

Computer Animation & Game Design Constitution

Preamble

We students at the University of Delaware, do hereby form the organization known as “Computer Animation and Game Design” for the purpose of a.) creating computer animations and video games, b.) learning both the programming and graphical aspects of game design and animation.

Articles

I. Name of the Group – This organization shall be known as “Computer Animation and Game Design”.

II. Object of the Organization – a.) work on projects that further our knowledge of this field, b.) have presentations on various aspects of computer animation and game design from students, professors, or professionals in the field

III. Qualification/Criteria for Selecting Membership – *Full time, matriculated undergraduate students* at the University of Delaware who agree with the purpose and object of this group. While there is no size limit, only students willing to put in the necessary time and work to contribute to the group should be allowed membership. Attendance at a minimum of 60% of the meetings or significant involvement in projects (as determined by the executive board) is required in order to obtain membership status.

IV. Non-Discrimination Clause – The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

V. Types of Non-Voting or Representing Membership – Part time or graduate students, alumni, community members, and honorary members may attend meetings and participate in club activities; however, they are **NOT** allowed to vote, hold office, count towards the group’s membership, or have any influence upon decision making of the organization.

VI. Absence Policies – If a member is absent from at least 40% of the meetings, the executive board decides the consequences.

VII. Policies and Procedures for Disciplining/Removing Members – A 2/3 vote of the executive board is required to remove a member from the organization—i.e. a member whose actions go against the mission of the group, is disruptive and disrespectful in meetings or towards other members, etc.

VIII. **Qualifications for Officers** – All officers (or executive board members) **MUST** be full time matriculated undergraduate students at the University of Delaware with a *minimum* GPA of 2.25. Any potential officer must be able to complete a full academic calendar year (i.e. no second semester seniors, semester abroad students, etc.).

IX. **Officers** – Description of the titles of the officers, the duties, and qualifications of each.

- **Section 1: President** – This organization shall have a president with the duties of calling and running meetings and handling day-to-day affairs. The president shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization (*including Start-of-the-Year, Mid-Year and End-of-the-Year packets.*) The president will receive all information from the Activities and Programs Office from an undisclosed email database. The president will help to appoint all standing and special committees. The president should be a member who is willing to put in the required work and time into the organization and has demonstrated this in past associations with the organization.
- **Section 2: Treasurer** – The treasurer shall be responsible for all group expenditures and revenues. The treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board.
- **Section 3: Vice-President** – The vice-president shall work closely with the President to fulfill the aforementioned duties. The vice-president will also serve the role of president if the president is absent, unable to serve the duties, or if the president resigns. The vice-president should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.
- **Section 4: Secretary** – The secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. The secretary shall also serve as the organizations historian with the goal of being able to pass on accurate records of what the group has done over the past year and who was involved. The Secretary should also maintain the membership list and email database.

- **Section 5: Webmaster** – The webmaster shall be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.

X. Election of Officers – Elections will be held at the end of the second semester of the academic year. The executive board will decide the actual date. The voting process will be in the form of a secret ballot. Any member who meets the criteria for membership outlined in Article III and the qualifications for officers outlined in Article VIII may run for office. Any member who meets the criteria for membership outlined in Article III may vote for officers. If there is a tie between two candidates that cannot be resolved by a revote, then the tie-breaking vote goes to the faculty advisor.

Section 1: Procedure for Disciplining/Removal of Officers – If an officer breaks a University policy or does something to harm the organization, he or she can be removed from office. A request for dismissal should be brought to the other members of the executive board, and if the board finds it necessary to have a trial, the defendant will be given a notice of charges. The officer will be given the opportunity to explain the situation first to the executive board and then to the entire organization if the case is not resolved. After hearing the officers case, a vote will be cast in which a 2/3 vote will remove him or her from office. The procedures for dismissing a member, as outlined in Article VII will then be followed to determine if removal from the organization is necessary. If the removed officer was the president, then the vice-president will take over as president, and a new vice-president will be elected. Any other position can be filled by a qualified member (as outlined in Article VIII) elected to that position. Elections will take place within a week of removal, and the procedures for voting are the same as those outlined in Article XII.

Section 2: Resignations – An officer intending to resign must give the executive board a two-week prior notice. If the resigning officer is the president, then the vice-president will take over as president, and a new vice-president will be elected. Any other position can be filled by a qualified member (as outlined in Article VIII) elected to that position. Elections will take place before resignation is official, and the procedures for voting are the same as those outlined in Article X.

Section 3: Officer Transition – Elections should be held at least 3 weeks prior to the last day of classes in order to allow time for training of the new officers. The new officers will be introduced to the Activities & Programs Office and staff, review policies and procedures, pass along important information, plan next year's events, etc. with the help of the previous officers.

XI. Meetings – General meetings will be held a minimum of once a month, and executive board meetings will be held a minimum of twice a month. In addition, at least one member of the executive board shall contact the advisor at least once a month.

XII. Dues – The executive board will determine within the first two weeks of each semester if dues are necessary. If a member does not pay his or her dues, then he or she loses membership status. The dues (if any) need to be collected within the first month of the semester.

XIII. By-Laws – The organization shall establish by-laws to carry out the policies set forth in this constitution. A 2/3 vote of the executive board is required to approve by-laws or changes in existing by-laws.

XIV. Procedures for Decision-Making – Look to the rules contained in Roberts Rules of Order to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this organization.

XV. Establishment of Committees – If any committees within the organization need to be established, the executive board will approve a head of each committee to oversee its responsibilities.

XVI. Selection of an Advisor* – The advisor **MUST** be a full time professional faculty or staff person, no part time/salaried staff or graduate students may serve as advisor. The advisor will be chosen by the executive board. He or she does not have any mandatory duties, although the advisor should be a faculty member from whom the organization can benefit. The organization has the right to change their advisor at any time.

* The Activities & Programs Office is the principle contact regarding policies and procedures for functioning as a student organization. The purpose of the advisor is to have another professional assist with guidance of the organization, developing leadership skills, and ideally should be familiar and agree with the objectives of your organization.

XVII. Disbursal of Organizational Assets should the Group become Defunct – The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

XVIII. Define a Quorum – The minimum number of members who must be present at a meeting (executive, general, or otherwise) in order for business to be conducted/decisions to be made is 50%.

XIV. Rules for Ratifying the Constitution – Approval of changes to the constitution requires a 2/3 vote of the entire organization, and approval by the Activities and Programs Office.

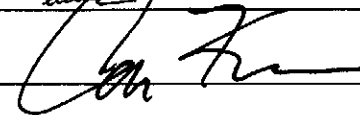
XV. Rules for Amending the Constitution – Adding articles/sections to the constitution requires a 2/3 vote of the executive board, and advance notice to all members of the proposed change.

XVI. Club Property vs. Individual Property – The property rights of all content will be decided by the executive board at the beginning of each project.

Signatures:

President: Rayan O'Spaul

Vice President: 

Activities & Programs Staff: 

Date: 10/28/10