# The Constitution of **Campus Gamers at Bakersfield College**

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The Constitution of Campus Gamers at Bakersfield College

Article I. Preamble
We, the members of Campus Gamers at Bakersfield College do hereby establish this Constitution in order that our mission and purpose is realized to its fullest extent.

Article II. Name
Section 1. Name
The name of the organization will be Campus Gamers at BC henceforth referred to as Campus Gamers at BC.

Article III. Purpose
Section 1. Mission Statement
The Mission of the Campus Gamers at BC is to connect students on campus who enjoy similar games, to expose students to new, foreign and historical games, to help students who are interested in game design or working in the game industry, to promote games as a tool to improve education, to use games for community service and charitable efforts, and to change public perception of gamers to better reflect gamers' generosity and sense of community.

Section 2. Purpose
Campus Gamers at BC was established for the expressed purpose of developing leadership skills as well as an awareness of social responsibilities to encourage students to participate in public affairs. This organization is an entity that is initiated and directed by a group of current BC students who share a common vision in promoting an extra-curricular or co-curricular mission around gaming that enriches campus or community life and personal development.

Section 3. Authority
Campus Gamers at BC will be registered with the Office of Student Life in accordance with policies and procedures set forth to be a registered student organization at Bakersfield College within the Bakersfield College’s Office of Student Life. Campus Gamers at BC understands and is committed to fulfilling its responsibilities of abiding by Bakersfield College Student Government Association (BCSGA), the Office of Student Life, Bakersfield College, Kern Community College District’s policies, conditions, and procedures.

Article IV. Membership
Section 1. General Membership
1) Campus Gamers at BC accepts all members of the Bakersfield College community.
2) Membership in the organization shall be open to all those regularly-enrolled at Bakersfield College students who are interested in membership. There shall be no other requirements for admission to general membership. Each general member has equal rights and privileges.
3) The general membership will be responsible and strongly encouraged to attend Campus Gamers at BC meetings and events.
4) There shall be no required dues for any the general membership of Campus Gamers at BC as the revenues are provided through fundraising and donations.

Section 2. Active Members
1) Active Members shall be limited to students who are registered and enrolled at Bakersfield College as either full or part time students.
2) Any BC student from the General Membership are required to meet the following additional requirements to be considered an Active Member of Campus Gamers at BC:
   a) Attend three regular business meetings plus one, four-hour service event, OR attend three, four-hour service events.
   b) Submit a written request for membership.
3) Campus Gamers at BC leadership positions and voting privileges shall be restricted to only Active Members.

Section 3. Associate Members
1) Associate Members shall be defined as non-student members, which includes community and alumni members.
2) Associate Members are considered part of the Active membership but are non-voting members.
3) Associate Members may not exceed 25% of the Active Membership (or exceed 20% of the combination of Active and Associate Membership.

Section 4. Non-Discrimination Clause
Campus Gamers at BC complies with all federal laws, executive orders and state regulations pertaining thereto and does not discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 5. Anti-Bullying and Harassment Statement
Campus Gamers at BC will not tolerate any form of bullying or hazing. Bullying and/or hazing encompasses any action or activity that does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades, or disgraces any person regardless of location, intent, or consent of participants. It can also be defined as any action or situation that intentionally or unintentionally endangers a student for admission to, or affiliation with, Campus Gamers at BC. In keeping with the commitment to a positive academic environment, the BC community is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Respect and cooperation among peers within Campus Gamers at BC is a guaranteed right that all students possess, regardless of race, religion, gender, sex, sexual orientation, accessibility, or national origin. Campus Gamers at BC prefers to promote an ideal of “anti-hazing” where incoming members are treated as the most valuable members of the organization.

Article V. Officers

Section 1. Executive Board
1) The Campus Gamers at BC Executive Board is comprised of:
   a) President
   b) Vice President
   c) Treasurer
   d) Secretary
   e) ICC Rep
   f) Public Relations Officer
   g) Safety and Risk Officer
   h) Extra Life Coordinator
   i) Gaming Coordinator
   j) Advisor
2) The Campus Gamers at BC Executive Board is responsible for providing all aspects of leadership for the student organization and is responsible for their own actions as well as the actions of all student organization and members.
3) Campus Gamers at BC Executive Board members must be BC Students and Active Members of Campus Gamers at BC.

