

CONSTITUTION OF
THE URBAN GAMING CLUB (UGC)
THE PENNSYLVANIA STATE UNIVERSITY
Established December 9, 2006

Revised and ratified WORKING COPY
This document supersedes any earlier dated Constitution of UGC

- I. Name
 - A. The name of this organization shall be the Urban Gaming Club, here after referred to as the UGC.
- II. Purpose
 - A. The purpose of this organization is to provide the University community with a setting to play organized urban games such as Assassins, Capture the Flag, Humans vs. Zombies, etc. All game descriptions and rules are detailed in the Official UGC Rulebook.
- III. Membership
 - A. The membership shall be divided into Active and Associate members. Employed faculty, staff, and currently registered students are eligible for membership.
 - B. There must be at least twenty Active student members.
 - C. All persons specified by Article III, Section A who have attended at least two General meetings in the given academic year are Active members. Only Active members may vote, preside, or solicit funding.
 - D. All others interested in membership are Associate members.
 - E. New membership and recruiting
 - 1. Any and all new members will be given full disclosure during recruitment, including but not limited to disclosure of:
 - i. A copy of the UGC Constitution and Official Rulebook.
 - ii. Schedule of Member Events and Activities.
 - iii. A list of responsibilities.
 - iv. A definition of personal rights and a copy of the University Hazing Policy, prescribed by *Policies and Rules for Student Organizations*.
 - v. All of these documents will be available upon request by the Center for Student Engagement.
 - 2. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence.
 - 3. Any and all interaction/activity between new members and/or members will be limited to guidelines stated by University policy, as well as local, state, and federal laws.
 - 4. The UGC may not restrict membership based on characteristics of a student which are intrinsic to the identity of that student and are not essential to the potential value of that student as a member of that organization and the Penn State University community at large. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at The Pennsylvania State University.
 - 5. The UGC must be compromised of 50%+1 undergraduate members and 50%+1 Active members.
 - F. Membership Removal and Disciplinary Action

1. The club reserves the right to expel a member on following the following grounds:
 - i. Violation of local, state, and federal laws while participating in UGC events.
 - a. Such violations may also result in referral to appropriate authorities.
 - ii. Violation of University policy.
 - a. Such violations may also result in referral to Judicial Affairs.
 - iii. Habitual violation of UGC rules will result in a one semester suspension from all UGC meetings and events. Subsequent violations may result in membership removal.

IV. Officers

A. Stipulations for Officers

1. Only full time, officially registered active student members shall be eligible to serve as appointed or elected officials.

B. Executive Board

1. Role of the President

- i. Will conduct all General meetings.
- ii. Serves as a *de facto* member of all Committees as needed.
- iii. May approve emergency spending.
- iv. May advocate proposed rules changes to the UGC Rulebook.
- v. Can temporarily amend the UGC Rulebook if a rule change is required for safety or to conform to University policy or local, state, or federal law. He/she must inform the Council and UGC of any changes. If the temporary solution needs to be made permanent the Rules Council will amend the UGC Rulebook.
- vi. Will handle all disputes which are considered detrimental infractions of the UGC Rulebook.
- vii. May issue temporary executive orders which must be approved by the Executive Board within a week's time and may be repealed by the club by a 67%+1 vote. They must be made public to the club, either at a General meeting or through the UGC website. Executive orders remain in effect for one semester and can be amended into the Constitution after this term expires.

2. The Vice President

- i. Will run meetings and events in the absence of the President.
- ii. Shall assume Presidency upon any vacancy in the Presidency.
- iii. May advocate proposed rules changes to the UGC Rulebook.
- iv. Will oversee all UGC Event Directors.
- v. Will be highest point of appeal for any disputes, which are not considered detrimental infractions of the UGC Rulebook.

3. The Secretary

- i. Will write and distribute all meeting minutes.
- ii. Will retain all UGC release, confidentiality, and event registration forms.
- iii. Oversee the Publicity Committee.
- iv. Take attendance of General meetings.

4. The Treasurer

- i. Will keep a record of the funds in the UGC Associated Student Activities (ASA) account.
- ii. Will sign off on all approved non-emergency spending.
- iii. Will present a balance update at every General meeting.
- iv. Will be responsible for the collection of all event registration fees.

5. The Rules Council Chair

- i. Will oversee the Rules Council.

- ii. Along with the members of the Rules Council, will assist in the creation of the Official UGC Rules.
- iii. Handle all requests for the adjustment and adjudication of rules.
- iv. Will present an update on all Rules Council proceedings at every General meeting.
- v. Will send a report to the executive board after each Rules Council meeting.
- vi. Will assume the position of Vice President upon any vacancy.

C. Standing Committees

1. Publicity Committee

- i. Will create all UGC advertisements.
- ii. Will be responsible for the distribution of advertisements.
- iii. Will be headed by the UGC Secretary.
- iv. Will conduct publicity for all UGC games and events.

