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Legalized Games of Chance Control Commission  
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## **The Legalized Games of Chance Control Commission Bingo and Raffle License Process Instructions**

New Jersey allows certain types of gaming by specific types of non-profit organizations. There are detailed licensing procedures that must be followed, as well as special restrictions on how the proceeds derived from permitted games of chance may be used. Many non-profit groups that would qualify to conduct games of chance are unaware of the licensing requirements imposed by law and the civil penalties that may be assessed for conducting such gaming without a license.

A majority of gaming by non-profits is conducted in the form of bingo and raffles. Accordingly, this posting focuses specifically on gaming under the Bingo Licensing Law<sup>1</sup> and the Raffles Licensing Law<sup>2</sup> (together referred to as bingo and raffles licensing laws), and the corresponding regulations established under them.<sup>3</sup>

### **The Licensing Process**

The bingo and raffles licensing laws provide a dual licensing mechanism, in which the municipality where the gaming will be conducted ultimately issues the license to a qualified fund-raising organization. Thus, the location where the gaming activity is going to be conducted is extremely important, because the particular municipality determines whether the gaming will be permitted. The bingo and raffles licensing laws operate only in those municipalities where they have been adopted by public referendum.

Organizations desiring to be licensed to conduct bingo or raffles must begin with the Legalized Games of Chance Control Commission, established under the Department of Law and Public Safety to administer the bingo and raffles licensing laws.<sup>4</sup>

In order for an organization to apply for a municipal license, it first must register with and obtain an “**Identification Number**” from the Commission.

In order to register, the organization must submit a completed application, including a nonrefundable, biennial registration fee of \$100.00 dollars<sup>5</sup>; a copy of its constitution and bylaws; a list of the names, addresses and ages of each member of its organization; and if incorporated, a copy of its articles of incorporation filed with the Secretary of State.<sup>6</sup>

The Commission will then analyze whether the organization is a “qualified” non-profit organization, as discussed on the following page.

## **Qualified Organizations**

Not all non-profit organizations are qualified to conduct games of chance pursuant to the bingo and raffles licensing laws. Qualified organizations include bona fide organizations or associations of veterans of any war in which the United States has been engaged, churches and or religious congregations and religious organizations, charitable, educational and fraternal organizations, civic and service clubs, senior citizen associations and clubs, officially recognized volunteer fire companies and officially recognized volunteer first aid or rescue squads.<sup>7</sup> If the Commission determines that an organization falls within one of the above categories, it will review the following:

1. Documentation indicating whether the organization is incorporated, whether it is incorporated in New Jersey as a religious corporation or as an association not-for-pecuniary profit, and is empowered by its articles of incorporation to further one or more of the authorized purposes defined by the regulations. If incorporated out of the state of New Jersey, a form 12A must be completed;
2. Documentation showing that if it is not incorporated, whether it is organized in New Jersey as a religious or other organization not-for-pecuniary profit, and is authorized by its written constitution, bylaws or charter to further one or more of the authorized purposes;
3. Documentation indicating whether the organization is comprised of a membership of not less than five (5) persons;
4. Documentation indicating whether the organization relies primarily on funds from sources other than the conduct of games of chance for furthering its authorized purpose<sup>8</sup>; and
5. A letter from the affiliated national organization indicating that the organization is in good standing, and a copy of the dissolution statement.

\* If the application meets these criteria, the Commission will issue the organization an identification number, which is valid for two years, allowing it to apply to a municipality for a license to conduct gaming. There is no requirement in the bingo and raffles licensing laws or the regulations that the organization be a corporation which is exempt from taxation pursuant to section 501(c)(3) of the Internal Revenue Code of 1986 as amended, in order to be issued an identification number. Additionally, the term “membership” is not defined by the regulations, nor is there any mechanism to obtain a waiver of the of the five-member requirement. For these reasons, the Commission has been reluctant to issue identification numbers to applicants which are not comprised of at least five (5) persons who possess voting power in the corporation or association.

## **The Municipal License**

Neither registration nor assignment of an identification number entitles a qualified organization to hold or conduct a game of chance. Organizations must first obtain the approval of the municipality in which the game of chance is to be held, operated or conducted.

