

Game Development Club

Constitution & Bylaws

Preamble:

- For the purposes deemed wise and good, hereinafter set forth, this organization is hereby established, submitting itself to be by, and dedicating itself to uphold the following constitution

ARTICLE I Name: Coog Interactive

ARTICLE II Mission & Purpose:

- To increase the interest of students in game development and integrate them into all aspects of game development.
- To provide a space for students who want to join the game development community where they can learn about the field through workshops, events and collaborating with peers.
- To guide and support members who want to create independent projects separately from the organization to elevate their portfolios.
- Operates a student-led game studio branch within the organization, producing official collaborative games credited to contributors with proceeds used to further the progress of game development programs at UH and the opportunities it provides to students interested in game development.
- Showcase the talent and innovation of UH in interactive media through exhibitions, published works and outreach.

ARTICLE III Memberships:

- Membership is open to any and all students currently enrolled at University of Houston.
- Paid members are allowed to vote in elections regarding the executive branch or any other voting the organization might need.
- Members are expected to:
 - Respect fellow members and contributors in projects
 - Abide by UH and Organization policies
 - Contribution in projects is entirely up to members but is highly encouraged.
- Members have the option to participate in both:

- **A general Membership:** Learning activities, workshops, personal/team projects and game jams.
- **A Studio Membership:** Students can sign up for this membership as an addition to their general membership.
 - Members will participate in official studio projects with structured roles and expectations.
 - Members will be assigned into teams of 8-10 per project and if the team reaches a larger threshold of 50 or more members the team will be broken into sub teams of 8-10 members each team having its own supervisor who reports back to the producer of the project.
 - Members that can't find a team by themselves will be assigned one according to vacancies or needs.
 - Members may request preferred roles, but final assignments are made by the Team Lead based on project needs.
 - All teams must have a team lead that is responsible for overseeing the project and keeping up with deadlines
 - All teams will have an advisor who needs to be reported back to weekly for progress reports.
 - An advisor can overlook one or more projects if needed.
 - An advisor needs to be one of the elected officers of the organization.

ARTICLE IV Officers:

The officers of this organization shall consist of the positions below and shall collectively be referred to as the Executive Board.

Executive Officers

- **President:** Provides leadership, represents the Organization, and oversees operations.
 - To preside at meetings of this organization;
 - To serve as the representative of this organization to University Administration, the Student Government Association, and other organizations;
 - To execute the orders of this organization, subject to the approval of the membership;

- To appoint chairpersons and members of all committees, subject to the approval of the membership;
 - To delegate Presidential responsibilities when deemed appropriate, subject to the approval of the membership;
 - To have signature authority on all checks issued by this organization;
 - To inform succeeding officers of their responsibilities to this organization, University Administration, the Student Government Association, and other organizations;
 - To perform other such duties as the membership or Constitution may specify.

- **Vice President:** Assists the President, manages internal activities and project coordination.
 - To assist the President in their duties;
 - To preside at meetings of this organization in the absence of the President;
 - To establish, administer, and enforce an attendance policy, subject to the approval of the membership;
 - To assume the office of President in his/her absence, vacancy, resignation, or dismissal;
 - To perform other such duties as the membership or Constitution may specify.

- **Treasurer:** Manage finances, budgets, and department donations.
 - To keep accurate records of the financial status and transactions of this organization.
 - To receive and disburse all monies of this organization;
 - To have signature authority on all checks issued by this organization;
 - To hold personal responsibility for all organization funds in his/her possession;
 - To represent this organization when requesting funds from the Activities Funding Board;
 - To assume the office of Secretary in his/her absence, vacancy, resignation, or dismissal;
 - To perform other such duties as the membership or Constitution may specify.

