

# **Buckeye Gaming Collective Constitution**

## **Article I - Name, Purpose, and Non-Discrimination Policy of the Organization:**

### **Section 1 - Name:**

Buckeye Gaming Collective (BGC)

### **Section 2 - Purpose:**

The purpose of Buckeye Gaming Collective is to galvanize recreational and competitive video game players, advance the local gaming scene, foster a community for students of the Ohio State University interested in gaming, pursue and solidify collegiate esports at the University in conjunction with The Ohio State University, and perform philanthropy and charity work for local causes and organizations related to gaming such as Extra Life.

### **Section 3 - What We Do:**

Buckeye Gaming Collective hosts casual and competitive gaming events such as tournaments, LANs, and viewing parties, as well as manage and support competitive esports teams in order to foster growth in the collegiate esports scene. We host and participate in local charity events in order to beneficially impact the community and maintain a positive image of the industry and its consumers. We also assist those wanting to work in the video game industry by fostering connections with employers and providing the experiences and training required to develop essential skills for working within the industry.

### **Section 4 - Non-Discrimination Policy:**

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, ethnicity/race, religion, sex, sexual orientation, veteran status, and/or skill-level.

## **Article II - Membership: Qualifications and Categories of Membership.**

### **Section 1 - Categories of Membership**

#### General Members

- General Members are full-time undergraduate or graduate students at The Ohio State University.
- General Members are permitted to attend any and all events run by the organization.
- General Members are not permitted to vote in formal elections.
- General Members must follow an inclusive environment for all ages, colors, disabilities, gender identities or expressions, national origin, ethnicities/races, religions, sexes, sexual orientations, veteran status, and/or skill-levels.

### Voting Members

- Voting Members are those who meet the General Member requirements and follow these additional requirements:
  - Attend at least half of the General Body meetings of the current academic year.
    - An effort will be made by the Executive Board & President to make the information at the meetings, and the attendance form, available via a recording.
    - Attendance should remain open for at least one week after a General Body meeting.
  - Assist with one fundraiser event a semester OR pay \$5 a semester
    - If the Executive Board deems that the club has not held a substantial amount of fundraising opportunities since the last election, it may waive this clause as a requirement.
  - Be a part of at least one committee or hold a Minor Board or Executive Board position

### Alum Members

- Alum Members are graduates of The Ohio State University who were General and/or Voting Members when they were full-time students at the University.
- Alum Members may not hold Executive Board positions. Vacancies in Minor Board positions may be filled by an Alum Member only if an exception is granted by two-thirds vote of the Executive Board.
- Alum Members are encouraged to stay in contact with the club through the Director of Public Relations and Diversity, attend community events, and attend any alumni events held.
- Alum Members must follow an inclusive environment for all ages, colors, disabilities, gender identities or expressions, national origin, ethnicities/races, religions, sexes, sexual orientations, veteran status, and/or skill-levels.

### **Section 2 - Executive Board, Minor Board, and Terms of Office:**

The Executive Board shall be made up of six Officers: the President, Treasurer, Director of Public Relations & Diversity, Director of Competitive Affairs, Director of Community Management, and Director of Sponsorships. The Executive Board shall represent the entire organization and its general membership. These Officers are elected from the ranks of the organization's voting membership. Term length for any and all Officers shall be limited to one year post-election. Officers are eligible for re-election the subsequent year, granted that they continue to be enrolled as an undergraduate, full-time student in good standing with the University. All Executive Officers are required to attend an Inclusive Leadership Training seminar once elected. All Executive Board members must have been Voting Members at the time of their nomination, or have previously been on the Minor Board.

The Minor Board shall be made up of the Community Game Managers, Competitive Team Managers, and Public Relations & Diversity Chair positions. The Minor Board will be selected by a two-thirds vote by the Executive Board and with terms lasting until the next full Executive Board election cycle. All Minor Board positions are eligible for re-selection the subsequent year, provided they continue to be enrolled as an undergraduate, full-time student with and in good standing with the University. Positions on the Minor Board may be filled or left vacant as deemed by the Executive Board.

