

University of Denver Dungeons and Dragons

President: Hannah Renea Bumgarner

hannahrenea.bumgarner@du.edu

Vice President: Cedar Haugen

cedar.haugen@du.edu

Treasurer: Camille Abelanet

camille.abelanet@du.edu

Secretary: Abigayle Scadden

abigayle.scadden@du.edu

Faculty Advisor: Jeffrey Edgington

jedgingt@du.edu

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Article I: Organization Name

Section 1:The name of the organization established within this constitution shall be the University of Denver Dungeons and Dragons, hereafter referred to as DU Dungeons and Dragons or DUDAD.

Section 2, Overview of Mission: The Mission Statement of DU Dungeons and Dragons (DUDAD) is to provide a fun, creative, and safe environment for players of all skill levels to find friendship and community through tabletop gaming and collective storytelling experiences. DUDAD will seek to encourage within its membership the confidence to create and share ideas, pushing us all to imagine what could be rather than simply accepting what is. DUDAD will strive to teach that the stories we tell are nothing without the spark of life we, as a unique individual, can provide them.

Article II: Purpose:

Section 1, Learning Objectives: At DUDAD, players will engage in quarterly storytelling experiences. Through these they will practice collaborative problem solving, conflict management, improvisation techniques, and creative expression through worldbuilding. Over the course of each academic quarter, members will work towards these goals with a group of four to ten peers. They will continuously develop these skills and connection with their peers over the course of their membership in DUDAD.

Section 2, Campus and Community Action Steps:

1. Weekly club meetings provide opportunity for personal growth through DUDAD learning objectives as outlined in Section 1.
2. Bi-weekly One-Shot Days allow for members of the community who otherwise are not free during normal DUDAD meetings to engage with our organisation, working towards our goals and collaborating with our members.
3. Our Player's Guild program provides a space for members of DUDAD to advocate for their accomplishments, projects, events, and other organizations. We believe this helps foster community and celebrate our members' achievements.
4. We provide our members with the opportunity to host GM Workshops, enabling them to lead seminars discussing aspects of GM-ing and sharing game design principles with their peers.
5. DUDAD engages with other student organizations to provide awareness and assistance for their events. Most notable of our collaborations is our annual partnership with DUCS'S DU Arcade for International Tabletop Day.

Article III: Membership and Eligibility

Section 1:

- 1) Members and officers must be enrolled undergraduate students at the University of Denver.
- 2) Faculty, alumni, graduate student, or other non-students are encouraged to attend but may not vote, hold office, or be counted in the organization's membership.

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 and Expectations of Members

- a. Members of the public are allowed to join provided that they that show interest, willingness to participate, uphold the organization's charter, and are invited by at least one active member of the club and ratified by the Executive Board.
- b. Members must be participating in one adventure per academic year in any capacity. Participation includes adventuring, being a DM or GM, or any other capacity approved by the officers. Participation demands that the member be present for at least six of the nine quarterly sessions.
- c. Members cannot be in poor academic or disciplinary standing with the University of Denver.
- d. Membership will be subject to questioning and possible revocation of membership at the discretion 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.
- e. Club members are allowed to DM or GM their own campaigns.
- f. 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.
- g. Club members may participate in any and all executive board meetings to provide their input, though their votes will not be counted in official executive board votes. The board may choose by a 3/4 vote to keep a meeting private for the sake of individual club member's privacy, such as but not limited to discussion of removal or editing of campaign descriptions. Club members are expected to contact the Executive Board to be made aware of the board meeting's time and location, as it may change as needed.
- h. Club members must uphold the mission of the club.

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, failure to meet reasonable expectations of behavior during and outside of meetings, abusing or manipulating club practices and rules, or abusing the power and authority that comes with the role of Game Master. The Executive Board shall vote to determine whether or not an action constitutes a violation of this rule, and the Faculty Advisor may be consulted for guidance as well.
- b. Upon being found in violation of the rules and expectations as laid out in this constitution, the member and the violation will be discussed by the Executive Board in consultation with the organization's Faculty Advisor. The member in question will be notified of this meeting and their violation, and they must be given the opportunity to be present at the meeting to defend themselves. The violation, as well as officer and advisor comments, will be documented by the board, and expulsion will be finalized if all officers unanimously agree to the expulsion. This documentation is to be kept private and is only available upon a need-to-know basis by the Office of Student Engagement.

