

The Makers Space

UTMakes

PURPOSE: There are many clubs at UTM that offer students the ability to play their favorite games and learn new ones (EGO & UTMAD), however, there is no current club that teaches students how to create their own. We believe it would be helpful to create this extracurricular space where students can find playtesters, resources, and collaborators who share the same goal of creating great games. We hope to offer a space where students can mess around in a hands-on way to learn game mechanics, systems, narrative design, art, UX/UI design and more.

MEMBERSHIP: Membership to the group is open to all registered students of the University of Toronto (aka: student members). Non-voting membership (aka: external members) may be extended to interested staff and faculty. Some alumni, or persons from outside the University may be allowed to join. Since our club will rely on student only spaces and machinery membership outside of UTM will be limited if it exists at all. Student members are permitted to run, nominate, and vote in elections and constitutional amendments. External members do not hold the aforementioned rights. All members must register with a designated executive by submitting their full name and a valid email address.

MEMBERSHIP FEE: \$0

CREATING YOUR GAME:

Students are welcome to work individually or within a group to make a prototype and pitch deck for a game. Games may include, but not limited to, board games, card games, video games, game shows, and panel game shows. Game prototypes, finalized versions, and pitchdecks must be finished by the end of the year/semester to be submitted into the Showcase, the club's final, and largest, event. We hope members work on their project outside of planned club meeting times in order to bring new drafts and polished updates to each meeting.

GENERAL BEHAVIOR:

Members are expected to display kindness, understanding, and respect to other members. Feedback on games are expected to be constructive and positive. Any discriminatory behaviour, comments, and actions, including but not limited to racism, sexism and/or misogyny,

homophobia, transphobia, and ableism will result in termination (after due process).

TERMINATIONS:

Any member of the club who commits an act negatively affecting the interests of the club and its members may be given notice of removal. The member up for removal shall have the right to defend his/her actions. A two-thirds majority vote of the student members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general student membership will have the final say on the matter. The member will be removed from the club's membership and will lose any privileges associated with being a member of the club. Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

MEETINGS:

Meetings will be held at minimum twice a month. Events may differ depending on club collaborations and available space. We expect members to work on their projects outside of the club, however, and have a finished prototype of their game by the end of the year (or semester for students traveling abroad or graduating in the fall). We hope members will put in time and effort to create something truly great.

Executive Meetings:

The executive committee shall meet twice a month. The date and times are to be set by an executive.

EXECUTIVE POSTITIONS:

President	<ul style="list-style-type: none"> - Finalized decision, - supervise meetings, - act as the face of the operation. - Manage club goals and mediate problems that may arise.
Vice President	<ul style="list-style-type: none"> - Supports the president. - Supervises the Events and Marketing Director, and Head of Membership. - They will stand in for the

	president if they are unable to make a meeting.
Events Director	<ul style="list-style-type: none"> - In charge of putting the proposed events on to an organized calendar. - In charge of communicating with other clubs where we could possibly collaborate with on events. - Works with Treasurer to plan around the budget for specific events
Marketing Director	<ul style="list-style-type: none"> - Runs the instagram, - creates the designs for posters and posts - researches events where this club could advertise
Treasurer*	<ul style="list-style-type: none"> - Record all financial transactions of the group - Hold signing officer authority along with the President for financial purposes - Maintain a budget of income and expenses along with receipts - Advise members on financial position of the group - Prepare an annual budget for the group as well as budgets for specific events

***TREASURER/FINANCE:**

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

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.

ELECTIONS:

The executive members shall create an Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members of the committee. The SEO will conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

Those planning to run for an executive position must be both a group member, but also a registered U of T member (staff, faculty, students and alumni) Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The SEO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The SEO shall provide each U of T member with a form(google/microsoft). Paper ballots can be requested by those without easy access to the internet and those who have paper ballots may return those to the SEO during the days chosen.

After the election is over, the SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO shall submit a report of the results of the elections to the Executive Committee and general members.

In preparation for a tie, the SEO 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, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections. Only U of T members who have been in good standing for 30 days prior to election dates are eligible for voting. Terms of executive positions shall be from May 1st to April 30th (after March Election).

HOW TO CALL A MEETING:

If you would like to call a meeting with the members of the board to discuss issues and problems about the club or its members, reach out directly to the president to schedule a meeting.

AMENDMENTS:

Any student member 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 student members in attendance. The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, etc) within two (2) weeks of its approval by the general student membership.