The application filed with the municipality in which the game will be held generally requires the same information required by the Commission, together with a description of the gaming to be conducted, including a sample ticket, if it is a raffle.

The application also must designate an active member or members of the organization under whose control the game of chance will be conducted, including a statement by the member or members that they will be responsible for the conduct of the game in accordance with the bingo and raffles licensing laws and the regulations if a license is granted.

After a completed application has been filed, the municipal governing body must investigate the merits of each application and make specific findings, including whether the applicant is in fact a qualified organization and whether the designated member or members are bona fide members of the organization, of good moral character and have never been convicted of a crime.<sup>9</sup>

If the municipal governing board makes the requisite findings with respect to an application for a gaming license, the board must adopt a resolution authorizing issuance of the license.<sup>10</sup> The license shall be valid for a period of no more than one year from the date of issuance.

### **Conducting Bingo and Raffles**

The regulation governing the conduct of bingo and raffles under the bingo and raffles licensing laws is quite comprehensive. Detailed below are some fundamental requirements for conducting bingo or raffles which licensees should be aware of.

The licensee must designate a specific representative who will be responsible for insuring that all gaming is conducted in accordance with applicable statutes and regulations. Only bona fide members of the organization may operate the game, and no person can be paid for conducting or assisting in conducting the game. The exception to this rule applies to Casino Night events that require trained licensed operators known as dealers. Proceeds derived from gaming operations may be used only to further the organization's authorized purpose. Furthermore, supplies necessary to the gaming operation may be purchased or leased **only** from vendors approved by the Commission.

The bingo and raffles licensing laws also limit the prizes that may be awarded in the aggregate and in any one particular game. Specifically, no licensee may offer a prize having a retail value greater than \$100,000 in any one raffle conducted by drawing, or \$500 in any raffle not conducted by drawing. Furthermore, no licensee shall offer prizes that, in aggregate, amount to a value greater than \$500,000 in any 12-month period. Finally, all tickets or rights to participate in a raffle must be sold at a uniform unit price, and discounts for purchases of more than one ticket are prohibited.<sup>11</sup> As for bingo games, no prize may be offered exceeding \$1,000 in one particular game, nor may prizes exceeding \$3,000 in the aggregate for one occasion be offered.<sup>12</sup> As for the premises and equipment used for bingo, unless the licensee is the sole owner, or it is donated, the person leasing the premises and equipment, and the price for the same, must be approved by the Commission.

### **Report of Operations**

No later than the 15th day of the calendar month following the month in which a game of chance is conducted, the organization conducting the game and the member or members responsible for the conduct of the game must file a report of operation with the Commission.<sup>13</sup> The report must include the gross receipts derived from each game; the expenses incurred and to whom such amounts were paid; the net profit from each game; the uses to which the net profit has been or will be applied; and a list of the prizes offered or given and the respective value of each.

### **Fines and Penalties**

A violation of the bingo and raffles licensing laws or regulations carries a fine of up to \$7,500 for a first offense and up to \$15,000 for the second and each subsequent offense. In addition, the Commission is authorized to order restitution to an aggrieved party.<sup>14</sup> All penalties may be collected in a summary manner pursuant to the Penalty Enforcement Act.<sup>15</sup>

### **Conclusion**

New Jersey non-profit organizations can successfully raise funds through bingo or raffles. However, if the organization does not adhere to the bingo and raffles licensing laws or the regulations, the penalty may wipe out any profits realized. Care should be taken, therefore, to understand and comply with all of the applicable laws and regulations.

