

# Constitution of the University of Toronto Game Design and Development Club

## 1. Name

The official name of this recognized campus group is: **University of Toronto Game Design and Development Club**

The acronym or abbreviation of this group is: **utGDDC**

## 2. Purpose and Objectives

The University of Toronto Game Design and Development Club is dedicated to producing U of T member games and enhancing member development skills. We welcome members of all levels, including those with a hobby interest and those interested in a career in game development.

We offer the following services:

- Host regular meetings to ease collaboration and transfer of skills.
- Assist in organizing members into game development teams.
- Host events such as tutorials, game jams, competitions, and guest speakers.

## 3. Membership

Membership to the group is open to all University of Toronto members (students, staff, faculty and alumni). Those that fill out a *club membership form* are considered members. U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members; however, these members do not hold the aforementioned rights.

Group Members will not be discriminated against due to race, ancestry, place of origin, colour, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, handicap, receipt of public assistance or record of offences of that individual or those individuals.

## 4. Executive List and Duties

The executive committee shall be comprised of five (5) elected officers. These include a President, Vice President, Administrative Officer, and two (2) Event Coordinators.

*The President shall:*

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Preside over General Meetings
- Seek sponsorship, potential employers for members of the club, speakers from the industry, and other helpful resources for the club's future.
- Help the transition of office to any future Executives
- Complete any necessary paperwork for the continued function of the club
- Book rooms as necessary or required by other members of the club for their assigned Meetings.

*The Administrative Officer shall:*

- Take over management of General Meetings in the event the President is unavailable
- Ensure that all aspects of the club meet regulations and policies of the University of Toronto
- Be the primary organizer of Specialized Meetings, but may request aid from any other member of the executive team.
- Keep records of all income and expenses.

*The Event Coordinators shall:*

- Organize Competitions and Game Jams throughout the year
- Organize Social Outings for the club
- Handle advertising for the club (Hanging up posters, in-person classroom advertisements etc.)
- Obtain sponsors and prizes specifically for Competitions

If the executive team requires additional help, they may appoint additional “minor” positions. These appointments require unanimous agreement from executive team members. These positions do not hold complete executive powers, but do have access to executive channels. If five executive members are not found, the club may operate with a single President, a single Administrative Officer, and a single Event Coordinator. Each executive member has a term of one year.

#### **Termination of Executives:**

Any executive of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. The executive up for removal shall have the right to defend his/her actions. A majority vote of executive members, or two-thirds of **registered U of T student** voters in favor of removal is required.

The executive will be removed from the club’s executive team and will lose any privileges associated with being an executive of the club.

#### **5. Elections**

Elections are held in March of each year. As previously mentioned, only **registered U of T students** are allowed to nominate, run, or vote in elections. Votes may not be sent in remotely, and may not be submitted by a proxy.steam

They shall be organized by either an Alumni of the club, or an appointed **registered U of T student**, depending on the availability of club Alumni. This person is designated as the Organizer

All elections must be announced at least two (2) weeks in advance, and the date should be decided by a majority vote from among **club members who are registered U of T students.**

In preparation for a tie, the Organizer shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, the envelope shall be opened and count the ballot in order to break the tie.

## 6. Finance

- The vice-president shall keep records of all income and expenses.
- The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

## 7. Meetings

### A. General Meetings:

- General Meetings are held weekly. They will have little to no prepared content, and are instead meant for the club to come together and work on various club-related projects.

### B. Specialized Meetings:

- Specialized Meetings are any meeting where there is significant effort to prepare it. This includes tutorials, talks from members of the industry, and talks by the executive team. These should be scheduled on days besides the day of the General Meeting. Alternatively, these can also be just before or just after the General Meeting. In any case, Specialized Meetings should not overwrite or conflict with the General Meetings.
  - i. In special circumstances, there can be a partial exception to this. In such an event, no more than Half of the General Meeting may be dedicated to the Specialized Meeting.

### C. Game Jams:

- This will be a regularly occurring "Specialized Meeting" where room(s) are booked for a continuous period of up to 48 hours, and participants must complete a game within the allotted time. These will also not overwrite or conflict with the General Meetings.

### D. Executive Meetings:

- Executives shall meet at a time agreed upon beforehand by the majority of the executive team. The results and major points should be posted somewhere for the executives who did not participate to see.

## 8. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.