

IGDA WPI Constitution

International Game Developers Association - WPI Chapter

Article I - Name

- 1) The name of this organization shall be IGDA WPI, a shortened form of International Game Developers Association - WPI Chapter.

Article II - Purpose

- 1) To create a welcoming environment for all members of the WPI community interested in game development
- 2) To bring forth game development events such as game jams, talks, and meetups
- 3) To provide resources to members of WPI's game development community for developing, showcasing/marketing and getting feedback on their personal, academic, and professional projects
- 4) To expand the knowledge of WPI students regarding the many aspects of Game Development and the Game Development industry.

Article III - Membership

- 1) *IGDA WPI Membership*
 - a) Any WPI student is eligible to be a member of IGDA WPI
 - b) IGDA WPI is intended to be a safe space for members of all backgrounds. Membership is contingent on maintaining a respectful, and (where applicable) professional demeanor.
 - i) Minor violations of this rule will result in a warning. Severe or repeated instances of misconduct may result in membership removal (see below)
- 2) *Benefits of Membership*
 - a) All members will have equal access to club-wide resources and events
 - b) Members will receive opt-in notifications on weekly meetings and events
- 3) *Membership Removal*
 - a) A member may voluntarily withdraw their membership at any time
 - b) If the executives (as defined in Article IV Section 1) deem a member's behavior to be in severe violation of Article III Section 1 Part C, or if that member has received three (3) or more warnings about minor violations as defined there, they may hold a vote to withdraw that member's membership, to be executed only by unanimous vote.
 - i) If the member in violation of this policy is an executive position in the club, the executives must inform the club advisor of the situation. The advisor may then take part in a vote with the

executives to withdraw the membership of the offending member, to be executed if the majority vote is in favor of the withdrawal.

- ii) If the offending individual is not a formal member, the same procedure can be followed and the individual's prospective membership is instead revoked
- iii) Individuals who have their membership or prospective membership to IGDA WPI revoked are banned from attending meetings of the club

4) *Membership Reinstatement*

- a) A former member who has voluntarily withdrawn their membership and is still eligible to be a member may join at any time
- b) A member who has had their membership revoked as per section 3b

Article IV - Officers, Duties, and Requirements

1) Elected Positions

- a) Administrative Staff ("Executives") - These staff members preside over the club as a whole and are in charge of general club affairs.

- i) *President*

- (1) The President is expected to be the primary member running regular meetings
 - (2) The President is expected to handle communication with external organizations and individuals
 - (3) The President is expected to assist in planning meetings and events

- ii) *Vice President*

- (1) The Vice President is expected to fill in the roles of the President in their absence
 - (2) The Vice President is expected to assist the President in running regular meetings
 - (3) The Vice President is expected to assist in planning meetings and events
 - (4) The Vice President is expected to fulfill the role of System Administrator as needed, including but not limited to maintaining the website of IGDA WPI

- iii) *Treasurer*

- (1) The Treasurer assumes all financial responsibilities of IGDA WPI, including but not limited to handling budget/funding requests, expense reports, purchase orders, and any other financial duties as per SGA's policies

- (2) The Treasurer may assist the President in running regular meetings
 - (3) The Treasurer is expected to assist in planning meetings and events
 - iv) *Secretary*
 - (1) The Secretary is in charge of internal communication with club members and the WPI community
 - (2) The Secretary is expected to reserve spaces for IGDA WPI events
 - (3) The Secretary is expected to assist the President in running regular meetings
 - (4) The Secretary is expected to assist in planning meetings and events
 - v) Any individual in an executive position must become an official IGDA Member, as detailed on the IGDA website (https://www.igda.org/general/register_member_type.asp?). For Student Members, this requires paying a fee of \$30
 - (1) Ordinarily executives are expected to pay this fee on their own, but if this would cause financial hardship the money can instead be provided by other sources, namely fundraising efforts or another acceptable source of funding as per SGA's financial policies
- 2) Appointed Positions
- a) Executives may temporarily appoint members to take charge of certain events, collaborations, or other responsibilities not listed above on an as-needed basis. Creating an appointed position and assigning an individual to that role requires a unanimous vote by the executives
 - b) Individuals in appointed positions may be removed at any time and their positions dissolved accordingly. Doing so requires a majority vote of the executives, which people in appointed positions cannot participate in
 - c) Appointed positions may function as executives to the extent required by their role, but may not vote on strictly administrative matters such as membership removal and reinstatement or creating and removing appointed positions