Committees are to consist of any Voting, General, or Alum Members of the Club, or any other Club connections, including Graduate students or respected members of the public. Committees may be created or dissolved at any time as the Executive Board sees fit. Members of these Committees will be decided by the Director and/or Chair presiding over them. Committees will not be discussed in this document.

### **Section 3 - Titles and Duties of Leaders:**

Committees: Committees shall consist of any Members of the club (General, Voting, and/or Alum) and may be created or disbanded by the Executive Board as they see fit.

#### Minor Board:

##### Broadcast Chair (Management):

- Coordinate with the Executive Board to film and stream events.
- Coordinate broadcasts and other content creation.
- Manage the video content creation team including casters, broadcasters, videographers, editors, streamers and any other members.
- Work with the Director of Public Relations to establish guidelines for all broadcasts, video content, and individual streams so that the brand is represented consistently.

##### Broadcast Chair (Technology):

- Organize audiovisual technology for streaming.
- Know and understand how to run an effective broadcast.
- Be the primary consult go-to for all broadcast matters.
- Work with the Director of Public Relations to enforce guidelines for all broadcasts so that the brand is represented consistently.

##### Social Media Chair:

- Manage the network of social media platforms in use by Buckeye Gaming Collective, such as Twitter, Instagram, Twitch, etc.
- Coordinate content schedules for competitive, community, and broadcast events with the Director of Public Relations and Diversity.

- Coordinate all necessary design content for social pages with the Graphic Design chair.
- Answer all necessary social media messages and forward all important information to the Director of Public Relations and Diversity.
- Track engagement and activity and present findings to the Director of Public Relations and Diversity regularly.

#### Graphic Design Chair:

- Serve as the head of graphic design production for use by the Buckeye Gaming Collective.
- Follow content schedules created by the Director of Public Relations and Diversity.
- Communicate all necessary design content with the Social Media and Broadcast Chairs.
- Fully uphold artist integrity for all work.

#### Philanthropy Chair:

- Work with the Director of Public Relations and Diversity to seek philanthropic opportunities for the Buckeye Gaming Collective.
- Monitor the organization's service hours and fundraising amounts, as well as submit them to the necessary mediums/organizations.
- Set up the organization's Extra Life charity page at the beginning of every calendar year.
- Act as the secretary for all Public Relations Branch Meetings, whose responsibilities include creating meeting notes summarizing ideas, discussion points, and decisions made during the branch meeting.
- Recording active members at events and report list to Treasurer
- Report improper use of club funds to Faculty Advisor.

#### Content Chair:

- Head up all other forms of community-engagement content outside of broadcasts and social media posts.
- Seek new ways to engage with the BGC community, campus community, and collegiate esports communities through content.
- Work with the rest of the Public Relations Branch to spread the content on all BGC platforms.

#### Diversity & Inclusion Chair:

- Ensure all staff members of BGC are doing their best to promote campus ideals of Diversity & Inclusion within the club.
- Develop initiatives focused on increasing the diversity of our organization.
- Foster strong relationships with diversity-focused organizations and departments on campus, such as but not limited to cultural organizations, the Women's

Student Initiative (WSI), the Multicultural Center (MCC), and the Office of International Affairs (OIA).

- Help create events with other cultural organizations to foster diverse events and an inclusive community at BGC.
- Develop recruitment strategies to form a more diversified student population in our organization.
- Collaborate with Executive Board members to ensure inclusiveness in their respective branch projects.
- Manage committees under the Diversity Chair as applicable.
- Attend at least 1 branch meeting per week (whether Public Relations, Community Management, or Competitive Affairs).

Competitive Team Managers - One for each game

- Coordinate with the Executive Board to coordinate necessary team functions, including tryouts, practices, scrimmages, and matches for their respective team.
- Coordinate with the Executive Board to ensure events and travel are properly organized and funded.
- Work with Community Managers to unify players under Buckeye Gaming Collective (BGC).
- Manage team practices, games, and league involvement.
- Are encouraged to enlist the help of statisticians, analysts, and coaches to provide their team as many resources as possible.

Secretary of Competitive Affairs:

- Keep an up-to-date profile of club actions relating to competitive events.
- Create and update all necessary calendars with competitive event details.
- Create Competitive Branch Meeting notes for all members that includes a summary of ideas, discussion points, and decisions made during the Branch meetings.
- Coordinate with the Public Relations Branch to send updates to all members notifying them of upcoming match dates and times.