2. Technical Team

- i. Will manage the UGC website and server.
- ii. Will code any sites as deemed fit by the Executive Board.
- iii. Will be overseen by the appointed UGC Technical Director.

3. Rules Council

- i. Will create and amend the Official UGC Rulebook.
- ii. Serve as UGC Officials at required matches.
- iii. Will consist of three appointed and three elected members, as well as an elected Council Chairperson.
- iv. Handle any rules disputes as outlined by Article I, Section B.
- v. Each Councilor will be responsible for directing various games. The Rules Council Chairperson will designate which Councilor is responsible for which games.

D. Consultants

- 1. Will be appointed by the Executive Board.
- 2. Will attend all Executive Board meetings with the purpose of advising.
- 3. Will not vote or have any vote in executive matters.
- 4. The following positions will exist as Consultants to the Executive Board:
 - i. Technical Director
 - a. Will oversee technical decisions regarding the UGC website and other technical matters.
 - b. Will work with the Rules Council in order to facilitate game administration through the UGC website.
 - c. Will report to the UGC Vice President on all matters involving the website and technical issues that may arise.
 - d. Will oversee the Technical Team under his/her discretion. All personnel changes must be approved by the Executive Board.
 - ii. Police Liaison
 - a. Will oversee Police notification and interaction for UGC Events
 - b. Will report to the UGC President on all matters involving interaction with all Police departments.

E. Recall from Office

1. Grounds for Recall

- i. Failure to perform all duties and responsibilities as a UGC member.
- ii. Excessive absenteeism, which shall be defined as missing three or more unexcused General or Rules Council meetings.
- iii. Missing three or more unexcused General meetings.

- iv. Any action by a UGC member that violates the governing documents of the UGC.
 2. Recall from Office Procedure
 - i. A motion for recall will be made and the charges will be presented in writing at the next General meeting. No discussion will be entertained until the charges have been presented in writing. The motion will be put toward all Active members at the meeting.
 - ii. The accused cannot be excluded from listening to any discussion or debate.
 - iii. The accused may not vote.
 - iv. A 67%+1 majority vote of all Active members is required for a recall from office.
 3. Rights of the Accused
 - i. The individual accused shall be permitted to see, in writing, the charges against him/her at least 48 hours before the charges are presented to the club.
 - ii. The accused shall be fully able to question all witnesses.
 - iii. The accused shall be presented with all evidence.
 - iv. The accused shall be permitted to respond to all charges fully.
- F. Filling Unexpected Vacancies
 1. Nominations, elections, or appointments can take place at any General meeting.
 2. Any Active Member may motion to fill a vacancy and may nominate.
 3. The filling of unexpected vacancies shall take place by a majority vote.
 4. Appointments can be made if 67%+1 of present Active Members agree.
 5. Said unexpected vacancies refer to the positions of Secretary, Treasurer, Rules Council Chairperson or Councilor.

V. Meetings

- A. Meetings shall consist of various types: General, Event, Emergency, and Special.
 1. General meetings must take place at least eight times a semester and will consist of voting, event planning, publicity, and general business.
 2. Events shall consist of programs run by the UGC and are open to the University public.
 - i. For event creation, a copy of UGC-35 must be submitted to the Secretary 15 days prior to the event. The Secretary will create the event and assign the Game Director in the system. The Secretary must give the form to the President within 24 hours for the President to approve it.
 - ii. For Humans v. Zombies missions, a copy of UGC-35 must be submitted to the President 72 hours prior to the mission along with a description of the mission. The President has 24 hours to approve the mission.
 - iii. All events, except for CTF, must reserve a room for orientation. These can be made through the President or Vice President.
 3. For Humans v. Zombies, either the President or Vice President cannot play and must serve as an Official. This role should alternate between semesters, but it is not a requirement.
- B. Adequate advance notice of General meetings must be given to all Active Members.
- C. Emergency Meetings
 1. Emergency meetings may be called by the President.
 2. Emergency meetings must be called by the President if 67%+1 of Active membership request it.
 3. Emergency Executive Board meetings may be called by the President in order to request emergency spending.

4. The President, Vice President, or Rules Council Chairperson may call an emergency Rules Council meeting.

D. Special Meetings

1. Executive Board Meetings
 - i. Executive Board meetings must take place at least once a month before a General meeting.
 - ii. The meeting may consist of the President, Vice President, Secretary, Treasurer, and Rules Council Chair. The Technical Director and Police Liaison will also attend, but will hold no votes in rulings or orders.
 - iii. These meetings will be closed door/private to anyone not listed in Article V Section D Sub-Section 1.b.
2. Rules Council Meetings
 - i. Meetings of the Rules Council will take place at least bi-weekly, but can take place more frequently if needed.
 - ii. The meetings are limited to the Rules Council Chairperson and Councilors. Any other people must be invited by the current Rules Council Chairperson. The President and Vice President are exempt from this stipulation as stated in their respective roles in Article IV Part B.
 - iii. The President and Vice President will attend the last Rules Council meeting of each semester to discuss plans for next semester.

