

University of Denver Dungeons and Dragons

The University of Denver

Article I: Name

The name of the organization shall be “DU Dungeons and Dragons,” which is affiliated within the University of Denver.

Article II: Mission Statement

The Mission Statement of DU Dungeons and Dragons (DUDAD) is to create a fun and open environment for players of all experience levels and to build leadership through adventures within the various forms of Dungeons and Dragons. We will allow multiple adventures to go on at one time and allow players to learn from one another. DUDAD will be a fun environment where competition does not override enjoyment.

Article III: Membership and Eligibility

Section 1: Membership will be limited to full time students attending the University of Denver at any level who are willing and able to follow the organization’s mission, and members of the public that show interest, willingness to participate, and uphold the organization’s charter that are invited by at least one active member of the club and ratified by the Executive Board.

Section 2: Membership and eligibility shall be free from discrimination, including but not limited to: race, religion, gender, age, sexual orientation, physical disability, or ethnicity.

Section 3: Eligibility Requirements of Members

- a. Members must be participating in one adventure per quarter in any capacity. Participation includes adventuring, being a DM or GM, holding an officer position, or any other capacity approved by the officers. Participation demands that the member be present for at least six of the nine quarterly sessions.
- b. Members cannot be in poor academic or disciplinary standing with the University of Denver.
- c. Membership will be subject to questioning and possible revocation by members of the Executive board if a member fails to communicate with the board, their GM, or any other member of the club regarding absence in excess of the first three meetings.

Section 4: Expulsion of Members

- a. A member can be expelled from the organization if they fail to uphold the expectations of a member of DUDAD. This includes but is not limited to: ridiculing or mocking other players or parties, failure to remain in good standing with the University, and fails to behave appropriately during and outside of meetings.
- b. A member may only be expelled if all officers of the organization and 50% or more of the members vote for their expulsion. The member in question shall be notified prior to a

voting scenario in order to offer ample time for behavior correction. The member has the right to defend themselves before voting.

Article IV: Officers and Duties

Section 1: Executive Positions and Conditions of Office

- a. This organization shall have four main officers. These officers are:
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary
- b. Neither the President nor the Vice President Position shall be vacant. In the event that either position is vacant due to impeachment, an election will be held to appoint a replacement. In the event that a vacancy results from that member fulfilling DU requirements abroad, a replacement may be selected by whosoever holds the position. This replacement may be vetoed by majority vote from the executive board, in which event an election will be held. In the event that the Secretary or Treasurer position is vacant either the President or Vice President will select a member to take over or both officers will collectively assume the position until vacancy is filled. Appointing a replacement officer or electing a new one is to be performed only after items c and d below have been considered.
- c. If the President steps down from his or her role, only the Vice President is able to fill the position. Upon vacancy in the Vice President position unresolved by appointing a replacement, the Secretary or Treasurer may fulfill this role. If they decline, an election will be held.
- d. The faculty advisor shall be consulted in any other events including, but not limited to: electing new officers, impeaching current officers, guidance for improving positions, and other general consultation for club actions. The faculty advisor may not vote in any elections and will not be considered a member of DUDAD.

Section 2: Qualifications of Officers

- a. The potential officer shall be any student at the University of Denver in good academic standing, with at least a 2.75 GPA.
- b. Potential officers must be active members of the organization, participating in one adventure a quarter, and willing to attend any meetings held by Student Life.
- c. Officers are regarded as being on temporary leave while studying abroad for any length of time during the academic year. Their duties shall be upheld by remaining officers, or, elected temporary officers.
- d. Potential and current officers must demonstrate leadership skills and open-mindedness.

Section 3: Duties of Officers

President

- a. The President shall uphold the Constitution of the Institute and uphold the mission of the organization.
- b. The President will create a safe and creative environment for all members and officers during meetings and events.
- c. The President will behave correctly during and outside of club activity, keeping in mind that they are the main representative for the club and its mission.
- d. The President will attend all events and meetings required by the University of Denver.
- e. The President shall oversee all other officer positions.
- f. The President will be the main contact for the faculty advisor.
- g. The President is responsible for contingency of present and future elected officers.
- h. The President shall provide assistance and leadership to all officers when needed
- i. The President is the main contact for the institute and handles all correspondence between the institute and university administration with the help of the Vice President and Secretary or Treasurer when needed.
- j. The President shall coordinate with all DMs and GMs within the organization to create meetings and events

Vice President

- a. The Vice President shall take on President's duties if/when the President is absent.
- b. The Vice President reports directly to the President.
- c. The Vice President (Hereafter VP) is responsible for coordinating events with the help of the Secretary.
- d. VP must take pictures and keep any important notes during adventures/meetings. If there are multiple adventures taking place, the ST must appoint someone to take notes in each adventure.
- e. VP is responsible for planning events other than adventures, advertising, and recruiting new members. This includes, but is not limited to, club tables at events, club merchandise, fliers, and social media advertising.
- f. VP is responsible for sending emails to DU organizations for and on behalf of DUDAD.

