

Video Game Club Constitution

Revised as of 9/30/2024

Article I – Name

- 1) The name of this organization shall be the Video Game Club, which can be abbreviated and referred to as VGC.

Article II – Purpose

- 1) To interact with the WPI members of the gaming community by means of playing games.
- 2) To create a welcoming environment to video game enthusiasts.
- 3) To bring forth gaming related tournaments and other various social events for the WPI community.
- 4) To further enrich the ties between the WPI community and the gaming community.
- 5) To provide gaming enthusiasts with resources to bring together their own unique gaming communities.

Article III – Membership

- 1) *VGC Membership*
 - a) Any current WPI student may become a member of the VGC.
 - b) Membership of the VGC extends to its subsidiaries.
- 2) *Benefits of Membership*
 - a) Members may check out VGC equipment by the following policy:
 - i) A member who wishes to checkout VGC equipment may do so with the approval of any VGC officer.
 - ii) Any member who has checked out equipment is responsible for the safe return of said equipment. The cost of any damages to checked out equipment may fall on the club member who has it checked out.
 - iii) Equipment that is checked out may not be used for any events, activities, or in any way, shape, or form by other clubs, groups, or individuals in a public manner via this checkout method. Equipment for events is governed by a separate policy, outlined in Article VIII, Equipment Policy.
 - iv) Any VGC officer can require checked out equipment be returned by a date set by the officer, if that officer gives reasonable notice.
 - v) Members may be subject to any additional equipment checkout rules stated in advance by the Events Director.
 - b) Members may propose member-run events under the following policy:
 - i) It must be brought to the attention of the executive board in an event meeting.
 - ii) At least two thirds of the executive board must approve said events.
 - iii) The event must be detailed in terms of physical and financial scale.
 - iv) The event must fall within the limits of the VGC's constitution.
- 3) *Membership Removal*
 - a) Anyone whose membership has been removed will not be allowed to attend any VGC run event or any of its subsidiaries until their membership is reinstated.
 - b) Failure to follow the VGC 's rules at any event, or any additional rules stated by an officer beforehand, can be cause to remove membership rights.
 - c) Anyone who engages in behavior which may result in damage to club equipment or harm, harass, or antagonize other members will also lose any and all membership rights.

- d) Defacement of the VGC logo, the VGC's online and social media presence and/or VGC's printed media will count as an offense.
 - e) Membership removal becomes official if a two thirds vote of executive club members votes in favor of it.
 - f) Members accused of any such offense may appeal before the VGC officers before having membership removed. If two thirds of the executive board vote in favor of the appeal, the student in question will not have their membership removed.
- 4) *Membership Reinstatement*
- a) Membership can be reinstated upon request of the offending student no less than one term after said membership was removed. However, if an offending student has their membership removed on three occasions, they may not have it reinstated.

Article IV – Officers, Duties and Requirements

- 1) Elected Positions:
- a) *Administrative Staff* – These staff members preside over the club as a whole and are in charge of general club affairs.
 - i) *President*
 - (1) The President is responsible for the administration of the VGC.
 - (2) The President is ultimately responsible that the club's actions are in line with the club's purpose in Article II.
 - (3) The President is responsible for representing the VGC in front of WPI administration and all organizations outside the club.
 - (4) The President aides the Treasurer in any budgetary processes that happen throughout the year.
 - ii) *Vice President*
 - (1) The Vice President is responsible for revisions, posting, and amending of the VGC's constitution.
 - (2) The Vice President is responsible for maintaining records of the club's history.
 - (3) The Vice President is responsible for maintaining club attendance documentation
 - iii) *Treasurer*
 - (1) The Treasurer keeps track of the VGC's funds.
 - (2) The Treasurer shall outline a budget for the VGC in the beginning of their elected term.
 - (3) The Treasurer is responsible for approving, rejecting or questioning any financial request made by an executive or appointed member.
 - (4) If items were purchased with non- VGC funds for VGC, the Treasurer is also responsible for reimbursing individuals out of the VGC's treasury.
 - (a) The outstanding costs must have been previously approved in advance.
 - (5) The Treasurer is required to review and approve the budget of any subsidiary, and to inform the other executive club members of any issues relating to this.
 - (6) The Treasurer is responsible for maintaining documentation of club inventory
 - iv) *Secretary*
 - (1) The Secretary oversees internal communication with club members and the WPI community.
 - (2) The Secretary is expected to reserve spaces for VGC 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.
 - b) *Department Heads* - These staff members preside over subsets of the club related to their

departments and may appoint staff members in a structure they see fit to manage departmental affairs.

i) *Event Assistant Coordinator*

(1) The Event Assistant Coordinator is responsible for finding and recruiting event assistant candidates.