VI. Voting

A. Eligibility

1. All Active members may vote.
2. All Executive members may vote unless they are involved with counting the votes.

B. All motions will pass if a simple majority under quorum is reached.

C. Quorum

1. Quorum shall be defined as 33% of all Active members.

D. A simple majority (50%+1) of Active members present shall be necessary for all voting.

VII. Elections

- A. All Active Members shall be eligible to vote for the Executive Board of the UGC: President, Vice President, Treasurer, Secretary, Rules Council Chairperson, and two Rules Councilors.
- B. All full-time undergraduate members who are considered Active Members of the UGC in good academic standing are eligible to become officers or executives.
- C. Elections will take place at the last General meeting in March. Nominations will begin six weeks prior to the elections and will close two weeks prior to the elections. These meetings will be publicized at one meeting prior.
 1. Elections will be by secret ballot.
 2. No one involved in conducting the election may run as a candidate.
 3. Recounts may be called and will be done by a counting process where three individuals who are not involved in the elections will count, record their totals, and exchange ballots. If there are any differences in final records, a new set of three individuals who are not involved in the elections will count.
 4. If there is a tie, there will be a revote between the tied candidates. If a decision still cannot be reached, the decision will be between the current members of the executive board who are not involved in the election for that position.
 5. Transition period begins the first General meeting after elections, and new positions are assumed at the last General meeting of the year.

VIII. Finances

- A. All funds are deposited and handled through Associated Student Activities (ASA) account.
- B. The club will hold no off-campus account.

- C. Dues will not be collected.
 - D. A maximum of \$30 may be spent without membership approval.
- IX. Methods of Amending
- A. An amendment may be proposed by any member of the executive board.
 - B. The amendment will then be introduced at a General meeting.
 - C. For the amendment to pass, it must be voted on according to the procedure outlined in Article VI.
- X. Parliamentary Authority
- A. *Robert's Rules of Order* shall be used in all cases not covered by this Constitution.
- XI. Advisor
- A. The Advisor must be a full-time staff member or faculty of The Pennsylvania State University.
 - B. The UGC Advisor will be chosen by the President out of a pool of interested persons who meet the requirements in §XI.A.
- XII. Event Participation
- A. Liability
 - 1. Those wishing to participate in any events held by UGC must read all rules and listen to all instructions by officials. A waiver may be asked to be signed. The UGC will supply no additional insurance to those participating in any events. All participating players will agree to indemnify and not hold liable the UGC, its members, executive board, and adviser, Penn State, its staff, faculty, and other participants. All participants are playing at their own risk.
 - 2. Any waivers will be kept with the Secretary of UGC for one month from date of event.
 - B. Rulebook
 - 1. All players must understand that the rules are in place for their protection. Failure to adhere to any rules may result in loss of privilege to participate in future UGC events.
 - C. C. University Policy and Local, State, and Federal Laws
 - 1. The UGC and its members will always follow the following University Policies: AD-57, AD-11, SY-05, and all local, state, and federal laws.
 - D. Inappropriate Behavior
 - 1. Any players found to be committing inappropriate behavior may be referred to the Office of Residence Life, Judicial Affairs, or University Police if the situation is warranted. Inappropriate behavior includes but is not limited to: Any conduct against the Judicial Affairs Code of Conduct, violation of state, local, or federal laws.
- XIII. Safety Considerations
- A. No member will use any undue force in any contact activity.
 - B. No member will use any weapon that can cause serious bodily harm. Weapons are defined in University policy SY-12.
 - C. Club activities and code of conduct can be found and will be enforced as written in the Official UGC Rulebook.
 - D. The signing of a participation waiver will be required for club membership.
 - E. Any violation of safety policies can be grounds for immediate dismissal from the club.
 - F. Safety considerations were approved by the Penn State Department of Health and Safety.
- XIV. Website Policy
- A. The Penn State Urban Gaming Club shall henceforth hold the Copyright to any websites coded in conjunction with approval by the Executive Board

- B. All work in conjunction with any websites coded will henceforth be completed under either the GNU General Public License (available at <http://www.gnu.org/copyleft/gpl.html>) or the Creative Commons Attribution-Share Alike 3.0 United States (available at <http://creativecommons.org/licenses/by-sa/3.0/us>).
- C. Any code used on the site not written by the Technical Team must be available under a license approved by the Free Software Foundation (listed on <http://www.fsf.org/licensing/licenses>).
- D. The highest level of access to the UGC Website and Server will be held by the UGC President.
- E. All Executive Board, Rules Council, and Technical Team Members will hold a level of access power that ensures their ability to complete their respective duties as determined by the UGC President, as recommended by the Technical director.
- F. Any access granted to persons shall be granted with approval of the UGC President as recommended by the UGC Technical Director.

XV. Accessibility

- A. Copies of this Constitution shall be made available to anyone upon request.