

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 that we tell are nothing without the spark of life we, as unique individuals, 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 in a group of three to nine peers. They will continuously develop these skills and connections 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. Weekly One-Shot Days allow for members of the community who otherwise are not free during normal DUDAD meetings to engage with our organization, 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. All submissions will be vetted by the executive team, particularly the president, to make sure it is up to the standards of ethics and conduct of the University of Denver before sharing. We believe this helps foster community and celebrate our members' achievements.
4. We provide our members with the opportunity to host Dungeon/Game Master (hereby referred to as 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 other DU RSO's for a joint Halloween party.

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 students, or other non-students are encouraged to attend but may not vote, hold office, or be counted in the organization's official membership.

Section 2: Membership and eligibility shall be free from discrimination, including but not limited to: race, religion, gender identity, 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 show interest, willingness to participate, uphold the organization's charter, and are invited and sponsored by at least one active member of the club and ratified by the Executive Board.
- b. Members must be participating in one campaign per academic year in any capacity in order to be considered an active member of the club. Participation includes being a player, being a 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. Participation will be tracked through the weekly attendance taken by the GM of each campaign.
- 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 GM their own campaigns.
- f. Club members may run for officer positions during elections, provided that they are undergraduate 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 majority vote to keep a meeting private for the sake of individual club members' 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. All attendees of quarterly sessions 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 members or parties, failure to remain in good standing with the University, or violation of the DU Student Code of Conduct. 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. It is expected that if a member of the organization has reportedly violated any University policy or community standard, this violation shall be reported to the appropriate University Office(s) (i.e.: Student Rights & Responsibilities, Equal Opportunity & Title IX. Etc.) and the organization will not under any circumstances conduct its own internal investigation in lieu of reporting to the appropriate University Office. If the organization's Executive Board has additional concerns about a member's ability to continue to be involved pending a resolution of a process being handled by a University Office, the

organization's Executive Board and Staff Advisor are permitted to contact the appropriate office and request a review regarding involvement.

- c. 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.
 - i. When applicable, the GM of a violating player will be notified of the player's removal and given the opportunity to speak with the executive board to guarantee safety and comfort for the rest of the campaign. They will not be informed on what the reason for expulsion will be, and will be told the member was in violation of the Club's Bylaws. If the Executive Board sees it necessary, they will be told the player is leaving the club rather than being removed.
 - ii. If the violating member is a GM, the players assigned to the member's campaign will be notified and re-slotted into campaigns under other GMs.

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, provided they are able.
- b. DUDAD plans on purchasing food for our weekly One Shot Days and other hosted events.
- c. DUDAD's budget will also include any costs that would be accrued advertising those events.
- d. 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.
- e. At the end of each academic year, DUDAD has to renew our website (dudad.org, via WordPress) and club accounts on websites including but not limited to D&D Beyond. All previous versions of the website must be properly archived through WordPress.
- f. The organization's funding and USG supplemental funding cannot be used for events held exclusively for Graduate members.

Article V: Officers and Duties

Section 1: Executive Positions and Conditions of Office

- a. This organization shall have five main officers. These officers are:
 - i. President

- ii. Vice President
 - iii. Treasurer
 - iv. Secretary
 - v. Social Media Manager
- b. The collection of these officers will be henceforth known as the Executive Board.
- b. Neither the President nor the Vice President position shall be vacant.
 - a. In the event that either position is vacant due to impeachment, an election will be held to appoint a replacement as detailed in Section 5.
 - b. 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. This replacement will be in effect only until the elected officer returns to their position.
 - c. In the event that the President steps down from their role voluntarily, 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 Secretary, then to Treasurer, and then to the Social Media Manager. If no officers step up to the role, a normal election process for President will occur.
 - d. In the event that the Vice President steps down from their role voluntarily, the Secretary is the first officer who will be given the option to fill the position. If the Secretary declines, the option to become Vice President shall fall to the Treasurer, then to the Social Media Manager. If no officers step up to the role, a normal election process for Vice President will occur.
- c. In the event that the Treasurer, Secretary, or Social Media Manager position is vacant, the President and Vice President will select a member together to be given the option to take over, or both officers will collectively assume the position. Appointing a replacement officer or electing a new one is to be performed only after the standard succession as stated above has been considered.
- d. The faculty advisor may 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 campaign per academic year, and be willing to attend any meetings as deemed necessary by the Executive Board.
- c. Potential candidates for President or Vice President 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 campaigns. These shared events include, but are not limited to, club tables at events, club merchandise, fliers and other advertising, and the club CrimsonConnect page.
- 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 this constitution 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 shall provide or otherwise delegate the creation of the necessary forms and surveys throughout the year, such as the Player and Game Master Applications.
- l. The President shall oversee the slotting of club members into games they have applied for at the start of each quarter.
- m. The President shall oversee the slotting of Game Masters for One-Shot Days in weeks they applied for each quarter.
- n. The President is the main contact for DUDAD and handles all correspondence between DUDAD and university administration with the help of the Executive Board when needed.

