

Constitution for Game Creation Club at the Ohio State University

This constitution, for the Game Creation Club at the Ohio State University, shall be amended and updated as seen fit to accurately reflect the needs and ideals of the organization.

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1- Name: Game Creation Club at the Ohio State University

Section 2- Purpose: We strive to facilitate the interest, research, and development of games (primarily digital on any/all platforms) and the game industry. We provide the community, resources, insight, connections, opportunities, and more relating to the gaming industry.

Section 3-Non-Discrimination Policy: The Game Creation Club at the Ohio State University and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Article II – Membership

All currently enrolled Ohio State students may become a voting member of the Game Creation Club at the Ohio State University. Faculty, alumni, and professionals are free to become honorary, non-voting members of the club.

Article III – Organization Leadership

Officers:

*Each officer should refer to the corresponding section for his/her title for a list of duties. All officers will be required to post their schedules and contact information for the entire executive board.

Some officers can hold duties of other positions as well. Some duties of officers can be shared and/or exchanged as strengths/abilities will be different within all officers.

President and V.P.: The duties of these two positions must distribute evenly the following duties: communications, development direction.

The following is a list of the officers that will be expected to perform management capabilities within the Game Creation Club. A current executive board or any officer member may still run for the same position if he or she so desires. However, they are still required to win a majority vote by all voting members in the organization. Terms of office shall last up to one year or for the length of the project at hand for which they were elected for to be completed, whichever comes first.

President:

Description: The president of GCC is the leader and face of the club. The president handles the administrative end of GCC and ensures its prosperity for the future. All decisions must go through the President. They will keep copies of all records and require each officer send copies (most important for Treasurer). This includes keeping a log of every password and account information (pins, usernames, passwords, etc). (All officer accounts and passwords, bank accounts/pins, website passwords, etc). Makes sure meetings are sufficiently prepared each week. It does not have to be the President that actually carries the meeting out, but they are responsible for making sure it goes smoothly.

Requirements: Should have exceptional management, organization, and leadership skills. Should have diplomatic skills.

Vice-President:

Description: Second in command, the VP also oversees and manages officers and club operations. The main focus of the VP is to maintain and handle the operations of the club including contests, projects, and member relations (inside the club and between the GCC and outside entities), and assist the President where needed. They will also direct contests and member development.

Duties:

Requirements: Should have skills with management, organization, leadership, and diplomacy.

Treasurer:

Description: The manager of all club funds and resources.

Duties: Handles all GCC finances. Requests funding, handles bank accounts, make purchases for the club. Prepare advertisements (fliers). Reserve space as necessary for events through the Union, and handles other logistics for events.

Requirements: Must be trustworthy, should have accounting skills.

Webmaster:

Description: Keeps the Game Creation Club website up-to-date, and maintains it to be of great use to the club.

Duties: In charge of web-server and all content on server. Maintains server, website, web-applications, etc. Oversee moderators for forums. Upload content to site. Install upgrades.

Requirements: Must have experience with servers, web-development, and web-applications. They will also need to know the workings of the current website (which may or may not be taught on the job), or know how to create a website comparable to the current one.

Project Lead:

Description: Head of a member-led group game development project. There will be one person in this position for every such group. Nobody can be a Project Lead for more than one project at a time, but people in other positions (President, Treasurer, etc.) are allowed to also be Project Leads.

Responsibilities: Facilitating discussions within organization meetings, having (at most) weekly meetings with executive board outside of regularly established organizational meeting times, making creative decisions for the project and enforcing these decisions to see that they are put into effect, working with the team members to make sure goals are completed within a reasonable timeframe, creating a timeline that is to be approved by the executive board, restructuring members and officers in the best interest of the project. Prior game development experience (in any position) is recommended.

Marketing Head:

Description: Manages the advertising efforts of the organization. Creates promotional material and organizes the effort to distribute said material. Should work closely with other executive board members to be able to create relevant and interesting advertisements.

Requirements: Must be creative and have experience utilizing graphic design programs. Experience in marketing and business recommended.

