

Constitution and Bylaws of the Game Creation Society

Ratified: August 31, 2018

I.—Mission Statement and Objectives

The Game Creation Society is an organization to foster a community around the student development of video games.

To this end, the organization will provide:

- A framework for developing video game projects in a team-based setting.
- Educational resources for members to increase their skills and abilities in all areas of game development.
- Regular meetings to encourage interdisciplinary cooperation on video game projects. Meetings will provide a forum for discussion of project progress.
- Professional inroads into the game development community.
- An environment where everyone is having fun creating games.

All activities and functions of the organization must be legal under University, local, state, and federal laws.

II.—Membership

Membership within the Game Creation Society is a two-tiered structure, containing two classes heretofore called “Members” and “Participants.” The “club body” refers to all known members and participants.

Members – May take full advantage of the club. They are permitted to use resources provided by Carnegie Mellon University and are eligible to participate in Game Creation Society elections. A Game Creation Society member must be enrolled as a graduate or undergraduate student at Carnegie Mellon University. Club officers may decide on additional benefits and requirements with regards to membership. Membership should be reserved for active contributors to the club.

Participants – This refers to all individuals who wish to participate in Game Creation Society activities but do not qualify as members. Participants may still attend club events and join development teams.

The Game Creation Society follows the Carnegie Mellon Statement of Assurance, available at: <http://www.cmu.edu/policies/documents/SoA.html>

Game Creation Society officers are obligated to keep track of club membership.

Hazing will not be used as a condition of membership in this organization.

III.—Officer Roles and Responsibilities

President The President serves at the lead initiator, charged with delegation of tasks to the other officers, organizing regular meetings, and protecting the interests of the organization. They also serve as the primary point of contact for the club.

Vice President The Vice President is the second in command, their primary role is to function as a jack-of-all-trades. They assist other officers when they are unable to fulfill their duties fully for whatever reason. They are also the club historian.

Director of Development The Director of Development maintains the organization's framework for video game development and serves a role similar to that of Executive Producer for all projects. They are responsible for coordinating the club's educational resources and events.

Public Relations Lead The Public Relations Lead promotes the organization's image within the Carnegie Mellon community. They are responsible for advertising and photographing events, recruiting members, and managing social media.

Chief of Operations The Chief of Operations is responsible for ensuring the club functions smoothly. They are responsible for scheduling and booking club events as well as managing the club website. They also manage and organize all the club's physical resources.

Treasurer The Treasurer manages and grows club finances. Duties include fund raising, approval of any in/outgoing funds, and applying for organization funding each year. They are responsible for maintaining club solvency.

Officers reserve the right to find outside help or create additional non-officer positions if need be. The President has the right to either accept or appoint tasks to other officers if the task is not clearly defined within the roles of one of the officers.

~~IV.~~—Voting

The following definition pertains to voting:

Quorum The lesser of 20 club members or two-thirds of the total membership.

Unless specifically noted otherwise, any vote or election must occur during a general meeting with at least a quorum in attendance. Votes must be announced on the mailing list prior to the meeting at which the vote will take place. All attending members may vote in that procedure. Votes are public if not specified. A vote is won only with a decisive majority. In the event of a tie the Vice President's vote shall be decisive. If the vote is for the election of a Vice President, the President instead shall break the tie.

~~V.~~—Selection of Officers

Terms run from the start of the spring semester to the end of the following fall semester.

Nominations and elections occur at the end of every fall semester. One member may nominate another member for a specific position. A member may nominate themselves. Nominations for positions are closed one week preceding the election for that position. If a nominee accepts their nomination they will be a candidate for the position. Participants may not nominate and may not receive nominations. Any club member regardless of status is eligible to receive nominations for any position.

Officers are required to notify the club body of an upcoming election at least two weeks in advance of the election. All nominees must be informed of their nomination.

Elections for all positions need not occur during the same meeting. During an election, candidates must give a short speech to the membership, during which time other candidates running for the same position will be asked to leave the room. After each candidate has given their speech, they shall leave the room and the membership will discuss amongst themselves the merits of each candidate. Afterward members will each cast a private vote, the winner of which assumes the officer role. Only members in attendance of the meeting may cast a vote, absentee ballots will not be accepted.

If there is more than one candidate for a given position, the victor may decline the position if he or she wins another position, in which case the candidate with the next highest number of votes is given the position. Additionally, no officer may hold more than one position simultaneously unless there are insufficient candidates to fill all roles.

The president will moderate these election procedures. During an election in which the president is a candidate, the Vice President will moderate the procedure.

~~VI.~~—Removal and Replacement of Officers

An officer may resign from their position, if necessary. If a member wishes to remove an officer, he must make a motion. Another member must second the motion, in which case a vote is held. A two-thirds majority vote is required to remove the officer. The officer in question cannot be present for the vote and may be asked to leave for a portion of the discussion. The vote will be private.

In the event that an officer position becomes vacant during the term of office for any reason, the President can appoint a club member to fill a vacant position temporarily. If the vacancy is the Presidency itself, then the Vice President shall fill the vacancy. At the soonest possible time, a special election will be held to fill the vacancy. Normal elections procedures will be in effect.

Officers elected in such a manner will serve out the remainder of the original term, i.e. until the end of the fall semester.

~~VII.~~—Club Meetings

The officers should ensure that the club meets in an official capacity at least once every two weeks that school is in session. Additionally, the officers should meet amongst themselves at least once each semester to discuss the direction of the club. There is no requirement on attendance at regular meetings, however officers must inform the entire club body of the time and location of all general meetings.

Meetings will fit into the following categories:

- Educational – a time for teaching valuable skills.
- Social – a fun event for the purpose of bringing the club closer together.
- Guest Speakers – exposure to professional game developers.

- Workshops – an opportunity to work on projects as a larger group.
- General Purpose – other meetings for furthering club interests.

The club officers are responsible for ensuring that a mix of the above types of meetings occur each semester. Meetings are always open to both members and participants.

~~VIII.~~—Club Finances

The club's officers, especially the Treasurer and President, are responsible for ensuring the club remains in good financial standing.

The club may collect dues at the discretion of club officers.

The President and Treasurer are responsible for becoming Authorized Signers. Only the President and Treasurer may spend club money. The Treasurer shall be responsible for submitting the club budget request each spring.

Organizational funds must be spent on items which benefit the organization. Funds may not be used for anything illegal under University, local, state, and federal laws.

~~IX.~~—Revising this Document

Proposed changes to the constitution cannot take effect without two-thirds majority vote. Any club member may put forward a motion for the revision of this document. Any revisions to this document will take effect immediately upon ratification.

Officers reserve the right to make any decisions that are necessary to improve the club and to perform their duties that do not conflict with resolutions within this document.