Treasurer (Tres)

- a. The Treasurer (Hereafter Tres) shall track any and all expenses coming out of DUDAD and non-funded accounts
- b. Tres is responsible for processing all reimbursements and reporting finances.
- c. Tres shall work and keep in touch with the Comptroller's Office.
- d. Tres shall create budgets for all events with the help of the Vice President and President.
- e. Tres will report directly to the President.
- f. Tres must match books with Comptroller's Office.
- g. Tres is responsible for re-licensing and financing with the help of the Executive Board

Secretary (Sec)

- a. The Secretary (Hereafter Sec) is responsible for taking pictures and keeping meeting notes, and uploading these to the club website.

- b. Sec must track campaign attendance and locations thereof each night.
- c. Sec is responsible for updating all electronic forms of communication with the public and members, including Facebook, email, and the club website.
- d. Sec must give timely reminders on Facebook each Friday to current locations of meetings.
- e. Sec must take and track attendance of all officers.
- f. Sec is responsible for all DUDAD documentation and files.

Section 4: Elections

- a. All elections are held once yearly in the last weeks of the Winter Quarter to determine the following year's officers. A process of nomination must be held at least two weeks before voting begins.
- b. Nominees will be made aware of their potential candidacy before a ballot is drafted, and have the right to refuse this nomination.
- c. All club members are allowed to vote. All club members may decline the right to vote.
- d. All current officers may choose to run again for the coming year. Any club member can run for office, provided that they gather no less than three nominations for the position from separate club members.

Section 5: Meetings

- a. Officers must participate in one adventure a quarter, so they must adhere to the same attendance rules as other members. If they are unable to attend, they must contact other officers in advance.
- b. Officers will hold no less than one meeting per week of varying lengths.

Section 6: Impeachment

- a. Members and officers can request an officer's impeachment if there is an announcement made during adventure/meeting times. Faculty advisor must be consulted and proper proof must be provided prior to any action. 50% of the members, the faculty advisor, and 2/3 of the officers must be in agreement in order to impeach another officer. If it passes, the officer must step down immediately.

Section 7: Resignation

- a. If an officer cannot fulfill their duty as an officer, they may step down after submitting resignation to another officer.
- b. Resigning officer must provide one week notice and must continue to fulfill their role until resignation date.
- c. Election will be held the week after the officer has officially resigned. Nominations for the position(s) will begin when the notice is handed in. Elections will then proceed in the same manner as outlined in Article VI, ignoring stipulations regarding date.

Section 8: Non-officer Club Members

- a. Club members must actively participate in one adventure per quarter.
- b. Club members must show aspiration to be active in the club and must show willingness to learn.
- c. Club members are allowed to DM or GM their own campaigns.
- d. Club members may run for officer positions during elections, provided that they are students of the University of Denver, and will remain as such throughout their expected term as an officer.
- e. Club members must uphold the mission of the club.

Article V: Finances

- a. All officers are accountable for funds.
- b. The President, Vice President, Secretary and Treasurer may write checks and sign reimbursement forms.
- c. Officers must present all financial information to members upon request.
- d. If members purchase anything for events or adventures for DUDAD and want to be reimbursed (within reason), they must provide a copy of the receipt and notify the board prior to the purchase to obtain proper clearance.
- e. All officers must agree on expenses.