Section 2. President
1) The President is the primary student contact for Campus Gamers at BC and the “external spokesperson” of the group who regularly interacts with other student organizations and College officials. The President is the liaison between the student organization and the advisor and other University or community contacts.
2) The responsibilities of this position include but are not limited to:
   a) Providing guidance, direction, and support for Campus Gamers at BC in pursuit of its goals and objectives
   b) Voting in cases where there is a tie
   c) Chairing all Campus Gamers at BC meetings
   d) Overseeing the process of student organization event planning
   e) Maintaining a current list of members of Campus Gamers at BC officers, advisor and members
   f) Submitting all required paperwork for Campus Gamers at BC registration and/or renewal
   g) Holding a minimum of two meetings for the general membership per semester
   h) Representing Campus Gamers at BC at official functions
   i) Maintains contact with the Campus Gamers at BC advisor and the Office of Student Life
   j) The President shall appoint or approve all committees and committee chairs.
   k) The President shall be an ex officio member of all committees.
The President shall be visible on the club's social media and shall respond to requests regarding club needs within 24 hours.

Section 3. Vice President
1) The Vice President should be the President’s “right hand person” and should maintain continuous contact with the President. The Vice President must be up-to-date on all student organization communication and events.
2) The responsibilities of the Vice President include but are not limited to:
   a) Chairing Campus Gamers at BC meetings in the absence of the President
   b) Assisting the President with the oversight of Campus Gamers at BC including fundraising, event planning, etc.
   c) Scheduling locations for meetings and events
   d) Planning New Officer’s orientation and organization retreats
   e) Obtaining appropriate facilities for Campus Gamers at BC activities
   f) Coordinating organizational recruitment efforts
   g) Maintains contact with the Campus Gamers at BC advisor and the Office of Student Life
   h) The VP shall demonstrate the ability to run tournaments, games, events, booths, and club meetings in The President's absence.

Section 4. Treasurer
1) The Treasurer (chief financial officer) manages the financial matters of the Campus Gamers at BC. The treasurer should keep the officers and members informed about the student organization’s financial activities.
2) The responsibilities of the Treasurer include but are not limited to:
   a) Preparing the annual Campus Gamers at BC budget
   b) Monitoring the Campus Gamers at BC’s budget
   c) Tending to the status of all purchase requests
   d) Collecting funds and depositing to the Campus Gamers at BC’s Club Account
   e) Paying bills in a timely manner
   f) Keeping a record of all transactions, i.e. deposits, checks and adjusting entries
   g) Preparing monthly financial reports and documents to keep the Campus Gamers at BC’s membership informed about the Campus Gamers at BC’s financial situation
   h) Collect and maintain accurate information regarding membership dues or agreements
   i) Should be familiar with the SOF Conditions and Procedures
   j) Oversees all Campus Gamers at BC fundraising activities
   k) Maintains contact with the Campus Gamers at BC advisor and the Office of Student Life

Section 5. Secretary
1) The Secretary keeps the Campus Gamers at BC afloat and running efficiently. Record keeping and operational duties are vital. The Secretary works hand in hand with the other officers for the day-to-day needs of their Campus Gamers at BC.
2) The responsibilities of the Secretary include but are not limited to:
   a) Taking minutes at every Campus Gamers at BC meeting
   b) Keep an accurate record of all proceedings of the Campus Gamers at BC meetings
   c) Maintaining the Campus Gamers at BC history for the academic year including agendas and minutes
   d) Assisting with Campus Gamers at BC projects where needed
   e) Maintaining Campus Gamers at BC overall communication, which may include emails, letters, phone calls, social media
   f) Maintain and update membership roster for the Campus Gamers at BC
   g) Be responsible for notifying all active members of all meetings
   h) Provide copies of the minutes of the previous meetings to all members present at each meeting
   i) Maintains contact with the Campus Gamers at BC advisor and the Office of Student Life