Community Managers:

- Coordinate with the Executive Board to plan and execute events, including room bookings and organizing, marketing, and funding the events.
- Responsible for tracking community engagement and opinions about events.
- Be able to work independently on planning and executing their events.
- Work with Competitive Managers to unify players under Buckeye Gaming Collective (BGC).
- Encouraged to collaborate with other managers on events.

Secretary of Community Management:

- Keep an up-to-date profile of club actions relating to community events.

- Create and update all necessary calendars with community event details.
- Create Community Branch meeting notes for all members that includes a summary of ideas, discussion points, and decisions made during the meetings.
- Coordinate with the Public Relations Branch to send updates to all members notifying them of upcoming event dates and times.

All Members of the Minor Board shall:

- Be a friendly and positive force in the club community.
- Adhere to all responsibilities and duties set forth by the Constitution.
- Be a Voting Member of the Buckeye Gaming Collective.
- Communicate in weekly Branch Meetings with their respective Director, secretary, and other necessary staff persons with updates and information.
- Attend all General Body and Branch Meetings unless there is an excused absence, with their Director keeping them accountable for absences.
- Manage their own respective committees, delegating tasks to leaders and active members if necessary.
- Serve as a mentor and actively train incoming Minor Board members post-election and acceptance of the role.
- Maintain and update transitional guides to aid leadership transition between terms with the approval of the Executive Board.
- Work to create and promote an inclusive environment for all ages, colors, disabilities, gender identities or expressions, national origin, ethnicities/races, religions, sexes, sexual orientations, veteran statuses, and skill-levels.
- Aid in the resolution of conflict between officers, staff, and other members.
- Update the Executive Board about concerns and complaints made by members or event attendees.

#### Executive Board:

President:

- Must stay up to date on the happenings of all executive officers and committees by holding check-ins with each officer on a basis determined by the President at the beginning of the semester.
- Must communicate efficiently and effectively with Faculty Advisor at all times.
- Be the primary student representative to the college (including the University Program), community, and sponsors, as well as for regional and national organizations.
- Create a meeting agenda and share with the club prior to monthly General Body Meetings held by the President.
- Head and preside over all monthly General Body Meetings and Executive Board Meetings.
- Be in charge of the strategic planning and developmental tools of the club.

- Be the steward of an updated budget and financial plan and the development of the financial calendar.
- Must regularly read each Secretary's notes as well as remain up to date on each Committee's affairs.
- Be in charge of the strategic planning and developmental tools of the club.
- Be the steward of an updated budget and financial plan and the development of the financial calendar.
- Help organize large events and aid in overseeing the events created by other area heads.
- Ensure that all other Officers maintain the Transitional Guide for their own position to aid with training and transitioning future Officers.
- Aid in the orientation and training of both new Executive and General members.

Vice President:

- Assist president in day to day operations as needed and substitute for other executive board members when they are unable to perform their respective duties.
- Be the secondary student representative to the college (including the University Program), community, and sponsors, as well as for regional and national organizations. This would include
- accompanying the president and otherwise substituting for them when they cannot reasonably attend to represent the club.
- Assist in the creation of a meeting agenda for the monthly General Body Meetings held by the
- President.
- Be in charge of the strategic planning and developmental tools of the club.
- Be the steward of an updated budget and financial plan and the development of the financial calendar.
- Help organize large events and aid in overseeing the events created by other area heads.
- Aid in the orientation and training of both new Executive and General members.

Treasurer:

- Create, maintain, and upkeep a projected budget for all transactions and events for their term, with the budget being approved by at least two-thirds of the Executive Board.
- Approve all transactions made by the organization and keep a log of receipts and reasons for each transaction.
- Ensure all payments are made on time.
- Keep record of inventory for all objects in the club's possession.
- Head and preside over weekly Financial Branch meetings.

