Industry or Director Member.

**Working Draft:** A working draft of a proposed standard or extension.

# POLICY BOOK REVISIONS

Version	Submitted By	Revision Summary	Date Approved
1	Michelle Olesiejuk	First version of GSA Europe Association Policies	January 1, 2017
2	Michelle Olesiejuk	Added new committee specific membership and updated member benefits table	September 7, 2017
3	Michelle Olesiejuk	Policies 101.2.4 & 102.2 updated to reflect licensing.	February 7, 2018
4	Michelle Olesiejuk	Policy 104 BOD Service now includes term limit.	March 22, 2018
5	Michelle Olesiejuk	Policy 101.3 Document Distribution penalties clarified, IP.com process included in policy 102/103.	May 24, 2018
6	Michelle Olesiejuk	Policy 101 Supporting Membership & 106 Privacy Policy added.	August 30, 2018
7	Michelle Olesiejuk	Policy 101, added Manufacturers ID section. Policy 104 added Membership Participation section. Policy 102 Revised Extensions to Standards section.	December 20, 2018
8	Michelle Olesiejuk	Policy 102, added OGC business bulletin option and description.	April 9, 2020
9	Michelle Olesiejuk	Policy 101.3.2 Membership right to use standards added	August 6, 2020
10	Michelle Olesiejuk	Clarification Membership Privileges, Dues, License Fees	June 22, 2021
11	Michelle Olesiejuk	Expand the authority of the Executive Committee.	June 9, 2022
12	Michelle Olesiejuk	Edited to align with changes in the NA Policy Handbook.	December 5, 2024

## Policy Revisions

The following revisions were made to membership policies prior to the consolidation of all policies into one handbook.

Version	Submitted By	Revision Summary	Date Approved
101.2	Michelle Olesiejuk	Updated the member benefits table to reflect new member category and new licensing terms	September 7, 2017
101.3.4	Michelle Olesiejuk	Added new policy section on Committee Specific membership	September 7, 2017
101.3.4	Michelle Olesiejuk	Clarified licensing terms	February 7, 2018
102.2.1	Michelle Olesiejuk	Include new opt-in provisions	February 7, 2018
104.1.3	Michelle Olesiejuk	BOD Chair/Vice Chair limited to 3 year term	March 22, 2018
101.3	Michelle Olesiejuk	Penalties for document distribution to non-members clarified.	May 24, 2018

Version	Submitted By	Revision Summary	Date Approved
101.2	Michelle Olesiejuk	Updated the member benefits table to reflect new member category and new licensing terms	September 7, 2017
101.3.4	Michelle Olesiejuk	Added new policy section on Committee Specific membership	September 7, 2017
102.3.3	Michelle Olesiejuk	Process for IP.com notification added to committee chair responsibilities.	May 24, 2018
103.16.1	Michelle Olesiejuk	IP.com process added to Intellectual Property policy.	May 24, 2018
101.2.7	Michelle Olesiejuk	Supporting membership category added.	August 30, 2018
106.4	Michelle Olesiejuk	Privacy policy added to become compliant with GDPR.	August 30, 2018
101.3.2	Michelle Olesiejuk	Added new policy Manufacturers ID section to clarify how MID's are handled.	December 20, 2018
102.4.5	Michelle Olesiejuk	Updated how extensions to standards are handled.	December 20, 2018
104.2.6	Michelle Olesiejuk	Added new policy Membership Participation section to the existing BOD policy.	December 20, 2018
102.4.4	Michelle Olesiejuk	Added new document type, OGC business bulletin	April 9, 2020
102.4.4.2	Michelle Olesiejuk	Added new section describing new document type, OGC business bulletin.	April 9, 2020
101.3.2	Michelle Olesiejuk	Clarified Membership Right to use	August 6, 2020
101	Michelle Olesiejuk	Formatting changes and editorial clarifications were made to some sections of the Membership policy. The benefits and fee table was removed and is now referred to on the IGSA website.	June 22, 2021
104.4	Michelle Olesiejuk	The EC was given the authority to ask the BOD for a vote via email, if the issue requires a timely resolution.	June 9, 2022
101.1	Michelle Olesiejuk	Outline the new member levels.	December 5, 2024
101.2.1	Michelle Olesiejuk	Update member qualifications	December 5, 2024
101.2.3	Michelle Olesiejuk	Specify that Operator and Committee members cannot have MID's	December 5, 2024
101.2.5	Michelle Olesiejuk	Clarify how Vertical, Operator and Committee members can vote within a committee.	December 5, 2024
101.2.5	Michelle Olesiejuk	Remove Bronze membership	December 5, 2024
101.2.6	Michelle Olesiejuk	Remove Committee Specific membership	December 5, 2024
101.2.6	Michelle Olesiejuk	Combine Affiliate & Advisory membership in one paragraph	December 5, 2024
101.2.9	Michelle Olesiejuk	Remove Supporting membership	December 5, 2024

Version	Submitted By	Revision Summary	Date Approved
101.2	Michelle Olesiejuk	Updated the member benefits table to reflect new member category and new licensing terms	September 7, 2017
101.3.4	Michelle Olesiejuk	Added new policy section on Committee Specific membership	September 7, 2017
102.1.1	Michelle Olesiejuk	Add that Director members may create committees	December 5, 2024
102.1.3	Michelle Olesiejuk	Add best practices to documents by non-technical committees	December 5, 2024
102.1.3	Michelle Olesiejuk	Remove reference to JIRA	December 5, 2024
102.3.1.3	Michelle Olesiejuk	Add word meeting to host criteria	December 5, 2024
102.3.2	Michelle Olesiejuk	Update committee voting rules	December 5, 2024
102.3.3.3	Michelle Olesiejuk	Update to allow all members to hold committee chair or vice chair positions	December 5, 2024
102.3.3.4	Michelle Olesiejuk	Update to allow all members to hold committee chair or vice chair positions in case of resignation	December 5, 2024
102.3.3.5	Michelle Olesiejuk	Committee hiatus.	December 5, 2024
102.7.4	Michelle Olesiejuk	Added 'best practices' to document types	December 5, 2024
104	Michelle Olesiejuk	Updated the BOD Election and Service policy to reflect the changes in membership levels.	December 5, 2024
104.4	Michelle Olesiejuk	Clarified that AOC is not standing committee	December 5, 2024
105	Michelle Olesiejuk	Updated how dues are collected.	December 5, 2024
Definitions	Michelle Olesiejuk	Removed voting committee member and updated to new member levels.	December 5, 2024