Section 6. Inter-Council Council Representative (ICC)
1) The Inter-Council Council Representative (ICC Rep) is the main point of contact for the Campus Gamers at BC and BCSGA by attending bi-monthly meeting.
2) The responsibilities of the ICC Rep include but are not limited to:
   a) Attend ICC meetings held by BCSGA
   b) Relate information from BCSGA back to the StudOrg
   c) Maintains contact with the Campus Gamers at BC advisor and the Office of Student Life
Section 7.  Public Relations Officer (PRO)
1. The PRO, in co-operation with The President and Secretary, shall be responsible for the creation of information for the media.
2. The PRO shall be responsible for all artwork-related club issues, including poster and t-shirt designs.
3. The PRO shall be responsible for creating all promotional materials for special events, including but not limited to postcards, posters, flyers and banners.
4. The PRO shall be responsible for maintaining club visibility on campus by keeping all campus bulletin boards clean and current. This responsibility also includes keeping small postings current on campus bulletin boards.
5. The PRO shall address the club at each regular meeting by providing an update of the activity in the PRO's respective responsibilities.
6. The PRO shall be responsible for submitting the necessary paperwork for requesting marquise announcements and other promotional requests.
7. The PRO is responsible for the look and upkeep of the club’s social media sites (RunnerSync, YouTube, Facebook, Twitter). The PRO will work with the Secretary on content.
8. The PRO is responsible for planning or assisting in planning one promotional video per quarter (Gamer Education Day, Extra Life or general club promotion).
9. The PRO shall be responsible for arranging for photography or video recording of all major events and occasional minor events.
10. The PRO is responsible for the creation and upkeep of a yearly club scrapbook.
11. The PRO is responsible for following the Organizational Excellence Program and proposing opportunities to fulfill the requirements of the program.

Section 8.  Safety and Risk Officer (SRO)
1) The SRO will evaluate all events for safety and risk issues, and will report to club in advance of events.
2) The SRO will be responsible for organizing one risk management related program each semester with at least 50% attendance at each program. Examples of such programs include: alcohol/drug issues, hazing issues, fire safety, crisis management, rape/sexual assault awareness, etc. Programs should be conducted by trained presenters.

Section 9.  Extra Life Coordinator (ELC)
1) The ELC will be the overseer of all things related to the annual Extra Life gaming event for charity.
2) The ELC shall organize committees and committee leaders as necessary to ensure the effective execution of the Extra Life event.
3) The ELC is required to reach out to other organizations on campus as Extra Life is a collaborative effort.
4) The ELC is required to provide an update at weekly meetings regarding the Extra Life event, including but not limited to number of registrations, amount raised, status of prizes, status of support vendors, status of Extra Life-related BCSGA funding requests, status of food suppliers and any other relevant information.

Section 10.  Gaming Coordinator (GC)
1) Poll club members on what games are popular.
2) Be aware of online game hosting methods, including LAN, Hamachi, Game Ranger, servers, etc.
3) Plan or assist in planning at least two tournaments or online video game meetings between club members and one tournament for all CSUB students each semester.
4) Be able to oversee tournaments in the absence of the President and Vice President.
5) Be able to troubleshoot connectivity errors in necessary cases.
6) Assist in fundraising and fund spending on the club.
7) The GC shall address the club at each regular meeting by providing an update of upcoming club activities (club and campus, not major events).
8) Be able to house and maintain club necessary equipment such as monitors and club gaming systems.

Section 11.  Campus Gamers at BC Advisor
1) The Campus Gamers at BC Advisor is chosen and approved by the members of Campus Gamers at BC and confirmed by the Office of Student Life at Bakersfield College.
2) Behind most successful student organizations is an effective advisor. The Campus Gamers at BC Advisor provides the organization with continuity from year to year by sharing Campus Gamers at BC history and assisting new officers during the transition process. The Campus Gamers at BC Advisor selected should be an individual who has a high level interest in the activities of Campus Gamers at BC and preferably some
experience or expertise in the area of interest. The Campus Gamers at BC Advisor is a vital link between Campus Gamers at BC and Bakersfield College, providing guidance and offering mature judgment and experience in program development.

3) The responsibilities of the Campus Gamers at BC Advisor include but are not limited to:
   a) Attend monthly Campus Gamers at BC Advisor Round Discussions when possible
   b) Recognize and support participation in Campus Gamers at BC for its contribution to the educational and personal development of students within the higher education setting
   c) Provides continuity within the student organization and should be familiar with Campus Gamers at BC’s history
   d) Be familiar with Campus Gamers at BC’s constitution and bylaws and be prepared to assist the Campus Gamers at BC Advisor’s Executive Board and other members with interpretation when necessary
   e) Be available during the development and coordination of programs for Campus Gamers at BC. The Campus Gamers at BC Advisor shall ensure the activities and undertakings of the Campus Gamers at BC are sound and reflect favorably on the College by offering suggestions or ideas for the group’s discussion
   f) Be aware of the goals and direction of Campus Gamers at BC by attending Campus Gamers at BC meetings and consulting with the Executive Board. Campus Gamers at BC Advisor should monitor the Campus Gamers at BC Advisor’s progress toward predetermined organizational goals and objectives
   g) Be aware of the general financial condition of the Campus Gamers at BC Advisor and encourage the keeping of good financial records
   h) Assist the Campus Gamers at BC in complying with College policies and procedures. The Campus Gamers at BC Advisor needs to be aware of the Campus Gamers at BC conditions and procedures, the Student Code of Conduct, and the BC/KCCD Policies and procedures
   i) Monitor group functions and encourage members to participate and maintain a balance between academic endeavors and co-curricular commitments
   j) Assist in orienting new officers and developing the leadership skills of all members
   k) Consult the Office of Student Life about organizational opportunities, plans or changes in Campus Gamers at BC status or a member’s status when appropriate
   l) Attend most, if not all, Campus Gamers at BC meetings and events. While the Campus Gamers at BC Advisor is not required to attend all meetings, they should meet with the club at least once a month and the Executive Board bi-weekly. Notes from these meetings should be placed in the club’s records
   m) Continue the voluntary association of being the Campus Gamers at BC Advisor as long as both parties believe the relationship is productive and mutually satisfying
   n) Refrain from managing Campus Gamers at BC or completing the tasks assigned to Campus Gamers at BC. The management of Campus Gamers at BC is each member’s responsibility
   o) Maintains contact with the Office of Student Life