- Collaborate with the Fundraising Chair to organize and manage fundraising events throughout the school year to benefit the club as a whole.
- Collaborate with the Director of Sponsorships with finding sponsors, working with them, and making sure all requirements are met for receiving the sponsorships.
- Strive to keep expenditures as minimal as possible, even in the event of excess capital.
- Work with the president on any dealings with federal agencies, including but not limited to the IRS, etc.
- Never use the Club's money for personal use of themselves nor any of the members.
- Report improper use of club funds to Faculty Advisor.

#### Director of Public Relations & Diversity

- Head and preside over weekly Public Relations Branch meetings.
- Coordinate with Community and Competitive Directors and Managers to plan and publicize events.
- Oversee social media accounts, including but not limited to: Twitter, Instagram, Twitch, YouTube, etc.
- Ensure that the content calendar is created and communicated effectively between the Directors of Community and Competitive Affairs as well as the Social Media and Graphics Chairs.
- Monitor club email and communicate any important emails to necessary staff.
- Create, assign, and monitor monthly marketing tasks (such as flyer routes, tabling, etc.).
- Work with Social Media, Graphic Design, and Broadcast Chairs to create event flyers and promotional materials.
- Facilitate alumni relations and maintain alumni contact information for all graduated Buckeye Gaming Collective alumnus.
- Coordinate distribution of flyers around campus and in dormitories, obtaining approval when necessary.

#### Director of Competitive Affairs:

- Head and preside over weekly Competitive Branch meetings.
- Create an inclusive environment and lead/welcome new players of the organization.
- Ensure that all competitive game managers/captains conduct tryouts in a timely, appropriate, and fair manner.
- Ensure that all competitive game managers/captains create a consistent practice schedule that is approved by the team in advance and that the schedule is followed.
- Ensure that all competitive teams are registered for competitions/leagues and aid team managers with the logistical aspects of playing in those competitions/leagues.



- Ensure that the club's shared calendar is updated with all competitive events.
- Oversee members within their division of competitive gaming, including ensuring that all competitive game managers/captains and secretaries accomplish their tasks.
- Ensure that the Director of Public Affairs and subsequent chairs are notified of current team activities.

#### Director of Community Management

- Head and preside over weekly Community Branch meetings.
- Create an inclusive environment and lead/welcome new members of the organization.
- Help organize events, fundraisers, etc. involving the club.
- Ensure room bookings and event materials are acquired in a timely manner.
- Work with community managers to plan at least one large scale event a semester.
- Work with community managers to program a series of smaller events throughout the semester, such as a game night series or a LAN series.
- Assist the treasurer in all sponsorship endeavors, as related to community events.
- Ensure that the Director of Public Affairs and subsequent chairs are notified of current events.

#### Director of Sponsorships

- Coordinate with President, Treasurer, and necessary Executive Board members to better understand sponsorships requests and needs.
- Coordinate directly with the Graphic Design Chair to procure all necessary files for graphics, broadcast and stream assets, and other marketing materials required for sponsorship deals.
- Consistently update the Buckeye Gaming Collective sponsorship packet for distribution to prospective sponsors and clients.
- Maintain a record of potential, contacted, previous, and current sponsors.
- Maintain good relations with previously established sponsors and clients.

#### All Members of the Executive Board Shall:

- Adhere to all responsibilities and duties set forth by the Constitution.
- Be an undergraduate Voting Member of the Buckeye Gaming Collective.
- Attend Executive Board Meetings unless there is an excused absence, with Executive Board Members keeping each other accountable for meeting attendance.
- Communicate weekly in Branch Meetings with the Secretary, other relevant Executive Board Members, and Minor Board Members with updates and information.
- Delegate tasks to Minor Board and committee members.

- Serve as a mentor and actively train incoming Executive Board members post-voting and acceptance of role.
- Maintain and update transitional guides to aid leadership transition between terms.
- Work to create and promote an inclusive environment for all ages, colors, disabilities, gender identities or expressions, national origin, ethnicities/races, religions, sexes, sexual orientations, veteran statuses, and skill-levels.
- Aid in the resolution of conflict between officers, staff, and other members.
- Assist in monitoring Voting Member Status of all members in the club.

### **Article III - Faculty Advisor**

#### **Section 1 - Faculty Advisor:**

This organization shall maintain a Faculty Advisor position to be held only by a faculty member or administrative professional staff member of The Ohio State University. If the Faculty Advisor's position becomes vacant, a new Faculty Advisor will be appointed by a unanimous decision among the Executive Board.

