



# UMGDD Student Club Constitution

Last revision: November 11, 2019



## *Introduction:*

This constitution has been written to formulate the guidelines and framework for the club. The constitution sets basic rules, and vision of the club. To establish a sustainable environment of development and learning.

## *Constitution Articles:*

### **Article 1: Name**

The name of the student group shall be the University of Manitoba Game Design & Development, also known as UMGDD.

### **Article 2: Purpose of Club:**

UMGDD, the vision and mission behind the club is to create a stimulating environment for learning game design and development. Bridging between members and instructors in related field(s) of work, to raise the members' standard, provide a forum of discussion, for constructive learning and lastly building a community for related objectives.

### **Article 3: Membership**

Membership is open to any undergraduate or graduate student of the University of Manitoba, so long as no less than two-thirds of the club is undergraduate students. Memberships for the club last for a full academic year, September to August.

### **Article 4: Compliance with UMSU and UMSU Clubs Policies and Procedures**

UMGDD will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) especially those found in the UMSU Student Clubs Policies and Procedures document.



## Article 5: Executive Officers and Duties

The following are the Executive Officers of UMGDD, along with their duties:

- 1) President
  - a) Attend all executive meetings of UMGDD
  - b) Act as a signing authority for UMGDD
  - c) Maintain adequate financial records of UMGDD
  - d) Act as spokesperson for UMGDD to the public
  - e) Be the formal contact person for UMGDD
  - f) Review resumes and keep records of members
  - g) Hold interviews for prospect members
- 2) Executive Vice President (EVP)
  - a) Attend all meetings of UMGDD
  - b) Act as a signing authority
  - c) Organize meetings between team sub-divisions
  - d) Arrange training with professionals
  - e) Assigning and assessing tasks for the Game Development division
  - f) Initial resume review for a potential game developer
- 3) Associate Vice President (Asso. VP)
  - a) Attend all meeting of UMGDD
  - b) Assist in financial aspects
  - c) Assigning and assessing tasks for the Game Design division
  - d) Initial resume review for a potential game designer
  - e) Logistics Handling

## Article 7: Transition of the Executive

- A. During the period from the end of the second week of April until the first day of May, when the new Executive team will assume office, it is the responsibility of the departing Executives to orient the newly elected Executive Officers to their jobs. This includes teaching the incoming Executives about student club and UMSU policies and procedures, transitioning club records and materials (including office, locker combinations, all passwords to all student club social media accounts, and the club's bank account), and preparing the new Executives to be effective in their roles for the next year's work.
- B. It is the responsibility of the departing President to ensure that all student requirements to UMSU, including submission of a complete Executive Transition Form and the removal of all student club records and materials from the club office and locker, have been fulfilled before the incoming Executives assume office.
- C. It is the responsibility of the departing President and Vice- President to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the club. In addition, the outgoing President and Vice-President Finance must arrange with the respective incoming Executives for the transition of the student club's bank account(s) into the incoming



President's and Vice- President Finance's names. These tasks are to be completed and their credentials delivered to the new Executives no later than the last day of April.

- D. It is the responsibility of the incoming Executives to assume custody of all student club records and materials and accountability for all financial activities of UMGDD (as outlined in Article 5) and for all club requirements to UMSU commencing with the first day of May.

#### Article 8: Amendments to the Constitution

Any changes (amendments) to this constitution must be approved by a formal vote of the entire student club membership at a publicized meeting of the club.

The proposed changes must be made available to all members of the club at least two weeks before the meeting, and require the support of at least two-thirds (2/3) of the members present and voting at the meeting.

A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting via the UMSU portal.