Article VI: Elections

- a. Every member will have the ability to participate in elections.
- b. Each member will only be allowed one vote per office position.
- c. Winners of each vote will be determined by majority rule basis.
- d. A secret ballot will be used in the voting process for every election and every position, except in those cases where an election is unnecessary or informal. Such cases are outlined elsewhere in this document. Any situation not outlined falls under this rule.
- e. Votes will be counted by all current officers.
- f. Elections must be held the last weeks of Winter Quarter.
- g. All nominations will be made two weeks leading up to the vote.
- h. Terms are limited to one year or until resignation.
- i. Current officers may run again for the same or new position.
- j. All candidates, having accepted nomination, will be given approximately 90 seconds to speak in favor of their election in the week prior to the election. This time may be adjusted as seen necessary by the Executive Board, but all candidates must be allowed the same period of time to speak.
- k. In the case of a split-vote, the election will be resolved by a second vote between the two parties tied with the most votes. In the event that only two parties were candidates for that particular position, and therefore tied between the two, the tie will be resolved among the two candidates via a manner of their choosing. If such an agreement cannot be reached, it will be resolved by the faculty advisor.

Article VII: Contingencies

- a. Once the new officers are elected, shadowing will be allowed until the 7th week of the spring quarter and then will be required until the end of the year.
- b. Previous and historical documentation must be given to the newly elected officers no earlier than the 7th week of the spring quarter and no later than the 10th week of the spring quarter.

Article VIII: Amendments

- a. All amendments may be proposed spring quarter by any member of DUDAD.
- b. Amendments must be made available one week prior to voting to all members and officers.
- c. Amendment must be ratified by $\frac{3}{4}$ officers.
- d. Members may request at any time for a list of changes made to this document. Members may override any amendment or change made by the board with a two thirds majority vote. Such a vote must be organized by the Executive Board if supported by no less than five active club members who do not hold officer positions.
- e. Amendments, in this language, refers to any additions, subtractions, or alterations of the language in this document.

Article IX: Adventures

- a. Any member is allowed to start an adventure at any time during the year if other members are interested.
- b. All new adventures must be approved by the President, whose decision may be overridden by majority vote of the Executive Board members.
- c. All new adventures are open to all members.
- d. GMs have discretion as to members within their campaigns, in such a way as to ban a particular player from their game by announcing this discreetly to the executive board, provided they possess reason for doing so which is approved by the board.
- e. GMs will receive their campaign list prior to announcement of these lists to the club.
- f. If a member wishes to hold a 'private' campaign, wherein they have selected members who are the only players, they must first have this campaign ratified by the Executive Board. This process involves an open conversation with officers wherein the member will explain why such a closed game is necessitated. The board will then vote to approve this campaign, wherein a majority must be reached.
- g. After adventures finish, members may choose to start a new adventure or join an ongoing one with the permission of the DM or GM of said adventure.
- h. Per quarter, member assignments will be made on a lottery system. Players of ongoing campaigns will have priority in position over all other members in their ongoing campaign alone, however no guarantee of return to the campaign the next quarter can be made, especially in the case where a GM feels the need to lessen their number of players.
 - a. The lottery system works as follows: after registration closes, each member is assigned a random number, the lowest of which picks first. As campaigns fill, numbers are assigned based on preference. Further documentation on this process is located elsewhere by the club.

Article X: Meetings

- a. All DUDAD meetings will be held every Friday from 7:00pm to 12:00am, but members may come and go as they please or need.
- b. DUDAD meetings will be held in publicly available spaces on the DU campus, locations varying occasionally.
- c. If adventures prefer to meet at other times, information will be sent via email and posted to Facebook.
- d. Any cancelled meetings will be sent out with 24-hour notice by the ST via email.

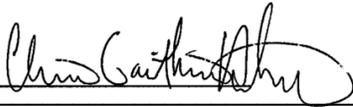
Article XI: Faculty Advisor

Section 1: Advisor Duties and Responsibilities

- a. The advisor will be a DU faculty or staff member who will serve as a resource and a mentor for officers and members upon request and ability.
- b. The responsibilities of the advisor include:
 - i. Correlating information and offering advice when helping officers.
 - ii. Help keep officers focused on the goals of the organization
 - iii. Participate in impeachment voting
- c. The advisor can attend any meeting and adventures if they so choose.

Section 2: Advisor Terms

- a. The advisor will serve one academic year; optional leave after one year if so desired, but must help officers in finding replacement.

X  _____

Chris Gauthier Dickey – April 13, 2018

Faculty Advisor

X  _____

Alex Niederberger – April 13, 2018

Treasurer

X  _____

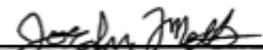
Marcus Merritt – April 13, 2018

President

X  _____

Hannah Renea Bumgarner – April 13, 2018

Secretary

X  _____

Jordyn Merritt – April 13, 2018

Vice-President (interim)