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| **Name:** | **Stevens Game Development Club** |
| **Objective:** | **To develop games for education, entertainment, profit, and competition.** |
| **Club Mascot:** | **Polar Bear** |
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**Article 1 Election Procedure and Application**

*Article 1.1 Nominations must be submitted one week prior to the election meeting.*

*Article 1.2 Only active members can vote in the election.*

*Article 1.3 Only active members can be nominated for an officer position.*

**Article 2 Officer Roles and Responsibilities**

*Article 2.1 Treasurer*

Article 2.1.1 The Treasurer is responsible for submitting the budget, all fiscal responsibilities, maintaining the P-card and receipts, and obtaining equipment for the club. This includes but is not limited to submitting purchase forms and handling all financial transactions unless otherwise discussed and voted upon by the executive board.

*Article 2.2 Secretary*

Article 2.2.1 The Secretary is accountable for maintaining attendance records and the mailing list, recording membership statuses of attendees, managing resource sign-out forms, and submitting non-financial SGA-required forms unless otherwise discussed and voted upon by the executive board. Lastly, they are in charge of either designating and supervising a club web master or managing the club website personally.

*Article 2.3 Vice-President*

Article 2.3.1 The Vice President must fulfill the President’s duty in the absence of the President.

Article 2.3.2 When the President is present, the Vice President is to assist and share the duties of the President as designated by the President. The two officers are the chief leaders for all club events and meetings.

Article 2.3.3 The Vice President is in charge of managing all club equipment.

*Article 2.4 President*

Article 2.4.1 The President handles all club management responsibilities which are not explicitly designated to other executive board.

Article 2.4.2 The President may at any time override the Vice-President and other Executive Board members on club matters provided it is in the best interest of the club and the club does not explicitly disagree.

Article 2.4.3 The President’s decision can be overridden by two thirds of the Active Club Members.

Article 2.4.4 The President is responsible for designating and dividing executive tasks amongst the Executive Board as per the laws stated in this Constitution.

**Article 3 Equipment Rental**

*Article 3.1 In order to borrow equipment, a form must be filled out.*

Article 3.1.1 Borrowing a club book will only require a signature on a sign out sheet and an email address.

Article 3.1.2 A book may be borrowed until the next meeting.

Article 3.1.2.1 Leeway may be given in special cases.

Article 3.1.3 The sign out sheet must include date checked out and date returned and an email address.

Article 3.1.3.1 Club members will be responsible for filling out the form.

*Article 3.2 Mobile Devices/High-Valued equipment*

Clause 1 Portable equipment can be loaned out to active members at the discretion of the Vice- President.

Clause 2 Higher priority goes to active members using the equipment for development for a club project.

Clause 3 Equipment can only be borrowed by an Active Club Member of the previous semester.

Article 3.2.1 An HVE form must be filled out for High-Valued Equipment and signed off by the president. No Exceptions.

Article 3.2.2 High-Valued Equipment may be borrowed for the time interval between two meetings unless requested for longer. If an extension request is made, the decision is determined at the discretion of the President based on the club’s current status and any wait list that may exist.

**Article 4 Definitions**

*Article 4.1 Active Club Member*

Article 4.1.1 In order to be considered an Active Club Member, the attendee must have attended at least two of the last three General Body Meetings and one of the last two Events.

*Article 4.2 General Body Meeting*

Article 4.2.1 A General Body Meeting is defined as a meeting of active members and potential members in which there is at least one week’s notice and the meeting attendance is recorded.

Article 4.2.2 A General Body Meeting has no defined purpose and may vary from event planning to general interest gatherings or anything else that satisfies the club’s objective.

*Article 4.3 Events*

Article 4.3.1 An Event is defined as a planned gathering (most likely with a pre-submitted and approved budget) which has a general schedule and goal. Events include but are not limited to occasions such as Game Jams and Showcases.

*Article 4.4 High-Valued Equipment*

Article 4.4.1 High-Valued Equipment is defined any club resource worth a US purchase value that is greater than or equal to $100.

Article 4.4.2 The borrowing terms for High-Valued Equipment include the equipment’s collective accessories.

**Article 5 Overwrite Policy**

*Article 5.1 The establishment of this constitution shall abolish all previously existing constitutions for the governance of title and purpose.*

*Article 5.2 In order to implement a new constitution and/or bylaws, the Executive Board must make revisions and review them. Furthermore, active members must enact the revisions by majority vote at a General Body Meeting.*