(a) These candidates will then be presented by the Event Assistant Coordinator to the Administrative Team at an Executive Meeting.

(2) The Event Assistant Coordinator is responsible for communicating expectations and assigned responsibilities to Event Assistants.

(3) The Event Assistant Coordinator is responsible for representing the interests and concerns of Event Assistants at Executive Meetings.

ii) *Publicity and Communications*

(1) The Publicity and Communications position is responsible for advertising events based on the information that other executive members of the club have provided.

(a) This advertising may include but is not limited to: creating posters, hanging posters on campus, and posting information to club social media accounts and Discord Server.

(2) The Publicity and Communications position is responsible for updating the VGC's public calendar up to date with all VGC events.

(3) The Publicity and Communications position also is responsible for the VGC's social media presence and any derivatives of such.

2) **Appointed Positions:**

a) *Event Assistant*

i) A subsidiary of the Event Assistant Coordinator role. As such the appointment of this role shall follow the process in Article IV.2.c.

ii) Assist the Executive team in setting up, running, and cleaning up events

(1) Event assistants should communicate in advance what events they will be able to assist with

iii) Will receive information and directions from the event assistant coordinator

b) *Graphic Designer*

i) A subsidiary of the Publicity and Communications role. As such the appointment of this role shall follow the process in Article IV.2.c.

ii) The Graphic Designer designs advertising and branding materials for the club

(1) This work primarily includes fliers and graphics for social media posts, but the Graphic Designer will be the first person relied on for any necessary artwork.

iii) The Graphic Designer will coordinate with the Secretary and Publicity and Communications to determine the direction for their designs, and to have their designs approved.

iv) Other executive members may also approve or direct work if they are in charge of the specific event the work is for.

c) *Department Subsidiary Positions*

i) Department Heads may appoint sub-executives that handle portions of their department with oversight from the Department Head.

ii) Potential appointees must be presented at an executive meeting and must be voted in by a two thirds majority of present administrative staff.

iii) Department Subsidiary Positions may encompass any role seen fit by a Department Head.

iv) Departments may be allotted a budget assigned via line item that is subject to approval by the treasurer.

- (1) Departments are expected and required to document and justify any and all spending from their line-item budget to the Club Treasurer.
- (2) Departments are not limited to the funding from their line-item and may request funding from the Administrative Treasurer of the VGC to dispense funding provided for a specific purpose applicable to the entire club (including, but not limited to Facilities and Food) or from funds not allocated to any specific line-item or department.
- (3) The Administrative Treasurer is expected to assist any Department Treasurer with fund requests directed at the Student Government Association at their discretion.

Article V – Meetings

- 1) *General Body Meetings*
 - a) General Body meetings are meant to publicize the club to the entire student body at the start of any term.
 - b) General Body meetings shall address what the club did last term, how it went, and what it plans to do the coming term.
- 2) *Executive Meetings*
 - a) Executive meetings are held in a weekly fashion to address the administration of the club's budget and constitution.
 - b) At least one executive meeting per academic term shall be open to all VGC members, however non-executive club members are required to hold their comments until a period at the end of the meeting.
- 3) *Elections Meetings*
 - a) An elections meeting will be held B term every year for electing new Administrative Staff.
 - b) Elections meetings are open to current VGC members.
- 4) *Administrative Events Meetings*
 - a) Events meetings can be held in a weekly fashion to address the planning and execution of VGC events.
 - b) Events meetings are open to all VGC members, however non-executive club members are required to hold their comments until a period at the end of the meeting.
 - i) Events meetings are primarily held to allow the Administrative Staff and Department Heads to discuss ideas for events, with further planning to be held at Departmental Meetings.

Article VI – Elections & Officer Replacement/Removal

- 1) *Elections*
 - a) VGC 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 VGC 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 elections meeting.
 - e) Seniors or members who are to leave office halfway through their elected term are ineligible.
 - f) The individual or group whose responsibility is to run and manage the elections is chosen in the following order:
 - i) Executive members who are unable to resume their role in the following election term.
 - ii) Event Assistants. In the case this appointed position is running for an elected position then the next in the list shall be chosen.
 - iii) A person appointed by the executive members by unanimous vote.
 - g) Those running for office are required to make a speech regarding their qualifications to the

position they are running for.