Article V - Meetings

1) *General Body Meetings*

- a) General Body Meetings should occur weekly and be open to any WPI student unless they have had their membership or prospective membership revoked
 - b) General Body Meetings should focus on informing attendees or encouraging discussion about a relevant topic within the field of game development
 - c) General Body Meetings should incorporate interactive activities, preferably involving group collaboration and presenting to the club
- 2) *Executive Meetings*
- a) Executive Meetings should occur weekly and all members in executive positions are expected to attend
 - b) Non-executive IGDA WPI members are also permitted to attend, although the executives may require them to leave when discussing upcoming events (e.g. unannounced themes for upcoming game jams)
 - i) Non-executive members who wish to run for executive positions must attend at least two Executive Meetings
 - c) Executive Meetings should focus on planning club events and meetings, as well as discussing anything else related to the club and upcoming opportunities
- 3) *Elections Meetings*
- a) Elections Meetings should be run annually and on an as-needed basis to run elections for club executives or for IMGD Steering positions
 - b) See Article VI for details on the Executive Election process
 - c) Upon request of the IMGD department, IGDA will host elections open to all IMGD majors and minors for a student representative on the IMGD steering committee. Steering elections will be announced to all IMGD undergraduates no less than 24 hours in advance

Article VI - Elections & Officer Replacement/Removal

- 1) *Elections*
- a) IGDA WPI elections for Administrative Positions are held during any meeting open to the general public
 - b) Nominations for elected positions are opened at the start of B term and end one week before the elections meeting
 - c) Any IGDA WPI member is eligible for nomination and voting
 - d) Administrative Positions are held from the beginning of C term until the end of B term following each election meeting
 - e) Seniors or members who are expected to leave office halfway through their elected term are ineligible

- f) The current executives are responsible for running and managing the elections
- g) Those running for office are required to make a speech regarding their qualifications to the position they are running for
- h) Those nominated must then take turns making speeches. Nominees not currently making a speech must proceed to leave the room
 - i) The current speaker shall give their speech and then proceed to an open forum questioning from the members in attendance after their speech
 - ii) The current speaker must then proceed to leave the room and the attendees shall have another open forum discussing about the nominee with those in attendance
 - iii) Those in attendance then shall participate in a blind vote.
 - iv) The votes shall be counted by the individual or group appointed to manage the elections as defined in VI.f
- i) If a current executive is re-running for a position or running for a new position, they are not allowed to be one of the individuals appointed to manage the elections as defined in VI.f for the position they are running for

2) *Officer Replacement*

- a) If an officer feels they are no longer able to fulfill their responsibilities of their position, be it because of IQP/MQP reasons or other, they may step down for the duration of their leave of absence, and an interim election will be held
 - i) If the President is away for a term on IQP or MQP, or must take time off from school for medical reasons, then the current Vice President becomes acting President instead
 - ii) In the case that multiple officers are unable to perform their duties, including the President, the highest elected position shall take over as interim president, following this hierarchy: President <- Vice President <- Secretary <- Treasurer
 - iii) In the event that all four administrative positions will be vacated at the same time and need to be replaced with interim positions, an election shall be held at a meeting prior to the start of the earliest leave of absence of any current executive
- b) An elections meeting shall be managed by the remaining executive board to elect the interim executive member who shall fill the position until the previously elected executive member can reprise their role

