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**STUDENT GAME DEVELOPER ALLIANCE BY-LAWS**

**THE UNIVERSITY OF TEXAS AT DALLAS**

Date: August 10th, 2016

Next revision date: May 2017

**ARTICLE I: NAME, ORIGIN AND PLACE OF OPERATION**

A. The name of this chapter is the **Student Game Developer Alliance**.

B. These chapter by-laws are consistent with the organization’s Constitution and Student Organization (SOC) policies (and all revisions there-to), which are incorporated into this document by reference. In the case of any inconsistency between the SGDA Constitution and the chapter by-laws, the SGDA by-laws shall govern.

C. The fiscal year of the chapter shall be the same as the academic institution, which is from September 1 through August 30. The fiscal year and program year shall be the same dates.

**ARTICLE II: CHAPTER OFFICERS**

A. The elected officers of the **UT Dallas** Chapter shall be: President, Vice President, Secretary, Treasurer, Computer Science Ambassador, Graphic Designer, Marketing/Social Media Coordinator, and Technical Officer. The elected chapter officers shall be referred to as the “Board”.

C. Elected officers must be current students of The University of Texas at Dallas. The duties of the chapter officers are as stated in the Constitution.

**ARTICLE III: ELECTION OF CHAPTER OFFICERS**

A. All officers of the SGDA shall be responsible for overseeing filling the slate of officer candidates. The committee shall operate within the guidelines of the Student Organization Center (SOC) and SGDA Constitution.

B. Officer candidates shall be nominated procedurally in accordance with the SGDA Constitution.

C. Chapter elections must be held at either a general or officer meeting. Association members in good standing as of the date of the chapter election are entitled to cast a ballot in chapter elections.

D. If possible, newly elected chapter officers should be installed at the last meeting of the program year, but not later than the first meeting of the next program year, to ensure proper authority to act on behalf of the chapter and in planning actions for the next program year.

E. Chapter officers may be removed from office for cause in accordance with the

SGDA Constitution.

F. Vacancies in any elected chapter officer position caused during the program year by resignation, succession or other reasons, shall be filled by a vote of the members of the Board, and not the membership as described above. The chapter member elected to fill such vacancy shall serve until the completion of the term of the vacated office.

**ARTICLE IV: TERM OF OFFICE/EXECUTIVE MEETINGS**

A. The Board shall convene on a regularly scheduled basis **monthly** and conduct the business of the chapter.

B. The term of office for chapter officers shall be **one (1) year.**

C. The chapter president shall conduct the executive council meetings and will provide each council member with an agenda for the meeting.

D. Each member of the executive council is responsible for reporting on the activities in their area of responsibility.

**ARTICLE V: CHAPTER MEETINGS**

A. The chapter shall have regularly scheduled membership meetings. The chapter shall meet during the months of **September through April** of each program year.

B. The time, day and place of organization meetings shall be established by the Board and will be provided to the membership via the chapter newsletter and other regular methods of chapter communication.

**ARTICLE VI: CHAPTER ASSETS**

A. Each chapter officer shall submit a budget to the chapter treasurer at the beginning of the program year in accordance with guidelines provided by the treasurer. The budget shall consist of intended program year expenditures and estimated income from planned chapter activities for their area of responsibility.

B. The chapter treasurer shall prepare an overall chapter budget from the officer inputs and shall submit the program year budget to the Board. The Board shall approve the chapter budget at the beginning of the chapter program year.

C. The chapter treasurer shall prepare a monthly report of the financial balance sheet and income/expense sheet for review by the Board. The financial report shall include the event attendance report from the Board Secretary, and any other sources of income.

1. Specific guidance on disbursement of chapter funds will be developed and reviewed at the beginning of each chapter year and address at a minimum the use of checks and debit cards by chapter officers.

**ARTICLE VII: BY-LAWS AND AMENDMENTS**

A. The chapter by-laws shall be revised when there are major changes to the SGDA Constitution or other sections of the SOC policy that create an inconsistency between that document and these by-laws, or every five years. Failure to revise the chapter by-laws shall not, however, render these by-laws invalid.

B. Amendments to the chapter by-laws shall be proposed in writing to the chapter president.

C. The chapter secretary shall be instructed to post the proposed by-laws or proposed revisions to the by-laws on the Chapter website advising the members of the vote on the by-laws at a scheduled chapter meeting. Approval of chapter by-laws and revisions to chapter by-laws shall be determined by either an affirmative vote of a majority of those members present at a scheduled chapter meeting.

D. Upon resolution adopted by the chapter voting members, the SGDA Board, or the individual/body granted the authority, shall be requested to approve the by-laws or the by-laws as amended.

E. A copy of the SGDA Chapter by-laws, Constitution, and amendments shall be kept in a book of record with the chapter secretary.

**ARTICLE VIII: CODE OF ETHICS, ANNUAL OBLIGATION, AND PASSION FOR GAMES**

1. The chapter strongly supports passion, integrity, ethics, and dedication in leading one of the most well-equipped and institutionally supported organizations within the school of Arts, Technology, and Emerging Communication. Therefore, the chapter may start each program year off with reciting the Constitution, By-Laws, and any document of procedural significance by either pointing members to where it can be found on the SGDA website, handing out copies at the beginning of the program year or reading the Constitution aloud at the first scheduled chapter meeting.
2. The chapter acknowledges the importance of cross discipline and cross organization participation. It is expected that regular communication and even officer duties involve leadership of other organizations within the school of Arts, Technology, and Emerging Communications.