- h) After all speeches have been made for the position in question, the nominees shall proceed to an open forum questioning from the members in attendance.
 - i) Those nominated must then proceed to leave the room and the attendees shall participate in a blind vote.
 - j) The votes shall be counted by the individual or group appointed to manage the elections as defined in VI.1.f.
 - k) VGC Elections for Department Heads are held during the meetings regarding their department in B term, on or around the date of the Elections Meeting.
 - l) Department Head elections are open to any VGC member.
 - m) Department Heads that are active and appointed and/or elected at the time of the ratification of this amendment shall hold their positions until the next such B Term, in which they will be put up to a vote.
- 2) *Officer Replacement*
- a) If an officer feels they are no longer able to fulfill the 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 <- Treasurer <- Secretary
 - iii) Should all administrative positions be vacated at the same time for interim positions, an election shall be held at a general body meeting prior to the start of the earliest leave of absence of any executive, at which the President position will be filled via an interim election of Department Heads.
 - b) An elections meeting shall be made 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) The VGC supports the creation of organized student groups known as subsidiaries that support the purpose of the club described in Article II.
 - a) The VGC Currently recognizes the following subsidiaries:

- i) Fighting Game Club
- ii) Smash Club
- iii) Pokemon Club

2) *Subsidiary Formation*

- a) The formation of a subsidiary requires the following:
 - i) A list of at least ten signatures of students who would join such a subsidiary
 - ii) A constitution which at minimum defines the following officer positions:
 - (1) Head of subsidiary
 - (2) Treasurer of subsidiary
- b) Once the above requirements are met, the founding members of the subsidiary must arrange to pitch their subsidiary at one of the executive meetings as defined in Article V.
- c) After the subsidiary has been pitched, the executive members of the club vote on the formation of the club.
 - i) For the vote to pass, at least two thirds of the executive members must be present, and at least two thirds of the present executive members must vote in favor of the club.
 - ii) Executive members have the right to vote against the formation of the club for any reason.

3) *Subsidiary Responsibilities*

- a) A subsidiary must inform the VGC executive board of any changes to the subsidiary's constitution or scope.
- b) A subsidiary must submit a budget to the treasurer of the VGC by the end of B term if not previously submitted.
 - i) The VGC's elected treasurer can question, approve or reject the budget submitted by the subsidiaries.
- c) If a subsidiary would like to request any funding outside their budget, they must request it at an executive meeting as defined in Article V.
- d) Subsidiary officers are required to show up to executive meetings upon request of the administrative team, where they'll have a period to talk about the VGC's administration and their subsidiary's activities.

4) *Subsidiary Probation and Removal*

- a) A subsidiary shall be considered for probation if any or all of the following conditions are met:
 - i) The actions of the subsidiary are against those of the VGC or are found harmful to any person or organization at WPI.
 - ii) The written constitution of a subsidiary is no longer in line with the purpose of the VGC.
- b) A subsidiary can be put on probation by the following process:
 - i) Any executive board member may propose to put a subsidiary on probation and shall notify the president of said subsidiary.
 - ii) The President of the accused subsidiary has the right to appeal and defend their club at an executive meeting as defined in Article V.
 - iii) The executive board members shall vote on putting the subsidiary on probation.
 - (1) The vote of at least two thirds of the present executive board shall determine if the probation passes.
- c) When on probation, a club may not be reimbursed for budget expenses. Club officers also have the right to levy any other punishments they see fit for probation.
- d) A subsidiary is taken off probation by the following process:
 - i) After spending a month on probation, the president of the subsidiary in probation shall be present at an executive meeting.

- ii) The subsidiary's president shall address the causes of the probation and the changes made to resolve them.
- iii) The executive board members shall pass a vote to either reinstate the subsidiary or consider it for removal.
 - (1) The vote of at least two thirds of the present executive board shall determine if the subsidiary shall be reinstated.
 - (2) A unanimous vote of the present executive board is necessary to remove a subsidiary.

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 VGC is not the primary host, shall be governed exclusively by Article VIII of the VGC Constitution.
- 2) All equipment rentals and co-sponsored events require advanced notice in order for equipment, staffing, and/or setup to be provided. Staffing required shall be determined by the VGC.
 - 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, consoles shall refer to any equipment or setup that can be used to run game software, but does not include related peripherals. Staff members refers to club members who will be on-hand during setup, teardown, and during the event proper.
 - i) *Two or fewer consoles, 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 consoles, 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.
- 3) The VGC reserves the right to charge a fair market price (as determined through negotiations between the VGC 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 the weekly Saturday Night Gaming events.
- 4) The VGC also reserves the right to refuse any equipment rentals or requests for equipment regardless of reason or extenuating circumstances. The VGC also reserves the right to ban, block, or otherwise preclude clubs from renting equipment if they have abused or otherwise misused this policy in the past.

Article IX – Judicial Action

- 1) The VGC shall abide by 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) The VGC may be funded by the Worcester Polytechnic Institute Student Government Association.

Article XI – Advisor

- 1) The advisor of the VGC will be Professor Farley Chery (fjchery@wpi.edu).

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 two-thirds vote of the Executive Board.
- 2) An approved amendment will be voted on at the next executive 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.
- 3) 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.

Article XIII – SOC Enabling Clause

- 1) The Video Game Club 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.