Article IV: Finances

Section 1: General Procedures

- a. The Treasurer is primarily in charge of funding, but all officers are accountable for funds.
- b. The Treasurer, with help from other officers, will submit budget requests and event forms.
- c. Officers must present all financial information to members upon request.

Section 2: Budget Planning

- a. DUDAD's primary expense is snacks for our weekly meetings. The board purchases snacks for all of our members, based on a request system from the previous week.
- b. DUDAD plans on purchasing food for our biweekly One Shot Days and other hosted events. DUDAD's budget will also include any costs that would be accrued advertising those events.
- c. DUDAD purchases materials for our players and GMs to use during sessions, including but not limited to: tabletop RPG source books, dice, battlemaps, and markers.
- d. At the end of each academic year, DUDAD has to renew our website (dudad.org, via WordPress) and club accounts on websites like D&D Beyond, and Inkarnate.

Article V: 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 (for example, from that member studying abroad or taking a leave of absence), 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 be given the option 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, the Vice President is the first officer who will be given the option to fill the position. If the Vice President declines, the option to become President shall fall to the Treasurer and then to the Secretary. An election will then be held to fill the vacancy left by whichever officer took the role of President. If no officers step up to the role, a normal election process for President will occur. At no time shall the positions of President, Vice President, or Treasurer be vacant.
- d. The faculty advisor shall be consulted in any other events including, but not limited to: electing new officers, impeaching current officers, expulsion of members, 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 as deemed necessary by the Executive Board.
- c. Potential officers must not be studying abroad during the academic year they intend to be on the Executive Board.
- d. Potential and current officers must demonstrate leadership skills, open-mindedness, and the ideals outlined in the organization mission statement.

Section 3: Duties of Officers

Duties Shared by all Officers

- a. All officers share responsibility 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.
- b. All officers share responsibility for all DUDAD documentation and files.

President

- a. The President is responsible for this constitution, and will oversee the process of reviewing and updating this document as necessary but at minimum annually.
- b. The President shall uphold the Constitution of the Institute and take action as necessary to uphold the mission of the organization.
- c. The President will create a safe and creative environment for all members and officers during meetings and events.
- d. The President will coordinate and lead the meetings of the executive board.
- e. The President will coordinate and lead the discussion at weekly club meetings, with assistance from the other officers of the board when subjects of the meeting pertain to their duties.
- f. The President will behave appropriately during and outside of club activity, bearing in mind that they are the main representative for the club and its mission.
- g. The President will attend all events and meetings required by the University of Denver, or shall delegate this role to another officer as necessary on a case-by-case basis.
- h. The President shall oversee all other officer positions.
- i. The President will be the main contact for the faculty advisor.
- j. The President shall provide assistance and leadership to all officers when needed.
- k. The President is the main contact for the institute and handles all correspondence between the institute and university administration with the help of the Executive Board when needed.

Vice President

- a. The Vice President (Hereafter VP) shall take on President's duties if/when the President is absent.
- b. VP reports directly to the President.
- c. VP is responsible for coordinating events with assistance from the other officers. This includes but is not limited to One-Shot days and GM Training events.
- d. VP is responsible for acquiring rooms for adventures to occur in.
- e. VP is responsible for maintaining all club supplies for use by DMs and Players, digital and physical.

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 Executive Board.
- 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 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 or via email each Friday to current locations of meetings as necessary.
- e. Sec must take and track attendance of all officers.

Section 4: Meetings

- a. Officers must adhere to the same meeting attendance rules as other members.
- b. Officers will hold no less than one meeting per week of varying lengths, lead by the president.

Section 5: 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 of violation of this constitution must be provided prior to any action. 50% of the members that elect to participate in the vote, the faculty advisor, and 3/4 of the officers must be in agreement in order to impeach another officer. If it passes, the officer will step down immediately and new elections will be held as detailed in Article VI.

Section 6: 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.