Article VI. Operations

Section 1. Campus Gamers at BC Meetings

1) Campus Gamers at BC shall meet weekly, beginning the first week of the fall semester and continuing throughout the year at the same regularity so long as Campus Gamers at BC continues to remain registered with the Office of Student Life.

2) The President, or designee, shall be responsible for requesting items to be placed on the agenda, developing the agenda of the meeting, and posting the agenda at least three (3) instructional days before the meeting is held.

3) The Secretary, or designee, shall be responsible for taking minutes and presenting them to the membership at the next scheduled meeting

4) Meetings will consist of two parts, a business meeting followed by a social game-playing opportunity

5) All meetings will occur at the time selected and will follow the procedure set forth below:
   a) Attendance
   b) Report by the President
   c) Committee reports
   d) Vote on all committee motions and decisions
   e) Any other business put forward by the members of the club
   f) Dismissal by the President
   g) Informal opportunity for game playing

6) Meetings may be canceled if another event takes priority, but will not be rescheduled for a different time.
Section 2. Quorum
1) The number of individuals required to hold a bona fide meeting shall be a majority of the Active Members (meaning more than half of the registered membership including Associate Members).

Section 3. Parliamentary Procedures
1) The rules contained in the most recent version of Robert’s Rules of Order, Newly Revised shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Section 4. Standing Committees
1) The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization
2) The President shall appoint the chairpersons and members of all committees
3) Campus Gamers at BC shall have the following standing committees:
   a) Extra Life
   b) Gaming Committee
4) The duties of each of Standing Committees are as follows:
   a) Extra Life - Meet the needs of the coordinator, including recruiting, fundraising, facilities, equipment, prizes, promotion and marketing, guest support, food and event support.
   b) Gaming Committee - Meet the needs of the coordinator, including organizing equipment, events like tournaments and socials, and prize support if necessary.

Section 5. Executive Committee
1) The Executive Committee shall consist of the elected and appointed officers, with the Campus Gamers at BC Advisor(s)
2) Campus Gamers at BC Advisor(s) serve as non-voting member(s)
3) The Executive Committee shall meet every two (2) weeks in the academic year.
4) Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours’ notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.
5) When necessary, Executive Committee business can be conducted via email or via online meetings, but all decisions and actions must be reflected within the next scheduled Campus Gamers at BC meeting for verification.
6) The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.
7) The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the Active Members by a majority vote.

Section 6. Voting
1) All official Campus Gamers at BC decisions shall require a simple majority vote of the Active Membership present at either a regular or called meeting provided a majority of the Active Members are present.
2) The exceptions of voting quorum are of impeachment votes which require a three-fourths vote plurality, and amendments which require two-thirds plurality

Section 7. Election of Officers
1) All officers shall be elected by a majority vote of eligible Active Members of Campus Gamers at BC.
2) All elections will be held on an annual basis during the first week of November. The term of the elected officers will begin at the beginning of the Spring Semester. This allows for the incoming officers to receive training and support from the active officers prior to winter break.
3) The Campus Gamers at BC Advisor will move to accept nominations from the floor, the motion must be seconded and the chair must call for any objections. Once the nomination process is opened, candidates may nominate themselves. Candidates must be active members in good standing. The officers or active members may object to a nomination provided they show cause. Once all candidates desiring recognition have spoken, the nomination process must be closed by a motion and the motion seconded.
4) The Advisor will verify each candidate’s eligibility and provide a list to the secretary. The secretary will prepare ballots containing the names of the verified candidates and notify all active members via email of the election on the agenda for the next meeting.
5) The nominated parties will be allowed to vote.
6) All voting shall be done by secret ballot to be collected and tabulated by the Campus Gamers at BC Advisor and one voting member appointed by the Executive Committee.

