

HGD Constitution



**Husky Game
Development**

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1. Mission

The mission of Husky Game Development is to design and develop games for business, education, and fun. We work as an interdisciplinary, student-run enterprise that fosters productivity, creativity, and effective business practices. Our goal is to create quality software that will attract and satisfy industry sponsors.

2. Enrollment

All majors are welcome. CS students do not need special permission from the faculty advisor to enroll. Non-CS majors with a background that is related to the gaming industry (such as art, marketing, writing, information technology, and business) are encouraged to join but must speak with the faculty advisor before enrolling for the first time. MTU Enterprise policy requires that students be enrolled in HGD to participate. First-semester freshmen are not allowed to enroll.

For detailed information about how to enroll for HGD, visit the Husky Game Development website and click “join”.

3. Membership

At the beginning of the semester, each student enrolled in HGD will be asked to complete a skills form which indicates their abilities and preferences to management. Management will then divide the students into teams. Each team will have a team leader who will be closely involved with the game’s development. Number and size of teams dependent on size of membership base.

Management is selected using a process described in a section below. Management are not expected to work directly on individual games. They are expected to monitor the progress of the team that they are assigned to. The role of a management member is to help mentor team leaders, resolve conflict between team-members and team-leaders, and offer advice to the team.

4. Expectations

In some circumstances, failure to meet these requirements may cause management or the faculty advisor to lower an individual member's grade.

- Members are expected to attend the weekly general meetings, except for extraordinary circumstances.
- Teams are expected to meet once a week.
- Each member is expected to commit an average of 3 hours (for 1-credit courses) or 5 hours (for 2-credit courses) of work on their team project per week. These hours do NOT include the hour-long general meeting.
- Members in the 2-credit course are expected to increase their involvement, become team leaders, facilitate growth of new members, etc.
- Some money can be provided to acquire food for teams when they are participating in work jams.
- Teams are expected to have a complete and generally bug-free project by the end of the academic year, unless an alternate time is negotiated.
- Members are expected to keep any HGD-controlled space (such as the HGD lab) clean. In addition, members should also keep public MTU spaces (such as the Rekhi computer labs) clean when they are used for HGD-related work.
- Individual members are responsible for:
 - Documenting their work towards their game such as, but not limited to, code, graphics, and sound.
 - Following the instructions provided by the team leader and management.
 - Writing a report which documents the contributions that they have made to their team.
 - Asking their team leader for something to work on when they do not know what to do.
- Team leaders are responsible for:
 - Guiding team members through the game development cycle.
 - Maintaining their team's task list.
 - Contacting management with requests for work-jam funds.
 - Reporting issues that cannot be resolved within the team to management.
 - Ensuring the project is completed in the time negotiated.

5. Management

Members of management include: President, VP of Operations, VP of Technology, VP of Finance, VP of Communications, and VP of Sound Design. All members of management will maintain an open line of communication to discuss most issues; no task is the responsibility of just one member.

- **President:** Oversees enterprise as a whole in conjunction with the Faculty Advisor. Drives recruitment effort. Leads management meetings.
- **VP of Operations:** Responsible for organization of membership base. Leads general meetings with presentations or team demos. Assists in recruitment efforts.
- **VP of Technology:** Maintain integrity of the lab. Liaison to IT. Facilitate hardware purchases and hardware/software deployment.
- **VP of Finance:** Manage financial accounts. Maintain records of balances and incoming dues/outgoing expenses. Facilitates reimbursement/purchasing method for work jams and other enterprise purchases.
- **VP of Communications:** Maintain communications and public data - emails and email lists, website. Facilitates the collection of data for proposals, grant applications, etc. Assists in recruitment efforts. Develops marketing materials.
- **VP of Sound Design:** Maintain a line of communication between management and the sound team. Manage and organize the HGD sound library. Facilitate the relationship between the sound team and development teams. It is recommended, but not required, that the VP of Sound Design be a student in an audio-related degree. (The VP of Sound Design will also be a working member of the sound team.)

Collectively, management is expected to complete the following tasks every semester:

- Clearly set deadlines for team leaders and team members and clearly define what should be completed at each of those deadlines.
- Regularly interact with all HGD teams and monitor their progress.
- Have a syllabus prepared by the first day of class.
- Have a skills form ready for students to complete by the first day of class.
- When possible, promote and represent HGD within the Enterprise Program and Michigan Tech.
- Recommend grades for the students to the faculty advisor by the Wednesday of finals week.
- Meet every week.
- Post any games which are completed by the end of the semester to the HGD website and permission was given by the team to post.