Article VI: 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. Any club member can run for office, provided that they gather no less than three nominations for the position from separate club members. Club members may nominate themselves.
- e. All current officers may choose to run to remain in their current position for the coming year, but will be required to obtain three new nominations. If there is no other candidate for the position, the current officer will not be required to obtain nominations in order to be placed on the ballot.
- f. Winners of each vote will be determined by majority rule basis.
- g. A 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. Member's votes on these ballots are to be kept secret. Extraneous cases are outlined elsewhere in this document. Any situation not outlined falls under this rule.
- h. Votes will be counted by all current officers.
- i. Terms are limited to one academic year or until resignation.
- j. All candidates, having accepted nomination, will be given approximately 90 seconds to speak in favor of their election prior to the voting process. 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, allowing for speeches to be delivered a second time. If during this split-vote resolution both candidates tie a second time, a die roll will determine the winner. With the current executive board presiding over the roll, candidates will be randomly assigned "Even" or "Odd" and a twenty-sided die will be rolled, with the winner being the candidate corresponding to the result of the die roll.

Article VII: Statement of Non-Discrimination

Section 1: Statement of Non-Discrimination: In keeping with the University of Denver's policy of nondiscrimination, this organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national

origin, disability, or veteran status. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunities to hold office.

Article VIII: Statement of Non-Hazing

Section 1: Statement of Non-Hazing: This organization will not conspire to engage in any act, even if committed with the Effective Consent of all parties, which endangers the psychological or physical health or safety of a person, or by which a person is encouraged to engage in conduct that a reasonable person would consider to be humiliating, when the act is explicitly or implicitly a condition of admission into, affiliation with, or continued membership in any group. Actively or passively encouraging these acts is also prohibited.

Article IX: Statement of Compliance with Campus and Legal Regulations

Section 1: Statement of Compliance with Campus and Legal Regulations: This organization shall comply with all university and campus policies and regulations and with local, state, and federal laws.

Article X: Contingencies

- a. Once the new officers are elected, a shadowing period begins in the Spring quarter. New officers are expected to attend Executive Board meetings as time permits, allowing them to learn the operations and functions of their positions before they officially take up the position in the Fall quarter.
- b. Access to previous and historical documentation, as well as executive board digital resources, must be provided to the newly elected officers no later than the 3rd week of the spring quarter.

Article XI: Amendments

- a. Constitutional amendments will be overseen by the President to ensure that the amendments are properly in line with the organization's mission.
- 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 50% 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 XII: Adventures

- a. Any member may choose to become a GM and start an adventure. GM sign ups will be organized and conducted by the executive board during the quarter before the new adventures will be running. Player sign-ups will shortly follow GM sign ups, also organized and conducted by the executive board.
- b. New adventures begin at the start of every quarter.
- c. New adventures must support at minimum three players.
- d. All new adventures must be approved by the President, whose decision may be overridden by majority vote of the Executive Board members.
- e. Adventures may choose to be considered “continued” for a future quarter, allowing them to continue with the same characters in the same setting. Players in “continued” campaigns have priority in the player lottery system. No campaign is permitted to mark themselves as Continued from Spring to Fall Quarter to prevent alienating new club members.
- f. All new adventures are open to all members through the player lottery system.
- g. 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.
- h. GMs will receive their campaign list prior to announcement of these lists to the club.
- i. 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. A “points system” exists to fairly compensate members who regularly do not have good luck within the lottery system. A “ban system” exists so that players and GMs may request not to be placed into a game with a specific person for reasons including but not limited to past grievances, personal discomfort, or inability to get along. Further documentation on these processes are located elsewhere and are available upon request from club officers.

Article XIII: 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. Members who miss meetings agree take responsibility for learning what announcements occurred during the meetings.
- b. DUDAD meetings will be held in publicly available spaces or rooms reserved in advance on the DU campus, locations varying occasionally.

- c. If a meeting is to be cancelled, notice should be sent out as soon as possible through email, the club's website, and the club's Facebook page by the Secretary.

Article XIV: 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, join adventures, or become a GM 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 Jeffrey Edgington

Jeffrey Edgington

Faculty Advisor

Date 17th April 2019

X Hannah Renca Bumgarner

Hannah Renca Bumgarner

President

Date 4/17/19

X Cedar Haugen

Cedar Haugen

Vice-President

Date 4/17/19

X Camille Abelanet

Camille Abelanet

Treasurer

Date 4/17/19

X Abigayle Scadden

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Secretary

Date 4/17/19