#### **Section 2 - Responsibilities:**

The general duties of the Faculty Advisor shall be to advise the Executive Board and organization when necessary. The Faculty Advisor shall serve as the final arbiter for any irresolvable disputes, and any approval not requiring a representative from The Ohio State University can be conducted through email.

### **Article IV - Elections, and Method of Selecting and/or Removing Officers.**

#### **Section 1 - Executive Board Elections and Method of Selecting Officers:**

The Executive Board elections are to be held once per academic school year, at least one month prior to the end of Spring Semester. Every Executive Board Officer position will be up for election and/or re-election. Executive Board Elections shall take place in several phases:

Nominations: The nominations window opens two weeks before elections are held and closes after one week of being open. Only Voting Members (see Article II for requirements) may nominate or be nominated for a position. Voting Members may nominate themselves and/or other members. Members who are nominated must graciously accept or respectfully decline the nomination before Elections Day. The nomination process will close at a time to be determined by a mutual agreement of the incumbent Executive Board.

Post Nominations: The list of nominated members will be sent out to Voting Members once the nominations window closes and will be updated to reflect acceptances and denials until Elections Day. Nominees may submit their resume before Elections Day,

happening the week after the nominations window closes. Nominees interested in running for an Executive Board position must prepare a speech of no more than three minutes and be prepared to answer questions. Any resumes submitted will be made available to Voting Members.

Elections: Elections shall be run by the highest ranking Executive Board Members that is not running for a position. If all Executive Board Members are running for a position, the previous year's president, highest ranking Executive Board Members, or Advisor shall run the election. Elections for positions will occur in the order listed in Article II Section 2. Election Day will run as follows:

Presentation:

- At least 50% of Voting Members must be present to conduct Elections. If 50% cannot be reached within three attempts, then a mandatory absentee vote will occur.
  - After moving to begin elections, nominees will be brought before the group one at a time, with all other nominees for the position standing outside of the room until their time to present. The order of nominees will be determined alphabetically by last name.
- Each nominee will present to the group during their speech. The presentation time will be agreed on by the group but is suggested to be three minutes, followed by a questions and answers session that lasts a maximum of five minutes.

Discussion:

- Following all nominee speeches for a position, Voting Members will have time to civilly discuss platforms positives and concerns, some of which may include time management, experience, and so on.

Voting:

- Votes will be done by secret ballot. On slips of paper, voters will write the name of their choice or "abstain," meaning they do not choose any of the nominees. If a majority of present Voting Members has not been reached by one candidate, the top candidates who make up the majority of votes will have a runoff vote, where voters are told the top two and must choose between the two on another slip of paper.
- Once voting has concluded for a position, the Officer running the election shall announce the newly elected Executive Board Officer.

Trickle-down: When an Officer is successfully voted on, the remaining nominees will be asked if they would like to "trickle-down" to any of the next positions to be voted on.

Title Transfer: Once the Election has concluded, all current Executive Board members shall transfer their Officer titles to the newly elected Executive Board members. Each position is responsible for going through the appropriate Transition Guide and training the newly elected Officer in their position.

## **Section 2 - Minor Board Selection:**

Minor Board Selection will occur within one week of the conclusion of Executive Board Elections. Every Minor Board position will be up for selection and/or re-selection, as every Minor Board position term lasts until the new Executive Board is elected. Minor Board Selection shall take place in two phases:

### Application:

- Online applications will be opened within a week of the conclusion of Executive Board Elections. Applications must include, at the minimum: name, Discord username, email, and resume and/or relevant experience.

### Selection:

- Selection of all Minor Board positions, except for Team Managers, must be completed by the Executive Board within two weeks of the Minor Board Application deadline. Team Managers will be voted on by prior Team Members, with the candidate with majority votes receiving the position. If a majority of Team Players has not been reached by one candidate, the top candidates who make up the majority of votes will have a runoff vote, where voters are told the top two and must choose between the two. Selection results must be reported to the club once complete.