- Actively pursue creating and improving connections with industry.
- Can obtain access to and monitor teams' ticket tracking and repository of materials produced by teams.

The faculty advisor is expected to:

- Attend the management meetings and help the president lead the meetings.
- Attend the general meetings.
- Provide advice to management but allow management to make their own decisions.
- When the faculty advisor thinks that something is critically important, he/she can override a decision by management. For example, the faculty advisor can override grading, fire students in management, etc. It is expected, however, that this power will be used sparingly and will not be necessary most semesters. Provide input on the grading of management.
- Respond to concerns or questions from anybody enrolled in HGD.
- Work as a mediator between HGD and other groups (such as: CS Department, Michigan Technological University, corporate sponsors, and industry contacts).
- Ensure that the grading process is fair and appropriate.

6. Intellectual Property and Revenue Compensation

All HGD members working on sponsored projects must sign the Michigan Tech Enterprise "proprietary rights agreement" (PRA), which states that the IP of games created for Husky Games is owned by Michigan Tech, and outlines the process and percentages for distributing any royalties.

7. Grades

7.1. Team members

Each of the following elements will play a significant role in the overall grade. The exact weighting of these elements will be determined prior to each semester.

1. Team Presentations — There will usually be two team presentations over the semester. The presentations will typically be used to allow the team to describe ideas, plans, progress and some insight into development. The longer presentations will also typically require a demonstration that meets the requirements defined by management. Teams should be prepared to answer questions.

2. Assignments — There will be multiple assignments which may be either individual or group assignments. The final report is a particularly important assignment where students document which work they have done so management can gauge the overall effort and contribution that each team member has made toward their team.

3. Evaluation — Everyone must evaluate themselves and their peers. It is management's responsibility to make reasonable weightings of self-evaluations and the other team-members evaluations when determining this portion of the grade. The purpose of evaluations is to check in on how well the rest of the team is working together.

4. Attendance — Students are expected to attend the weekly general meeting. If a student cannot attend due to exceptional circumstances, an exemption may be granted by management.

5. Sprints — Students are expected to write up a sprint report multiple times a semester. Each report should give the team and management an update on completed tasks, proof of work, roadblocks, and goals. A template and/or example report will be provided by management.

Procedure: The management member assigned to your team will be responsible for grading each assignment to their best ability within a week or two of submission. The faculty member will give the final grades to all students in HGD and is ultimately responsible for ensuring appropriate grading.

7.2. Team Leader Responsibilities

Team Leaders have the same responsibilities as members with some minor changes:

- **Team Organization** — Team leaders are in charge of ensuring each member of their team has a task to work on. Some kind of issue tracking software (e.g., GitHub issues) or some other task management software (for example, Trello, Github's Project Functionality) is encouraged. If implemented, the team leader must ensure that management can access that information.

7.3. Management

Each management member will be assigned to one or more teams. They will be responsible for noting team member attendance during general meetings, listening to complaints about team leaders from team members, switching of team members between teams, and keeping up to date with those teams. They should also review each team's time logging/issue tracking tool usage weekly.

Procedure: At the end of each semester, each management member will evaluate every other person in management. This feedback will be used by the HGD President to determine grades for all of management (including themselves) and provide them to the faculty advisor. The faculty advisor will carefully evaluate the HGD President's suggestions, provide feedback, or override the grades suggested by the HGD President if appropriate.

Depending on the situation, temporary management members, as described in Section 8.4, may have a very brief term or may serve for a full semester. If they spend most of the semester as temporary manager, then their grade will mostly be based on their performance in management. If they spend little of the semester as temporary manager, most of their grade will be impacted by their performance as a regular HGD member.

8. Management Selection

8.1. Term length

Members of management will retain their position until graduation, resignation, or otherwise challenged.

8.2. Requirements

Management members must not be on academic probation.

8.3. Selection process

Management will clearly communicate a deadline for people to indicate that they wish to be a candidate for management. Candidates must specify which position(s) they are interested in. All candidates must be interviewed by management except for two cases where the interview is optional: (1) management members who are being challenged and (2) management members who are candidates for a different position.