3) *Officer Removal*

- a) An executive board member or appointed member may be removed or suspended based on the following claims:
 - i) The member in question refuses to complete their duties, either through willful sabotage or negligence
 - ii) The member in question commits an offense as described in Article III, Section 3
- b) An officer charged with negligence of duty undergoes the following process:
 - i) The executive board decides whether the officer in question should be suspended for a term, or permanently removed from office.
 - ii) To suspend or remove the officer there must be at least a two thirds vote from the executive board
 - iii) The process for replacing the member in case of removal or suspension must be followed as described in Article VI.2.b

Article VII - Subsidiaries

- 1) IGDA WPI does not support the creation of organized student groups, known as subsidiaries, that support the club described in Article II.

Article VIII - Equipment Policy

- 1) Equipment rentals for the purposes of events and any non-personal use, as well as co-sponsored events in which the IGDA WPI is not the primary host, shall be governed exclusively by Article VIII of the IGDA WPI Constitution.
- 2) All equipment rentals and co-sponsored events require advance notice in order for equipment, staffing, and/or setup to be provided. Staffing required shall be determined by IGDA WPI.
 - a) The required amount of notice shall be determined based on the amount of equipment or staff being requested. For the purposes of this section, *items* shall refer to any equipment or setup that can be used to run software. Staff members refers to club members who will be on-hand during setup, teardown, and during the event proper.
 - i) *Two or fewer items, two or fewer staff members:* 48 hours advance notice of interest in co-sponsorship or equipment rental, list of required items at least 24 hours before the start time of the event.
 - ii) *More than two items, more than two staff members:* One week advance notice of interest in co-sponsorship or equipment rental, list of required items at least 48 hours before the start time of the event. Details regarding setup space and proposed layout must also be conveyed before setup begins.

- b) Equipment rental changes, having just been passed, will be subject to a two-year grace period in which each club or group on campus is allowed ONE event at which they may request equipment or request partnership in a co-sponsored in which they may break or ignore some of the terms of this Article VIII.
- 3) IGDA WPI reserves the right to charge a fair market price (as determined through negotiations between the IGDA WPI and any co-sponsors) for any equipment rentals and co-sponsored events that match or exceed the average size (based on quantity of setups or staff members required) of IGDA WPI events.
- 4) IGDA WPI also reserves the right to refuse any equipment rentals or requests for equipment regardless of reason or extenuating circumstances. The IGDA WPI also reserves the right to ban, block, or otherwise preclude clubs or individuals from renting equipment if they have abused or otherwise misused this policy in the past.

Article IX - Judicial Action

- 1) IGDA WPI shall abide by all rules and policies of Worcester Polytechnic Institute. The organization shall also accept the decisions of a Campus Hearing Board in dealing with charges brought against the organization should policies be violated.

Article X - Finances

- 1) IGDA WPI may be funded by the Worcester Polytechnic Institute Student Government Association.
 - a) Events may be hosted by IGDA WPI in collaboration with other organizations and departments, who may partially cover associated costs in accordance with SGA's bylaws and financial policies.

Article XI - Advisor

- 1) The advisor of IGDA WPI will be a WPI faculty member as listed on WPI's student organization portal.

Article XII - Amendments/Revisions

- 1) Amendments may be proposed by any member of the executive board, or proposed by general members.
 - a) The amendment must first pass a three-fourths vote of the Executive Board.
 - b) In the case of revisions, the whole constitution shall be presented to executive members to make sure that the original vision of the constitution is maintained.

- 2) An approved amendment will be voted on at the next meeting where at least two thirds of the people present are not executive members. If 2/3 of the present members at this meeting vote in the amendment, it will be added to this constitution.

Article XIII – SOC Enabling Clause

- 1) IGDA WPI agrees to abide by the policies of Worcester Polytechnic Institute as well as all federal, state and local laws. Any changes to this constitution and/or bylaws will follow, in word and spirit, all WPI policies and all federal, state and local laws.