Vice President

- a. The Vice President (Hereafter VP) shall take on the 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 coordinating alongside the Treasurer for larger, irregular events. This includes but is not limited to the yearly Halloween Party and tea parties.
- e. VP is responsible for acquiring rooms where campaigns and events are hosted.
- f. VP is responsible for maintaining all club supplies and Halloween party supplies for use by GMs and Players, digital and physical.

- g. VP is responsible for maintaining a yearly check on inventory.
- h. VP is responsible for moderating online communities, such as a Discord server with help from other Executive Board members.

Secretary

- a. The Secretary (Hereafter Sec) is responsible for keeping meeting notes when necessary, and uploading these to the club website upon request.
- 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 email. Sec must send weekly emails to members of the club including information regarding the upcoming events and news relevant to the club.
- d. Sec is responsible for coordinating alongside the Social Media Manager for maintaining and moderating the club Discord server and club website. Sec must also archive the website at the beginning of every quarter.
- e. Sec must take and track attendance of all active members and executive board officers.

Treasurer

- a. The Treasurer (Hereafter Tres) shall track any and all expenses coming out of or into funded and non-funded accounts.
- b. The Tres is responsible for requesting the P-card every week to purchase weekly snacks or supplies for a bigger event. All future Treasures are required to go through a mandatory P-card training as per the Registered Student Organization Committees of Undergraduate Student Governments standard.
- c. Tres is responsible for processing all reimbursements and reporting finances.
- d. Tres shall work and keep in touch with the Comptroller's Office.
- e. Tres shall create budgets for all events with the help of the Executive Board.
- f. Tres reports directly to the President.
- g. Tres is responsible for coordinating alongside the VP for larger, irregular events. This includes but is not limited to the yearly Halloween Party and tea parties.
- h. Tres must match books with the Comptroller's Office.
- i. Tres is responsible for re-licensing and financing with the help of the Executive Board.
- j. Tres is responsible for securing transport each week to complete supply runs prior to each meeting.

Social Media Manager

- f. The Social Media Manager (Hereafter SMM) is responsible for moderating and posting to our social media platforms including but not limited to Instagram and any other social media accounts that DUDAD owns.
- g. SMM is responsible for taking club and board photographs.
- h. SMM is responsible for creating and maintaining new social media platforms deemed relevant for the club by the executive board.
- i. SMM is responsible for designing, printing, and distributing physical and digital advertisements for the club, including but not limited to flyers for events and player or GM signups.

Section 4: Meetings

- a. Officers must adhere to the same meeting attendance rules as other members (see Article III Section 3.b).
- b. Officers will hold no less than one meeting per week of varying lengths, led by the President.
- c. In the event the President is unable to attend a meeting, the vice president will preside over meetings until a time in which the president is available.

Section 5: Impeachment

- a. Members and officers can request an officer's impeachment if that officer or their actions are found to be in violation of this constitution or the DU Student Code of Conduct. The faculty advisor must be consulted and proper proof of violation of this constitution must be provided prior to any impeachment action being taken. During the following weekly club meeting time, an announcement will be made announcing the request to impeach the officer in question, and a vote will be held to decide whether to impeach the officer. Participation in this vote is voluntary. A majority of the officers, the faculty advisor, and 50% of the members that elect to participate in the vote must be in agreement in order to impeach the officer. If the vote 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 the highest ranking officer that is not resigning.
- b. Resigning officers must provide at least one week's notice and must continue to fulfill their role until the resignation date.
- c. In the event of the resignation of the President or Vice President, refer to Article V, Section 1.b.
- d. In the event of the resignation of the Secretary, Treasurer, or Social Media Manager, the first person to be given the opportunity to fill the vacancy will be whoever ran for the position in the previous election. If this individual does not want this position, then anyone who shows interest will be given an interview with the current executive board. If no one is found through interviews, an election will be held. Nominations for the position(s) will begin when the notice of resignation is handed in and confirmed by the remaining Executive Board. The election 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 during Week 8 of Winter Quarter to determine the following year's officers. Anyone running for office may begin campaigning in a Discord channel specifically set for election campaigning by the current Executive Board three weeks, i.e. Week 5, before voting begins.
- b. A process of nomination by club members vouching for potential candidates must be held at least two weeks before voting begins. Nominees will be made aware of their potential candidacy before a ballot is drafted, and have the right to refuse this nomination.
- c. All official club members are allowed to vote. All club members may decline the right to vote.