Adding/Changing/Removing Officers:

Elections:

New officers are nominated and voted on in March/April. New officers announced after the end of elections. Training throughout April. Incoming officers take office after having completed training.

Nominations:

Anyone can nominate anyone; a person can nominate someone else, and a person can nominate his/herself. The nominees can decline their nomination if he/she chooses.

Campaign/Candidate Review:

Candidates will have the chance to campaign for their election. One suggested method is to put a notice in the election Discord text channel. Once candidates are finalized, there will be a section of the regular GCC meetings devoted to quick candidate speeches/presentations (lasting no longer than 2 minutes each). During the final meeting before or on the election day each candidate will be allowed a final 5 minute speech/presentation. Candidates will be allowed to create and distribute packets of information (fliers, pamphlets, documents, etc) to members no more than one time per week. Distribution can be in physical form during meetings, or digital form via email. Candidates can also post these and other materials to the discord.

Voting:

Each member of the voting membership as defined in Article II will be allowed one vote. They will be allowed to submit them physically at the election meeting, over email, or via a poll posted in the Discord.

Training:

Each current officer will be responsible for training the elected officers and ensuring they complete Ohio Union training, if applicable, before the transition takes place. Also, the elected officer is responsible for ensuring he/she is comfortable and sufficiently trained before taking office.

Adding positions:

With club growth, there may be a need for additional officers. This will require careful decisions as the larger the executive board is, the more difficult it will be to manage the board, communicate with each other, and work together. Addition of a position will require a 2/3 vote by the general voting body.

Removing persons from their officer position:

If anyone has a complaint with an officer or the actions/operations of the club, they must submit a complaint to the executive board officer that they choose or to the game creation club email. If the complaint is filed as a personal complaint, the issue will be dealt with privately. If the complaint is filed as a public complaint, the issue will be brought up to the entire club. All decisions will need either a 2/3 vote of the executive board, or a majority (>50%) vote of the executive board, and a 2/3 vote of the club members.

If any officer feels the need to step down mid-term, they are surely free to do so. It should be understood that they will do everything in their power to stay aboard and continue their responsibilities. Officers should always feel free to talk with the rest of the exec. board to seek help with responsibilities during times of stress. If the ultimate decision is to step down, the officer should also make an effort to find a couple replacement candidates for review by the exec. board. Until a new officer is selected, trained, and takes office, all of the leaving officer's duties will be distributed across the rest of the exec. board.

Penalty Systems

Officers must be held responsible for their duties and tasks given. It is understood that officer's hold their positions as an extra-curricular non-profit activity. With these two ideas in consideration, the following system has been put in place, to ensure leniency while carrying out duties.

Every time an officer fails to meet a deadline for whatever reason (whether it is for a legitimate reason or not), the situation/date/circumstances must be recorded in a private and secure log and kept with both the vice-president and the president. If the officer reaches 3 failed deadlines, the officer will be given a warning. Upon reaching 5 failed deadlines, the officer will receive a warning of being close to a status of possible termination. Upon reaching 6 failed deadlines, the officer will be of a status that will allow the President, Vice-President, and advisers to terminate and replace the officer if they feel obligated to do so. Four months following the 6th failed deadline, if the officer has been in good standing, he/she will return to fully active status once again. If an officer fails to meet 7 deadlines, the executive board must hold a meeting to see about correcting the problem, and replacing the officer.

Article IV – Executive Committee

The executive committee shall consist of the president, vice president, treasurer, web master, and marketing head. If any issue should arise in which a vote needs to be held, it will be up to the executive committee with the president having ultimate say in the outcome of the issue at hand.

For group-related issues, the Project Lead shall attempt to work out a compromise with the related parties. If that is not possible, the issue shall be brought to the executive committee.

Article V – Method of Selecting and/or Removing Officers and Members

Members shall be allowed regardless of chosen major, experience level, or those statuses listed in the non-discrimination policy (Article I, Section 3). Membership is handled on a semester basis. Attending a meeting or a GCC event, and filling out the sign-in sheet (with name, email, and dot number, as well as explicitly opting into membership) will grant you GCC membership until the first meeting of the next semester. Summer semester is a special case - being a member in spring will carry over through summer. Meeting times shall be posted online, through email, or conveyed through any other methods such that a reasonable effort is made on the part of the administrative committee to inform the entire membership, as well as those interested in membership, of the meetings.

