

Bylaws of the
Marist Game Society
Published first in January 2010

AMENDED AS OF
March 28, 2011

Article I Name

- The official name of this organization shall be Marist Game Society.

Article II Purpose

- The purpose of Marist Game Society (MGS) is to create a community where students of all grades and majors can enjoy the culture, development, and interaction of games among their peers in the hopes of enhancing their college experience as well as their own abilities and knowledge for potential advancement in the fields relating to and including digital and non-digital interactive entertainment.

Article III Membership

- Qualifications of Membership
 - Any full-time undergraduate student is eligible to become a member.
 - Marist Alumni are also allowed to regularly attend meetings and events, however they may not vote during elections nor hold any position on the executive board or any and all commitments and subgroups under Game Society.
 - Participation/Contribution in club meetings, events, and activities is expected at some level.
 - Students of different majors, grades, and career goals are all welcome to participate/contribute to MGS.
 - Students who are unsure of what they can do in the club will have support from the club executive board as to what they can do to participate/contribute. Someone who has never played a game and has no interest in developing games can find other interesting facets to explore such as education in games, exercise-games, games as social media, art, narrative, game industry politics and business practices, etc.
 - Students will be encouraged to explore gaming in a way that is both meaningful to them and also allows them to bring what they have explored to other members of the club.
- Financial Obligations of members
 - No membership fee will be required.

- Priority Points
 - Members have the opportunity to earn a maximum of 2 priority points per semester.
 - The first point shall be given for attending $\frac{3}{4}$ of the club's meetings per semester.
 - The second point shall be given for participating in a minimum of 2 events that MGS is either involved with or is hosting on campus. Participation involves helping setup, plan for, and conduct an event.
 - Members can alternatively get a point for working on a project throughout the semester that they must present in front of the club either periodically for workshops and general meetings or before the end of the semester as a completed project.

Article IV Executive Board

- The Executive Board of Marist Game Society shall exist as a collective voice for the Marist Game Society and its members, guiding its future projects and endeavors while giving students the chance for executive experience and increased responsibilities.
- The Executive Board shall meet with each other once a week besides general meetings to discuss club activities and ensure that the club is operating efficiently. At the president's permission, meetings may be cancelled or switched meeting once every two weeks if the club is progressing. The rest of the board may overrule the cancellation or a decrease in the amount of meetings through a majority vote.
- These members will only have powers that are related to the details below. New responsibilities/roles shall be discussed and amended by the club Executive Board.
- All are equally responsible for the support and encouragement of regular members to participate and contribute in group activities and the club in general. Their ranking for resignation purposes shall also follow the descending order presented below.

- Officers
 - President
 - President shall oversee all club meetings, board meetings, events and activities. The President is responsible for ensuring the success of the club through communications with Marist SGA, the club advisor, and any other significant parties involved. The President shall be personally responsible for the Club Organizational Report and Transitional Organizational Report for each semester. It is also the President's responsibility to help other board members with their assigned tasks.

- Vice President
 - The Vice President must be able to take the place of and/or act in place of the President should they be unable to perform their duties for whatever reason there may be. The VP is responsible for overseeing any club committees or groups working on projects together and helping them find the correct resources needed to succeed. The VP shall also be responsible for both the Room Request Form and Equipment Request Form needed to reserve rooms on Marist Campus and Marist equipment.

- Treasurer
 - The Treasurer shall be responsible for all club finances. This will include a club budget with expenses for each semester and include a plan for events in the following semester. If the club receives any money for any event, it is the Treasurer's responsibility to collect and deposit that money in the College Activities Office safe until further notice.

- Secretary
 - The club Secretary shall be responsible for communicating with club members each week through email and informing them of any and all upcoming club events, meetings, etc. Other responsibilities shall include maintaining a club attendance sheet for meetings, a club roster for all current members, and distributing priority points to members.

- Public Relations
 - The PR officer shall be responsible for communicating with other clubs and organizations both on and off Marist campus as well as maintaining all club media such as posters, videos, pictures, and club accounts. The PR officer will also be in charge of press releases and club accounts for social network sites and devices, including but not limited to Facebook, Twitter, LinkedIn, Youtube, Xbox Live, and Playstation Network.

- Webmaster
 - The club Webmaster is responsible for maintaining the website created for the use of Marist College. The Webmaster will also be responsible for maintaining online accounts, such as the club email(s), club websites and technology. The webmaster is also in charge of aiding the Public Relations officer by working together to advertise the club and show potential work done by the club or its members.

- **Future Board Positions**
 - Future board positions may be needed as this club grows and expands. New board positions and their responsibilities shall be formulated by the rest of the Executive Board. The board will then have to speak with the Vice President of Club Affairs and any other component of SGA as needed, to approve the new position.

- **Provisions for Resignations**
 - If an officer resigns from their position during a semester, the ranking officer below shall assume their duties and responsibilities temporarily. Elections shall be held within 2 weeks or 2 meetings notice of the resignation. This rule shall also be held for special cases including but not limited to unforeseen circumstances that result in the immediate removal of an officer.

Article V Elections

- **Terms**
 - An officer may hold their elected position for 2 consecutive semesters (1 term).
 - After this they may run to be re-elected for an additional 2 consecutive semesters or 1 term.
 - Members may not run for a position if they intend to go abroad the semester immediately after in which the current election is held.
 - A student may resign whenever they wish and does not need to serve 2 consecutive semesters.
 - Elected members that resign but wish to remain in the club will not be penalized.