- In the absence of a Treasurer, the President shall temporarily manage finances until the position is filled.
- **Secretary:** Keeps records, documents meetings, and manages communication.
 - To prepare agendas and to record minutes of meetings of this organization;
 - To handle all correspondence of this organization not under the preview of the President;
 - To pick up all mail received at the Center for Student Involvement at least once a week, in addition to any other location at which mail for this organization may be delivered;
 - To maintain an accurate list of the membership of this organization;
 - To update and maintain all files of this organization;
 - To assume the office of Vice-President in his/her absence, vacancy, resignation, or dismissal;
 - To perform other such duties as the membership or Constitution may specify.
- **Corporate Relations Officer:** Handles external communications.
 - Maintains communication with the wider student body, faculty, and external partners.
 - Builds relationships with game studios, professionals, and companies to arrange guest talks or workshops.
 - Seeks sponsorships or collaborations to support club activities and the studio branch.
 - Showcases club projects and events to the public and external stakeholders.
- **Studio Director:** Oversees official projects, sets creative/production direction.
 - Guides all project teams in game development best practices and production workflows.
 - Provides feedback on design, art, code, and organization to keep projects on track.
 - Helps teams identify issues and course-correct when problems arise.

- Ensures milestones and deadlines are met across official projects.
 - Organizes team structures and facilitates coordination between different disciplines.
 - Acts as a mentor, teaching members how real-world game studios operate.
- **Workshops Director:** Leads workshops made to integrate students into different aspects of game development such as engines and programming.
 - Plan and organize workshops covering topics like game engines, programming, design, and other areas of game development.
 - Develop beginner-friendly materials and exercises to help new members integrate smoothly into the club's technical and creative workflows.
 - Gather feedback from participants to improve workshop content and delivery for future events.
 - Collaborate with other directors to ensure workshops align with the club's broader goals and project initiatives.
- **Executive Advisor:** Provides input for the executive branch where they need it and guides them on the direction for the club.
 - Provides guidance and mentorship to the club leadership and members.
 - Advises on organizational decisions, project direction, and long-term planning.
 - Offers expertise in game development, production, or professional practices.
 - Acts as a neutral party to help resolve conflicts or challenges within the club.
 - Connects the club with resources, faculty, or industry professionals when possible.
 - Supports the growth and sustainability of the club without handling direct management.

Studio Project Leads

These roles are appointed in every project and are open to changes and rotations.

- **Team Lead:** Organizes and oversees all operations of their specific team.
- **Technical Lead:** Guides programming and technical systems.
- **Art Lead:** Oversees visual assets and art direction.
- **Design Lead:** Directs game mechanics, levels, and narrative.
- **Audio Lead:** Manages sound, music, and audio integration.
- **Production Lead:** Tracks and manages deadlines, updates schedules, facilitates communications between team leads
- **QA Lead:** Develops testing protocol, Organizes internal and external testing, logs errors/bugs/faults for the appropriate teams

ARTICLE V Elections & Appointment

- Executive Officers shall be elected annually by majority vote of active members. They should be active paying members themselves as well.
- Studio Project Leads shall be appointed by the Executive Board based on willing participants.
- Any vacant positions should be filled via appointment until the next election.
- Candidates for any office of this organization shall be nominated by the voting membership or shall nominate themselves.
- Prior to the election the nominee will be interviewed by the executive branch to become a valid candidate.
- Election of officers shall take place at a meeting of this organization called for that purpose to occur within the last thirty days of the Spring semester, with term of office lasting one year.
- Election of officers shall be by a majority vote.
- In case of a tie, the Current President shall cast the deciding vote.
- If there is only one candidate applying for an office, that candidate shall take office by default.
- Officers may be re-elected without limitation.
- Any officer may be removed by a three-fourths vote of the membership.
- A vacancy of any office shall be filled by Presidential appointment, subject to the approval of the membership.
- Any member may be removed by a three-fourths vote from the full officer board.
- Appeals to officer or board decisions must be submitted in writing to the Executive Board, whose decision shall be final.

ARTICLE VI Meetings

- General meetings will be held at least once per week during the academic semester.
- If any executive member misses 2 or more meetings without valid reason they would be penalized appropriately. At first offence they will get a warning and at second offence the executive board will vote to keep the officer or replace them and third offence is removal in any case.
- Studio project teams may hold additional meetings according to development requirements.
- Decisions regarding the full body organization must require majority votes of active members.
- The President shall have the authority to modify the meeting calendar as benefits majority of the schedules of executive officers of this organization.

