



Carleton Game Development Club - Constitution

Article I. Name of the Organization

The Organization shall be known as the *Carleton Game Development Club* and herein be referred to as CGDC.

Article II. Purpose of the Organization

Mission

CGDC aims to provide an environment where club members work together towards bringing their video game ideas to life. The club also offers a large number of learning opportunities through workshops, allowing members to grow in their game development skills.

Our Vision

CGDC provides a fostering environment for both novice and veteran game developers to build their portfolio, potentially for a future career in game development, all the while creating friendships with a diverse range of students along the way.

Article III. Structure

The General Membership shall be the legislative body of the organization and shall be composed of all club members.

The Executive shall be the administrative body of the organization and shall be composed of members elected by CGDC club members.

Article IV. Membership

There shall be **one** level of membership within the organization: General Membership.

General members of the club are current students of Carleton University who have shown interest in game development and in attending CGDC. There is no membership fee required. These members are eligible to apply for various executive positions in the club.

General Membership in the organization shall be valid from May to April of the corresponding academic year. At the end of this term, students must reapply if they wish to have general membership for the following academic year. General membership is also terminated upon request by the student, or if they are no longer enrolled at Carleton University.

In the event that a member of the organization violates the organization's Constitution or CUSA's Constitution and disciplinary action is being considered, the Executive Team shall report it to the Clubs and Societies Commissioners.

Article V. Executive

- President
 - Responsible for overseeing the functioning of the club as a whole, planning club event dates, and organizing event activities
- Vice-President of Finance
 - Responsible for maintaining and efficiently using the budget of the club, hosting workshops, and overseeing club events
- Vice-President of Communications
 - Responsible for booking rooms, handling all external communications on social media, and promoting the club to increase exposure to potential members

Article VI. Meetings

Meetings of the General Membership

1. Meetings of the General Membership can be called:
 - a. At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;
 - b. At the request of the Executive, for a meeting to be held not less than one week from the date of publication of the notice; or
 - c. At the request of any five members of the Organization.

2. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
3. Quorum of the General Membership
 - o The presence of at least five members or the majority of members, whichever is less, shall be necessary to constitute a meeting of General Membership for the exercise of its powers

Meetings of the Executive Committee

1. Meetings of the Executive Committee shall
 - a. Be held at regular intervals and are for the purpose of running the club.
 - b. Votes by the Executive Committee on club business shall be declared by a simple majority.

Article VII. Leadership Succession

The Organization has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken to run elections.

1. The Club Executive Team will appoint a Succession Officer to run elections for the Club.
 - a. A Succession Officer may be any one (1) of the following individuals:
 - i. A neutral party to all elections being held within the club
 - ii. A member of the Clubs Oversight Committee
 - iii. A member of the CUSA Clubs Office
 - iv. A club member or an external student non-member
 - b. All efforts should be made for a Succession Officer to be appointed on a consensus basis. When that is not possible, a recorded vote in a first past the post majority or plurality vote winner will be appointed Succession Officer
 - c. The Organization will work with the Succession Officer to set the campaign start, campaign end, voting start, and voting end.
 - d. Students-at-large will have the opportunity to join the club before the start of voting
 - e. All members may vote
 - f. All members must receive notification at least two (2) weeks prior to the commencement of the voting period
 - g. Every voter has the right to cast their ballot in private
 - h. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing
 - i. Appeals, complaints, or conflicts may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator
 - j. Election Timeline
 - i. Day 1 - Announcement of campaign, voting, and results announcement

dates

- ii. Day 7 - Start of campaign
 - iii. Day 14 - end of campaign
 - iv. Day 15 - start of voting
 - v. Day 16 - end of voting
 - vi. Day 17 - Results announced
2. The Club will run a first past-the-post-style election to elect the executive positions (President & Co-Vice Presidents)
- a. Candidates on the ballot shall be organized alphabetically by last name, with a box to be filled, marked, or checked for a single option/candidate.
 - b. A final “no-confidence” option will be offered at the bottom of the ballot
 - c. Any ballot with multiple boxes clearly marked will be discarded as “spoiled”
 - d. After tallying the votes, the candidate with the highest number of votes will be elected to the position

Elections will be run near the end of each academic term, typically beginning the first Monday of April. Any member of CGDC is eligible to be a campaign candidate for any executive position. Candidates will campaign by presenting a speech at a general club meeting. In the case an executive position only has one candidate, this candidate will automatically be appointed at the end of the election process.

The elected executives may hold their positions for one academic year and must rerun in the subsequent elections if they desire to continue.

In the situation where an executive position becomes vacant, a by-election shall be called to fill the vacancy within one month of the seat becoming vacant.

Article VIII. Impeachment

- To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
- The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
- Should the CUSA Clubs Membership Removal Committee (MRC) advises that the club proceed with membership removal, the following steps will take place:

Impeachment for Removing an Executive Role:

1. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfill

- executive duties.
2. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
 3. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.

Membership Impeachment:

1. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.
2. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
3. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

Article IX. Amendments

A proposal for an amendment can be brought forth by any club member. Following this, a meeting must be called by the Executive team, and all club members are eligible to attend. In addition, it is required that all executive members attend the meeting. The reason behind making the amendment must be made clear during the meeting either vocally or by submitting an official document. All attending members are expected to vote, and a majority vote (half or more of the votes) is required for the amendment to come into effect. The official document outlining the change must bear the signature of the president.

Article X. Dissolution of the Organization

Upon dissolution of the Organization all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to CUSA.