Candidates for the position of President and VP of Operations must give a presentation and a vote must be held. If the candidate is applying for both the President and VP of Operations position, they only need to give one presentation. After the presentation, there will be a vote by everybody enrolled in HGD held in secret. Although this vote is not officially binding, it will be considered with significance by management. Should only one person be running for a position, the vote from the enterprise may be bypassed.

All management positions are decided by a majority vote by the existing management members. Anybody in management who is a candidate for a

position will be excluded from the voting and selection discussion for that position. If a tie occurs, the faculty advisor will cast the deciding vote.

If nobody volunteers to fill an open management position or if all of the candidates are deemed unacceptable, management may arbitrarily select an interim manager to fill the position as described in Section 8.4.

If possible, the newly elected management member should “shadow” the existing management member until their term officially begins.

8.4. Temporary Management

Management may, in some circumstances, select an interim or acting management member to fill an unfilled position, referred to collectively as ‘temporary’ management members. An interim manager can be selected by management to serve temporarily without following the formal selection process described in Section 8.3. An acting manager is a temporary manager who has been selected by following the formal selection process. Temporary management members may be used in three circumstances:

1. Failed Search — If a search for a permanent management member fails, an interim management member may be selected by management to fill in the position until a successful search can be completed. The position could also remain unfilled until a successful search.

2. Resignation — If a management resigns, leaves Michigan Tech or is unable to continue to serve as a manager, an interim management member may be selected by management to fill in the position until a successful search can be completed. The position could also remain unfilled until a successful search.

3. Leave of absence — Management members may take a leave of absence for up to 1 semester for reasons such as co-ops, medical emergencies, etc. During the absence, the position can be filled with either an interim or an acting manager. An interim manager can be selected by management without following the formal selection process if the absence is expected to be short or if there was little advance notice about the absence. If the management member does not return from the leave of absence, then the interim position will become open and a formal selection process will take place. An acting manager will be selected if the leave of absence is for a full semester and if there is enough notice to complete the formal selection process (i.e., notify everybody of the open position, conduct interviews, etc). If the management member does not return from their leave, an acting manager will become the manager and no formal selection process is necessary because it has already been conducted.

During the next selection process, the temporary manager may or may not run for their position. Temporary management members are prohibited, except when they are filling in for a management member’s leave of absence, from casting management-level votes for candidates during the selection process. However, Temporary managers are allowed to vote for the appointment of additional Temporary management members.

8.5. Removal

A management member can be removed from management if two thirds or more managers vote to remove the manager at an official management meeting (out of filled management positions). The faculty advisor can overrule a decision to remove a management member. In addition, the faculty advisor can remove a management member even if no vote is held or if a vote is held for removal and fails.

9. Management meetings

9.1 Official management meetings

An official management meeting occurs when all management members have been invited to a scheduled meeting. Management should make decisions at official management meetings and avoid making decisions outside of official meetings. More than 50% of management members must be present in order for an official management meeting to convene.

9.2 Decision making

For all decisions not outlined in this document, management will try to build consensus before making a decision. If consensus is reached and there are no objections (from the faculty advisor or anybody in management), no vote is necessary for a decision to become official. If requested by the faculty advisor or anybody in management, a vote will be taken (voice, anonymous, electronic, or other). More than 50% of the management members at the meeting must agree before a decision becomes binding. In the case of an exact tie, the faculty advisor has the option to cast a deciding vote (but is not required to). The faculty advisor has the option to override a decision made by management.

9.2a Absentee & Proxy Voting

In the event that a management member is unable to attend a meeting in which decision-making votes are to occur, the management member may opt to cast a vote before the meeting, by reviewing the meeting's agenda beforehand. This necessitates that a meeting agenda be circulated to management members and the faculty advisor. Management may also choose to make this agenda public to the entire organization.

Alternatively, management members may opt to grant their voting powers to another management member temporarily. In order to exercise voting-by-proxy, the absent management member must notify the remaining managers and the faculty advisor: (a) that they are exercising this right, and (b) which management member is to place a vote in their place. This notification must be done before the meeting, and will preferably be done via the mailing list.

10. Amending the constitution

In order to amend this document, at least seventy percent (70%) of all HGD management positions, must agree on any change proposed; this means that any unfilled management position automatically defaults to a “no” vote. Temporary management members are permitted to vote on constitutional amendments. Voting-by-proxy is not allowed. Additionally, the presiding faculty advisor must vote in favor of the proposed change(s) in order to take effect.

Approved by HGD Management on **September 21, 2021**