- d. Any official club member can run for office, provided that they gather no less than two nominations for the position from separate club members. Club members may nominate themselves.
- e. All current officers may choose to run for their current position for the coming year, provided that they will still be an official club member. They are still required to obtain two new nominations as detailed in Article VI.d. 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. The winner of each position is determined by majority rule basis.
- g. A ballot on Crimson Connect 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 confidential. 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, excepting those on the current ballot. Candidates are not permitted to view the results of the election on Crimson Connect. In the case that all current officers are on the current ballot, the votes will be counted by the faculty advisor.
- i. Terms are limited to one academic year or until resignation. There is no limit to the number of terms any given valid active undergraduate member of the club can serve.
- 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 assigned "Even" or "Odd" and a fairly weighted twenty-sided die will be rolled by a third party, with the winner being the candidate corresponding to the result of the die roll.

Article VII: Statement of Non-Discrimination

Section 1: 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: 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 This organization shall comply with all university, campus, and undergraduate student government 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. Amendments, in this language, refers to any additions, subtractions, or alterations of the language in this document.
- b. Constitutional amendments will be overseen by the President to ensure that the amendments are properly in line with the organization's mission.
- c. Amendments must be made available one week prior to voting to all members and officers.
- d. Amendment must be ratified by an officer majority vote.
- e. 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.

Article XII: Campaigns

- a. Previously mentioned as campaigns, any member may choose to become a Game Master (GM) and start a campaign. GM sign ups will be organized and conducted by the executive board during the quarter before the new campaigns will be running. Player sign-ups will shortly follow GM sign ups, also organized and conducted by the executive board.
- b. New campaigns begin at the start of every quarter.
- c. New campaigns must support at least two players.
- d. All new campaigns must be approved by the President, whose decision may be overridden by majority vote of the Executive Board members.
- e. Campaigns 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 campaigns are open to all members through the player lottery system.
- g. GMs are able to allow certain 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 that the ban is not discriminatory in accordance with Article VII.
 - a. A "personal 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.
- h. Players have discretion as to which members of DUDAD they will be sharing a campaign with, in such a way as to avoid being placed in a campaign with another member noted during player sign up by

announcing this discreetly to the executive board, provided that the ban is not discriminatory in accordance with Article VII.

- a. A “personal 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.
- i. GMs will receive the list of players designated for their campaigns prior to announcement of these lists to the club. GMs will be given the opportunity to ban players prior to announcement of these lists to the club, provided they possess reason for doing so which is approved by the board.
- j. Per quarter, member assignments will be made on a lottery system. Players in continuing campaigns will have priority registration if they are returning to their respective continuing campaign. This is not guaranteed in the case that a GM feels the need to lessen their number of players.
 - a. The lottery system works as follows: after priority registration closes, each member is assigned a random number, the highest of which is slotted into their first campaign of choice as listed on their Player Application. After the first member is slotted, players are slotted in order of their random numbers, choosing campaigns based on their listed campaign preference. A “points system” exists to fairly compensate members who regularly do not have good luck within the lottery system. A “personal 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.
 - b. GMs can request that a player is slotted into their game. Provided that the requested player accepts to be added to a campaign , they are given priority slotting for the given campaign .

Article XIII: Meetings

- a. All DUDAD meetings will be held every Friday from 7:00pm to 11:59pm, but members may come and go as they please or need, subject they fulfill the required attendance to be considered an active member as per Article III, Section 3.b.
- b. DUDAD meetings will be held in publicly available spaces, online, or in rooms reserved in advance on the DU campus, locations varying occasionally.
- c. If a meeting is to be canceled, notice should be sent out as soon as possible through email, the club’s website, and the club’s Discord Server 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. Helping keep officers focused on the goals of the organization.
 - iii. Participating in impeachment voting.

- c. The advisor can attend any meeting, join campaigns, or become a GM if they so choose.

Section 2: Advisor Terms

- a. The advisor will serve one academic year. They may choose to leave this position after one year if so desired, but must help officers in finding a suitable replacement.