7) No officer may serve more than two consecutive terms, a "term" being a single academic year, not a semester.

Section 8. Removal of Officers
1) Any officer in violation of Campus Gamers at BC’s purpose or constitution may be removed from office by the following process:
   a) A written request by at least three active members of the organization
   b) Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak
   c) Discussion by the membership in regular or called meeting where a majority of the active members are in attendance;
   d) Opportunity for the accused to testify and/or defend;
   e) Motion to impeach followed by a second; and
   f) Three-fourths voting plurality at said meeting in support of the impeachment.

Section 9. Filing Vacancies
1) In the case where an officer’s position becomes vacant, then replacement shall be according to the normal procedure:
   a) Vacancy placement on the next agenda
   b) Nomination from the floor and
   c) Confirmation of position by majority vote

2) An officer position shall be considered vacated if the elected officer fails to attend the required meetings as outlined in the description of the position or the requirements for active membership as contained herein.

Article VII. Finances

Section 1. Membership Dues
1) Campus Gamers at BC members are not required to pay dues, as part of the local chapter or the national organization.

Section 2. Finance Code
1) Campus Gamers at BC will finance the activities it engages in by the following means:
   a) Campus Gamers at BC will contact the Office of Student Life before obligating funds (including initiating, purchasing or committing funds) and to adhere to the BC’s Procurement Process
   b) Campus Gamers at BC may NOT have a bank account outside the College
   c) Campus Gamers at BC funds shall not be used to purchase or reimburse members for alcoholic beverages.

2) The Campus Gamers at BC President, Treasurer, and Advisor agree to attend financial meetings as needed

3) Campus Gamers at BC agrees to maintain a detailed budget and understand that the members are liable for overdrafts. In order to avoid overdrafts, all proposed purchases shall be presented to the active membership for a vote. The Treasurer (chief financial officer) shall give a report to the officers and members to determine the feasibility of a proposed transaction. The secretary shall prepare the minutes to present to the Office of Student Life when expenditure of club funds has been approved by the members.

4) The members of Campus Gamers at BC agree to contact the Office of Student Life to develop fundraising strategies that comply with the College and Foundation conditions and procedures prior to soliciting or receiving.

Section 3. Annual Budget
1) The Campus Gamers at BC President, Advisor, and/or Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year

2) Any unbudgeted expenditures shall be approved in advance by the Active Members

3) When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding $250, but must be placed on the agenda for the next scheduled meeting for verification. In no case may the Executive Committee commit funds which are not deposited in the club account.
Article VIII. Amendments

Section 1. Amendments to the Constitution
1) This Campus Gamers at BC constitution is binding to all members of the Campus Gamers at BC. But the constitution is not binding unto itself.
2) Amendments to the constitution may be proposed in writing by any voting member at any meeting at which there is a bona fide quorum (more than half) of the active members present.
3) These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping. The secretary must notify all active members via email with an attachment of the proposed amendment to the constitution.
4) Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of Active Members.
5) Amendments require:
   a) Motion
   b) Second
   c) Discussion
   d) Two-thirds voting plurality

Article IX. Registration Renewal

Section 1. Annual Registration Renewal
1) Campus Gamers at BC will update with the Office of Student Life within one two (2) weeks after new officer are elected
2) Campus Gamers at BC’s active registered status commences when Campus Gamers at BC has completed the requirements for registration with the Office of Student Life
3) Campus Gamers at BC’s registered status continues until Labor Day of each academic year where then the Campus Gamers at BC must resubmit a renewal form with the Office of Student Life

Article X. By-Laws

Section 1. Affiliation with National Organization
1) Campus Gamers at BC is a local chapter of Campus Gamers Network, Inc, the parent organization of Campus Gamers.
2) Campus Gamers chapters are unique, with constitutions and by-laws according to their individual campus requirements.
3) Campus Gamers chapters are not required to pay annual dues to the parent organization.
4) Campus Gamers Network, Inc. will support the local chapters through grant writing and solicitation of support with other national organizations like game publishers, developers and public relations companies. Any solicitation of support undertaken by the Campus Gamers Network, Inc. on behalf of Campus Gamers at BC will be done in full accordance with the Bakersfield College Foundation and Kern Community College District policies.