All members, including leadership, should be expected to conduct themselves in a manner not in opposition to any OSU rules or laws, nor those of any other applicable institution. If the case should arise that someone breaks those rules, they will receive a warning making them aware of their offense. If the offense is serious enough, this step may be skipped.

If one is a repeat offender or commits a particularly serious offense, the officers shall hold an emergency meeting at the earliest possible convenience for the purpose of voting whether the offender's membership shall be terminated after obtaining enough information relating to the offense(s). If a two-thirds majority should vote the member out, the member will not be allowed at any GCC meetings, activities, or functions.

If the offending party is an officer of the club, the officers will meet as above (with the exception of the offender). If the remaining members of the committee equals two, the advisor will be brought in as the third if the two cannot come to an agreement. Any person who takes part in this vote will have the right to meet with the accused beforehand, if desired.

Temporary removal, or other suitable consequence, may be decided upon at these meetings as well. If the offense incurs damages, the accused is expected to pay/fix them.

Article VI – Advisor(s)

The adviser of the Game Creation Club is required to be a full-time member of the University faculty or Administrative & Professional staff. They will be responsible for providing any insight they might have to offer to the organization. They will also be responsible for resolving any issue the executive board cannot come to an ultimate agreement on.

Article VII – Meetings of the Organization

A general meeting for all members of the Game Creation Club will be held weekly during the academic year to discuss the current progress of projects. Meeting times are subject to change in order to best meet the majority of the group member's schedules. Executive Board meetings are to be held immediately before or after general group meetings.

Admin Meetings - Planning

Hold administrative meeting at end and beginning of every semester (around exam week, and first week of semester). Plan them for a couple hours 2-4 hrs. Set plans for the following 2 semesters. Plan ahead

one full year (the plan will be flexible and expected to change, but we want to plan ahead for budgeting). (How? > go through timeline/calendar, go through budget workbook)

- establish meeting dates/time/location for the semester
- establish event dates/time/location for semester
- discuss/handle any administrative issues

Admin Meetings - Discussion

Hold meetings of the Executive board frequently to discuss upcoming meetings and events. Use this time to discuss the planned topics and upcoming meetings and find relevant news relating to the topic.

Article VIII – Policies

Inappropriate game-play will not be associated with GCC in any way. All files, forums topics, and other content of this nature will be removed.

GCC will remain a non-profit organization. It will not be used for any direct profit of its members. No member shall receive anything of monetary value without due cause. Causes that would be acceptable are in cases such as raffles, contests, scholarships, or membership benefits. Other cases would need to be submitted to and reviewed by the entire executive board and be agreed upon with at least a 2/3 vote.

All major decisions made by or for the GCC, will need to be submitted and reviewed by the entire executive board. In order for the decisions to be approved or denied, there must be a 2/3 vote. In the event that there is not a 2/3 vote for or against any issue, the issue must be thoroughly analyzed and go through a restructuring process. It would then be resubmitted for a vote again. This process would be repeated as many times as necessary. The issue may be discussed with the whole of GCC, but must involve the entire executive board.

Article IX – Method of Amending Constitution

Proposed amendments should be in writing and proposed and voted at a general meeting. To pass the amendment there must be two-thirds vote in favor of the amendment.

Article X – Method of Dissolution of Organization

Should any organization assets or debt exist during the dissolution of the organization, any assets belonging to any organization members shall be returned and everything else auctioned to raise money for a scholarship foundation dedicated to any majors relevant to the production of video games. If any debt should exist, it should be the responsibility of the outgoing executive board members to resolve the matter.

Constitution Rev. 4/25/2018

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Constitution Rev. 4/29/2016

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Constitution Rev. 6/13/2012

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Constitution Rev. 08/21/2009

By: James A. Pickett

Constitution Rev. 10/8/2006

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