- **General Elections**
 - General elections are to be held one semester in advance so that the officers leaving may train and prepare the newly-elected officials for their upcoming term.

 - ½ of the current club membership must be in attendance to hold an election. In a situation where the club population has dwindled the board may hold the election if they vote unanimously. The club will begin to receive notice of the election starting two weeks prior and will receive email reminders as well as reminders at meetings up until the election. Those running for positions will present in front of the club who they are, why they want this position, what they have done/what they can do, etc.

- Elections for terms beginning in the fall semester shall take place in March of the semester prior. Elections for terms beginning in the spring semester shall take place in October of the semester prior. Elections to fulfill unexpected openings at the beginning of a semester (fall or spring after summer or winter break respectively) shall be held the 3rd general meeting of the current semester.

- **Transition Period**

- After the club holds an election the newly-elected official for the following semester shall begin their transition period. During this time it is their responsibility to learn and become familiar with the position they have been elected for. The transition period runs until December in the fall and until April in the spring.

Article VI Meetings

- **General Meeting Details**

- All meetings should follow a general format in which the e-board will start by updating the club on any news, events, and important club activities.
- After these updates members will have a chance to voice any concerns or questions they have about the club or activities.
- Members will then be allowed to share any and all projects related to gaming that they may have with the rest of the club. This is intended to let students show others what they have done so that they may receive feedback and to let other students learn from the project presented.
- After project presentations the club shall conduct either “Free Play” or “General Work Shop”. Free Play and General Work Shop shall alternate each week to allow students time to work together and time to socialize together.
 - In “Free Play” members will be allowed to socialize with each other through a game. Permitting there is equipment; members can play a console game, handheld games, computer games, and classic games such as card, tabletop, and board games.
 - “General Work Shop” will be a time given to members to work on any game-related projects that they want to work on either for a class or for themselves. They can also be a time to discuss interesting topics and events in the game industry and related fields.
 - Free Play/Work Shops are not a part of the general meeting and members are free to leave after the club has discussed any and all news and projects by members have been presented.
 - Both sessions may also be substituted for a club event by unanimous support from the executive board.

- The club quorum shall be ½ of the official club roster. If fewer members than this show up for a meeting, the meeting shall still be held, but there will be no voting on important subjects by the organization.
- Other meetings
 - Meetings for committees and smaller groups within the club will be arranged by the committee/group leader but may also meet together during General Workshop. It is up to these groups to report to the VP any problems/issues with their meetings and any additional resources needed.

Article VII Committees

- Committees for any and all club purposes shall first be made public knowledge to all members through an email, through which members will be notified of when the club will discuss the committee(s) in question during a general meeting. If a majority of attending members are in favor of the committee then the club board shall notify the club advisor and act accordingly to fill the committee with active club members who are not a part of the executive board themselves. These positions shall be appointed by a majority vote from the executive board. The number of positions and their duties for the committee will also be created by the Executive Board.
- Activity Committee
 - Made up of 4, non-executive board members will be in charge of coordinating play sessions and workshop sessions.
 - The committee reports to the Vice President all planned activities. Activities should be planned and reported 1 activity in advance.
 - The e-board may also override committee decisions if they unanimously agree the activity is inappropriate or must use the regularly scheduled session as a special event.
 - Play Sessions – The committee is responsible for coordinating and/or bringing equipment and games to play sessions. The committee may also decide what games and activities to bring, but if a member requests to play a specific game it is up to the committee to help them make it possible.
 - Workshops – The committee is also required, in the case of workshops, to aid members with activity and project ideas into fruition. In the absence of member ideas, they are to come up with their own workshop ideas.

Article VIII Club Records

- All club records including attendance, finance sheets, events, etc. shall be held on the club flash drive. The Executive Board will also have backup files of every document for them to review.

- The President shall be responsible for collecting these documents from the rest of the executive board and managing them in one folder, and then re-distributing all updated/amended files as needed.

Article IX Legal

- Student Work
 - Marist Game Society will use a variety of tools for projects, some personally owned and some owned by the College itself. Student work done with Marist equipment and software will be recognized as such. Guidelines set down by Marist College and SGA regarding intellectual property shall be followed by the club.
 - Members using software owned by the college or using student-licensed software shall follow all laws and restrictions regarding the product's use and distribution as detailed in the products terms and uses as well as any other documents detailing such information
- Piracy & Plagiarism
 - All members are prohibited from pirating commercial software as well as using undocumented assets, programs, software, etc. in their work and claiming it as their own i.e. plagiarism.

Article X Parliament Procedure

- Unless suspended, all board meetings will be run according to Roberts Rules of Order, Newly Revised.

Article XI Amendment of By-Laws

- These by-laws may be amended by a majority vote of the members provided that a quorum is present. If such Amendments pass by the majority, it then must be presented to the Student Government Association for final approval.

Article XII Policies and Actions

- The Club Affairs Council and any individual associated Club Affairs Council shall abide and conform to all Federal Laws and New York State Laws, all rules and regulations of Marist College, and all directives of the Student Government Association. Any violations of the aforementioned criteria may result in disciplinary action.

Article XIII Hazing Policy

- Hazing as defined by the Marist College Student Handbook: An act which endangers the mental or physical health of a student or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The Club Affairs Council prohibits hazing of any kind.