CONSTITUTION OF NIGHT GAMES
Preamble: This is the complete and current constitution of the Night Games student organization at The University of Iowa.

Date of submission of Office of Student Life (OSL): _______________________________

Article I

Purpose: Night Games is designed to provide a monthly weekend alternative to alcohol for students at the University of Iowa. It provides fitness and social opportunities through sports and other activities. Night Games is funded and supported through the Office of Residence Life.

Article II

a) Membership: In no aspect of Night Games shall there be any difference in the treatment of persons of the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference, or any other classification, which would deprive the person of consideration as an individual. The organization will guarantee that equal opportunity and equal access to membership, programming, facilities, and benefits shall be open to all persons.

b) Membership Limitation: Members must be a current student of the University of Iowa.

c) Attendee Limitation: There are no requirements of attendees of Night Games events. Attendees may attend any and all Night Games events of their choosing.

d) Prize Winner Limitation: Only current University students may claim prizes at Night Games event. Students must be present at the event in order to receive the prize. Student’s name and current identification number will be collected in compliance with Residence Life procedures.

Article III

Officers and Duties: A Night Games executive board functions as leadership for this organization. Each executive board member is assigned responsibilities in planning each event. A board member’s term is one year, however, they may re-apply for consecutive terms. For any vacant positions, applications will be made available in the spring or at the time of an opening. The advisor, one current co-president, and one up-coming co-president, will hold interviews. Any member who does not consistently follow through with his/her responsibilities is liable for termination. The co-presidents, along with the advisor, make all expulsion decisions.

Co-Presidents: Co-presidents will divide their responsibilities over two separate sectors of the group: (1) Event Planning and (2) Marketing and Advertising. Each co-president will ensure that everyone in their sector is completing their responsibilities. The co-presidents will assist the executive board in getting things done to meet the needs of each event. They also run any large group (mandatory) meetings that are held leading up to an event. With the guidance of the advisor, the co-presidents will make all major budgeting decisions and funding appropriations.

Secretary: This person will coordinate with both co-presidents, and the advisor in performing their job duties. The secretary will be responsible for writing mass emails, maintaining the
current contact list, and scheduling the larger group meetings. The secretary will also reserve meeting space, and will be heavily involved in the organization of board position binders, making them available for the next year’s executive board.

(1) Event Planning Sector

Event Manager: with the help of the co-president in charge of event planning, this person is in charge of overseeing the planning and coordination of each Night Games event. They will be responsible for finding volunteers and/or referees for each event, contacting other student organizations, and overseeing the prize and food/drink coordinator. They will also be in charge of coordinating any larger equipment or materials needed for special events.

Prize Coordinator: This person is in charge of any prizes given away at Night Games events. Prizes may include T-shirts, gift certificates, etc. Decisions on prizes must be approved before purchase by the advisor and co-president in charge of event planning. This person will also be responsible for collecting winning student’s name and ID number before allowing them to claim the prize. Any purchase must be made with the procurement card (P-card) from the Office of Residence Life (260 Stanley). The card is a tax-exempt card and must be reserved before being checked out by anyone.

Food and Drink Coordinator: This person is responsible for ordering pizza and any other food needed for the event. They are responsible for coordinating pick-up and clean up, as well as watching the food and drink table during the event. The co-president in charge of event planning must approve the list of materials and quantities before purchases can be made. All purchases must be made with the procurement card (P-card) from The Office of Residence Life (260 Stanley). The card is a tax-exempt card and must be reserved before being checked out by anyone.

(2) Marketing and Advertising Sector

Marketing/Advertising Manager: with the help of the co-president in charge of marketing, this person oversees the marketing and advertising efforts for Night Games. This person will work with four specialized advertisers, as well as develop (or update) a marketing plan for Night Games, which targets the entire University of Iowa community. They are responsible for knowing deadlines and for getting templates from previous managers. They will work with the advisor and the co-president in order to get all marketing approvals. They will also be responsible for seeking out new advertisement opportunities to further publicize the events.

Student Living Advertiser: This person, with the help of the manager and small committee, will be in charge of creating, designing, constructing, and distributing posters, flyers, and any other advertisement methods required for each event for both East and West sides of campus. The ad(s) must be approved with the Night Games advisor and co-president of marketing, as well as the individual granting permission for the Night Games advertisement space (if requested) and displayed at least two days before each event. Advertisements will be distributed in accordance with guidelines established by University Housing and Dining and the University of Iowa.

Academic Building Advertiser: This person, with the help of the manager and a small committee, will be in charge of creating, designing, constructing, and distributing posters,
flyers, and any other advertisement methods required for each event in academic buildings (i.e. Chemistry Building, IMU, Van Allen Hall, etc.). The ad(s) must be approved with the Night Games advisor and co-president of marketing, as well as the individual granting permission for the Night Games advertisement space (if requested) and displayed at least two days before each event.