## Endnotes

1. N.J.S.A. 5:8-24 et seq.
2. N.J.S.A. 5:8-50 et seq.
3. N.J.A.C. 13:47-1.1
4. N.J.S.A. 5:8-1. et seq.
5. A senior citizen association or club requesting registration is exempt from the biennial registration fee. N.J.A.C. 13:47-2.3(b).
6. N.J.A.C. 13:47-2.3(a).
7. N.J.S.A. 5:8-25 and 51.
8. An “authorized purpose” is an educational, charitable, patriotic, religious or public-spirited purpose, defined to be a purpose that benefits an indefinite number of persons, either by bringing their minds or hearts under the influence of education or religion, by relieving their bodies from disease, suffering or constraint, by helping them establish themselves in life, or by erecting or maintaining public buildings or works, or otherwise lessening the burden of government, or in the case of a senior citizen association or club, the support of such organization. An authorized purpose does not include the erection, acquisition, repair, improvement or maintenance of property, real personal or mixed, unless such property is and shall be used exclusively for one or more of the purposes stated above. N.J.A.C. 13:47-1-1.
9. N.J.S.A. 5:8-27 and 53.
10. Id.
11. N.J.A.C. 13:47-8.3 Note that these limits do not apply to on-premise raffles where all of the prizes are wholly donated.
12. N.J.A.C. 13:47-7.2 Progressive Jackpot Bingo and 50/50 bingo games are not subject to this limitation.
13. N.J.S.A. 5:8-37 and 64.
14. N.J.S.A. These penalty provisions do not apply to violations that are committed by organizations that hold a valid license at the time the offense is allegedly committed.
15. N.J.S.A. 2A:58-1 et seq.

LICENSING FEES DUE TO THE CONTROL COMMISSION AND THE BOROUGH OF GARWOOD. FEES AMENDED OCTOBER 2, 2006.

**ON PREMISE**

On premise draw raffle for cash prizes (50/50) in excess of \$400.00 or merchandise prizes where the total combined retail value of prizes awarded is in excess of \$400.00: \$20.00 for each day on which a drawing(s) is to be conducted under license.

On premise draw raffle for cash prizes (50/50) that do not exceed \$400.00 or merchandise prizes where the total combined retail value of prizes awarded does not exceed \$400.00: NO LICENSING FEE. In the event the retail value of prize(s) offered or awarded exceeds \$400.00 in a raffle in which it was anticipated that the retail value would not exceed \$400.00, the licensee shall submit a check or money order made payable to the Legalized Games of Chance and a check or money order payable to the Borough of Garwood in the amount of \$20.00 at the time of filing the report of operations required by N.J.A.C. 13:47-9.

**OFF PREMISE**

Off premise draw raffle awarding merchandise as a prize: \$20.00 for each \$1,000 or part thereof of the retail value of the prize(s) to be awarded.

Off premise cash (50/50) raffle: a \$20.00 fee shall be paid at the time the application is filed. In the event the awarded prize exceeds \$1,000.00, then an additional fee of \$20.00 for each \$1,000.00 or part thereof in the value of the awarded prize in excess of \$1,000.00 shall be forwarded to the Borough of Garwood and also one to Legalized Games of Chance Control Commission together with the Report of Operations as required by N.J.A.C. 13:47-9.

**BINGO:** BOROUGH & LEGALIZED GAMES OF CHANCE: \$20.00 FOR EACH OCCASION ON WHICH BINGO IS HELD.

**CALENDAR RAFFLE:** BOROUGH & LEGALIZED GAMES OF CHANCE: \$20.00 (FOR EACH \$1,000 OR PART THEREOF OF THE RETAIL VALUE OF PRIZES.)

**GOLF HOLE-IN-ONE:** \$20.00 (FOR EACH \$1,000 OR PART THEREOF OF THE RETAIL VALUE OF ANCILLARY PRIZES.)

**ARMCHAIR RACE:** \$50.00 PER LICENSED DAY OF OPERATION

**CASINO NIGHTS:** \$100.00 PER OCCASION

**INSTANT RAFFLE:** \$20.00 FOR EACH DAY ON WHICH INSTANT RAFFLE TICKETS ARE SOLD OR OFFERED FOR SALE OR \$750.00 FOR A ONE YEAR LICENSE

**SPECIAL DOOR PRIZE RAFFLE:** NO FEE – NO LICENSE, PROVIDED THE MERCHANDISE IS WHOLLY DONATED AND HAS A RETAIL VALUE OF LESS THAN \$50.00. NOTE: CANNOT BE CONDUCTED WHEN OTHER GAMES OF CHANCE ARE BEING CONDUCTED

**CARNIVAL GAMES OR WHEELS:** \$20.00 FOR EACH GAME OR WHEEL HELD ON ANY ONE DAY, OR ANY SERIES OF CONSECUTIVE DAYS NOT EXCEEDING 6 AT ONE LOCATION