## **Section 3 - Method of Removing Officers:**

Should any member of the Executive Board be judged to be deficient in their duties, an appeal for evaluation may be made by a member of the Executive or Minor Board to the other members of the Executive Board and/or Faculty Advisor. The Executive Board and Minor Board of the club, assuming at least two-thirds are present for the vote, may remove the Officer from office upon reaching a two-thirds approval vote. Officers will then run a special election to fill that vacancy, as detailed in Article IV Section 5.

## **Section 4 - Method of Removing Minor Board Members:**

Should any member of the Minor Board be judged to be deficient in their duties, an appeal for evaluation may be made by their Director to the other members of the Executive Board. The Executive Board and Minor Board of the club, assuming at least two-thirds are present for the vote, may remove the person from office upon reaching a two-thirds approval vote. Officers may then appoint that position to another member of this organization or to temporarily create a vacancy in that position if no suitable replacement is found.

### **Section 5 - Executive Board Vacancies:**

Vacancies in leadership shall be filled as soon as possible by a special election under the same procedure of normal elections, should an Officer resign or be removed during the school year. If an Officer decides to resign during the year, they must notify the rest of the Executive Board with two weeks and aid in the selection and transition of the member to take their position.

## **Article V - Meetings**

### **Section 1 - General Body Meetings:**

General Body Meetings will primarily be called monthly by the President. In the case that the President is unable to hold the meeting, meetings shall be run by the next highest ranking officer as ranked in Article Article II, Section 2. The set dates and times for each meeting shall be established at the beginning of each semester.

### **Section 2 - Branch Meetings:**

The four branches of the Club are: Competitive, Community, Public Relations, and Financial. Branch Meetings, consisting of the Director, related Minor Board positions, and Minor Board committees, are to be held weekly, at a minimum, for each Branch. Other Branch Meetings will be run and scheduled separately by their respective Directors but should be communicated to the Executive Board.

### **Section 3 - Executive Board Meetings:**

Executive Board Meetings, consisting of the Executive Board and any other positions as decided by the President, are to be hosted every other week, at the minimum.

### **Section 4 - Special Meetings:**

Special Meetings may be called at any time by the President and should include all members of the Executive Board and Minor Board. Special Meetings should only be called on urgent whole-club measures, including but not limited to Executive Board impeachment, a financial crisis, or amendment voting.

## **Article VI - Amendments**

### **Section 1 - Proposal:**

Proposed amendments should be in writing and read during the Executive Board Meeting in which they are proposed. They should be read again at the subsequent meeting and then voted upon by the Executive Board and Minor Board. Proposals should be made available to members for review following the meeting in which they are proposed.

### **Section 2 - Voting Requirements:**

This Constitution can only be amended by two-thirds approval among the Executive Board and Minor Board, granted that at least two-thirds of the Executive Board and Minor Board are present to vote. If a quorum, defined by two-thirds, cannot be reached within three consecutive Executive Board Meetings, then there will be a mandatory absentee vote.

### **Section 3 - Amendments Made**

Below, the amendments made to this Constitution shall be listed.

- Article II, Section 1 (Ratified 3/21/2022) - Generalized the statement to "half of the General Body meetings of the current academic year"
- Article II, Section 1 (Ratified 3/21/2022) - Requirement for the Executive Board to make the information covered at the meetings available via a recording for make-up attendance.
- Article II, Section 1 (Ratified 3/21/2022) - Formalized the permission of the Executive Board to waive the fundraising requirement.
- Article II, Section 2 (Ratified 3/21/2022) - Reduced the time requirement to be eligible to run to Executive Board from 1 year as a voting member to presently being a voting member.
- Article II, Section 2 (Ratified 3/21/2022) - Added the written power for the Executive Board to fill or leave vacant any Minor Board positions as they set fit.
- Article III (Ratified 3/21/2022) - Added the responsibilities of the Fundraising Chair.
- Article III (Ratified 3/21/2022) - Added the responsibilities of the Content Chair.
- Article III (Ratified 3/21/2022) - Added the responsibilities of the Diversity & Inclusion Chair.
- Article IV, Section 1 (Ratified 3/21/2022) - Changed the time when nominations close from 1 week before elections to "a time to be determined by the incumbent Executive Board."
- Article III (Ratified 3/21/2022) - Added the responsibilities of the Vice President.