**Event Location Advertiser:** This person is in charge of getting permission for advertisement space in the CRWC or Field House, depending on where that month’s event is taking place. They will also be in charge of creating, designing, constructing, and distributing posters, flyers, and technological advertisement that will be projected on the monitors throughout the facility. They will also be in charge of creating advertisements for the event(s) the following month and have them displayed at the event near the entrance and pizza line. The ads must be approved with the Night Games advisor and co-president of marketing, as well as the individual granting permission for the Night Games advertisement space (if requested).

**Group Marketing Advertiser:** This person is in charge of getting permission for advertisement space or co-advertisement with other student organizations on campus. They will also be in charge of creating, designing, constructing, and distributing posters, flyers, and any other advertisement methods required for each event. The ad(s) must be approved with the Night Games advisor and co-president of marketing, other student organization President or Marketing Manager, as well as the individual granting permission for the Night Games advertisement space (if requested).

**Note:** All executive board members are encouraged to be actively involved in the decision process for each Night Games event theme. All ideas are welcome to be presented at Night Games meetings and each board member is always welcome to express their ideas and opinions for all aspects of Night Games events.

**Article IV**

**Advisor:** The Advisor is a University of Iowa staff member who oversees the Night Games executive board. The position of Advisor is appointed by the Office of Residence Life and can be held for as long as the candidate is willing. The board is able to request for a different advisor if the board is unanimous in that decision.

**Article V**

a) **Night Games Meetings:** Meetings will be held at least twice a month prior to an event. The secretary is responsible for scheduling and finding a meeting space. The co-presidents are responsible for running the meetings. There will be two mandatory meetings per month aside from the event, but there is a possibility more meetings may be scheduled based on need.

b) **Meeting Attendance:** All Executive Board members will be required to attend all meetings. Members will be granted two excused absences per semester with 24 hour advance notice. If members have more than two unexcused absences per semester, they
will have a meeting with the Co-Presidents and Advisor to determine their further participation on the Night Games Executive Board.

c) Meetings can occur with any number of board members present. Quorum for official voting and decisions (on minor issues) is one more than half of the board present.

d) **Meeting Request:** Anyone on the board may request a meeting to be held. However, they must contact the co-presidents beforehand. The co-presidents and the advisor are the only board members who may notify the rest of the board about an official meeting.

**Article VI**

a) **Co-President Elections:** Elections for Night Games co-presidents will be held at the end of March for the upcoming academic year. They will be chosen by a majority vote at the last meeting in March. At the meeting, any member who wishes to apply for the co-president position must give a 3-5 minute presentation and/or speech regarding why they should be elected co-president, their expectations for the upcoming year, and why they want the position. After every candidate has given their speech there will be an anonymous vote and the advisor will collect and count the ballots. The two candidates who receive the most votes from the rest of the board will be awarded the position of co-presidents for the upcoming academic year.

b) **Executive Board Positions:** The remaining executive board positions will be filled through an interview process conducted by one out-going and one incoming co-president (advisor may be substituted if one of the co-presidents is unable to attend) before the end of the academic year. Any member wishing to apply for a position must submit a short resume and application that will be made available when a vacancy occurs. Members will be notified by email shortly after the final decisions have been made.

c) **Length of Terms:** Members may hold only one board position per academic year. Members may hold the same or different board positions for multiple years, but must re-apply or be re-elected every academic year.

**Article VII**

a) There are no dues for Night Games.

b) The Office of Student Life allocates Night Games funds. Funds are accessed through The Office of Residence Life. The Advisor and co-presidents handle all financial affairs.

c) Upon dissolution, state money and mandatory student fees revert back to the granting organization.

d) Group fees should be divided as stated in the Constitution and carried out by the dissolving group’s members and officers.
e) If the group has dissolved and group fees have not been divided as stated in the Constitution, by five years from the last account activity, monies in the group’s 00 account will revert to an account specified for this purpose with UISG. These funds will then be available for distribution through SABAC guidelines in compliance with University of Iowa policy.

f) **Statement of where group fees should be divided upon dissolution:** If the organization should dissolve, the remaining funds will go back into the student organization pool in The Office of Student Life (OSL).

**Article VIII**

a) **Amendments:** Board members will be notified of a proposed amendment prior to a mandatory meeting.

b) **Voting for Amendments:** All board members must be present to hold a vote for a proposed amendment. If a member is not able to attend the meeting they must contact the advisor and co-presidents at least 24 hours before the mandatory meeting. Their ballot will then be collected via email and included in the vote. A 2/3 vote is required to pass an amendment.

**Article IX**

**Ratification:** Amendments will be in effect immediately following the vote. Amendments will be approved and signed by each board member before submitting it to OSL.