ARTICLE VII Finances

- The Organization may receive funding from UH, fundraising events, donations, and game revenue.
- All **official studio project profits** shall be used to fund the game development program, with exceptions for reimbursing development expenses(licenses, software, asset packs, marketing).
- Independent projects created by members outside the studio branch remain **100% student-owned**; any help given by the organization regarding those projects is purely for educational bases.

ARTICLE VIII Intellectual Property & Credit

- For official studio projects:
 - The organization shall be credited as the developer and publisher.
 - All student contributions shall be credited by appointed role.
 - The organization should claim no ownership over students personal portfolios or skills gained.
 - Studio projects are fully owned by the organization.
 - Students get credit for roles but do not own the final game and will have no claim to any profits, revenues, or proceeds generated by it.

- The organization owns the completed studio projects, any original assets or packages used or made for said projects, and will have claim to any profits, revenues, or proceeds generated by them.
- Personal assets shall not be used in club studio projects, except with prior written permission on a case-by-case basis and subject to a licensing agreement between the organization and the creator(s).
- For independent & “game jam” projects:
 - Ownership and profits remain solely with the creator(s).
 - Organization can help with the project offering advice or direction but cannot claim any rights, revenue, or creative direction.
 - The club claims no ownership over assets used solely in independent projects developed outside of the scope of official club operations.
 - No original or licensed studio assets should be used in personal projects, unless proper written permissions are granted, and credit is given to the organization in accordance with the license attribution requirements.

ARTICLE IX Amendments

- Amendments to this Constitution may be proposed by any active member/s and approved by executive members.
- An amendment will be considered for the constitution if approved by $\frac{2}{3}$ of the active members.
- The amendment shall be submitted in writing to the Executive Board for review and recommendation concerning legality, punctuation, placement, and word order.
- The Executive Board shall present the amendment at the next meeting of this organization, a copy of the amendment being given to each voting member (refers to voting member) of this organization. This shall constitute a first reading.
- At the next meeting following the acceptance of an amendment, updated copies of this Constitution shall be given to each executive member.

ARTICLE X Rules Of Procedure

- This organization shall use Robert’s Rules of Order, current edition, as its
- authority on parliamentary procedure.
- One more than half the Executive branch shall constitute a quorum.
- No business shall be conducted without the presence of a quorum.

- Business shall be decided by majority vote.
- All references to voting or approval of the membership of this organization refers to voting membership except where specified.

ARTICLE XI Dissolution

- In the event of dissolution any remaining funds shall be used to further the game development program at UH.

Anti-Hazing Clause:

Students and Student Organizations are prohibited from initiating, participating in, or being witness to hazing activity. Hazing is antithetical to the University's commitment to a positive educational environment. Participation in hazing activities is against the law. Violation of the University's hazing policy, whether on or off-campus, may subject participants, including students and organizations, to arrest, prosecution and/or disciplinary action, including, but not limited to, suspension or expulsion of students and the revocation of an organization's registration and/or recognition at the University. Consent to or acquiescence in hazing activity is not a defense. The University strictly prohibits participation in hazing activities by any party, regardless of the existence of consent. Hazing activities do not contribute to the positive development or welfare of students. The University of Houston recognizes the act of hazing as illegal, irresponsible, intolerable and inconsistent with the principles of higher education and basic human development. For more information on the University's Hazing Policy please visit the Student Life Policies section of the [University of Houston Student Handbook](#).

Non-Discrimination Clause:

The University of Houston provides equal treatment and opportunity to all persons without regard to race, color, sex (including gender and pregnancy), genetic information, religion, age (over 40), national origin, ethnicity, disability, military status, sexual orientation, gender identity or status, gender expression, or any other legally protected status except where such distinction is required by law. This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and all other federal and state regulations.

EFFECTIVE DATE: _____(month/year)

