This “light red berry 1” color means the text does not have much thought behind it, and should get major revision

# ARTICLE I - Standing Initiatives

# ARTICLE II - Membership

## Section I - Definitions

1. UNLV Member. (a) An individual is considered a “UNLV Member” if they meet the following requirements: UNLV students and faculty.

1.1 Active member. An UNLV Member is considered an “Active” member if that UNLV Member (a) attends more than xx% of meeting

1.2 Non-active member. (a) Attends < xx% of meeting.

2. Non-UNLV Member. [Screening/Vetting]. Total no more than less than ½ of total number of UNLV Members.

3. Affiliates. [Purpose: Money and participation.]. (a) The designation "TODA Member Affiliate" refers to individuals who are not paid TODA members but who are entitled to participate in certain activities of TODA, as outlined by the [Executive Board].

(b) The [Executive Board] shall establish the qualifications for TODA Member Affiliates and the associated rights and privileges within TODA.

(c) Dues shall be established by the [Executive Board]. TODA Member Affiliates do not qualify for any special membership categories [as defined in TODA Bylaw I- 102.1], and as such, have only a limited set of rights within TODA.

(d) TODA Member Affiliates must abide all Membership Obligations and Standing as outlined in [Article...Section].

4. Non-Member. (a)

5. In Good Standing. (a) When applied to a TODA Member, Affiliate, or Non-Member, the term “In Good Standing” shall mean a TODA Member, Affiliate, or Non-Member of any grade who is not under suspension.

Section II - Membership Qualifications

1. UNLV Member. The grade of Member is limited to those who have satisfied [educational requirements]. For admission or transfer to the grade of Member, a candidate shall be: (a) An individual who shall have enrolled in and paid for courses at the University of Nevada, Las Vegas (henceforth, “UNLV”) in the past six (6) months.

(b) An individual who carries at least 50% of a full-time UNLV student status [as defined in such and such section] as a registered student in a regular course of study.

### 1.1 Active Member. (a) Members are “Active Members” if they attend more than 50% of TODA meetings and activities.

### (b) New members gain full status of membership and the active requirement does not apply if members have joined halfway through the semester.

### 1.2 Non-Active Member. Members are “Non-Active Members” if they are a member who (a) attends < 50% of TODA meetings and activities. An inactive member pays membership dues.

2. Non-UNLV Member.

3. Affiliate.

4. Non-Member.

5. Statement of Non-Prejudice. Admission to membership in TODA in any grade shall not be affected by the [race, religion, nationality, or sex of the applicant.]

## Section II - Member Privileges and Responsibilities

### Member Privileges

### 1.1 Members

### 1.1.1Active members in good standing may nominate and vote for board officers during elections, the process of which is outlined in [Article #, Section #] of the [Voting Section].

### 1.1.2 Inactive members does not have a right to vote. Cannot hold office.

1.2 Members shall be entitled to all rights and privileges of TODA except the right. Members may use “TODA Member” in their signature blocks, and on business cards, letterheads and such.

1.3 Affiliate Members.

1.4 Non-Members. Non-members must follow all Member responsibilities as outlined in Member Responsibilities [section, article]. Non-members who abide by Member Responsibilities are able to attend events but unable to participate without paying an event due (which will be agreed upon by an Executive Board vote prior to each event).

2. Member Responsibilities

2.1 Membership in TODA in any grade and all Non-Members shall carry the obligation to:

(a) Abide by the TODA Constitution, TODA Code of Conduct, and TODA Bylaws and Policies, and University of Nevada, Las Vegas (UNLV) Constitution, Ethics, and Bylaws and Policies;

(b) Support the enhancement of TODA principles, objectives and activities; and

(c) Meet the monetary obligations required for membership such as the payment of dues and applicable assessments. Non-Members, on the other hand, shall meet the monetary obligations required to attend and required to participate in events.

2.2 UNLV Members. (a) Members of TODA are considered to be representing the organization at all times in public, both on and off campus.

(b) When members of TODA represent the organization, members of TODA are expected to follow the *UNLV*, Student Code of Conduct and all applicable policies set forth by UNLV, both on and off campus, along with the TODA Code of Conduct.

(c) Knowledge of conduct, either on or off campus, that is detrimental to TODA should be reported as soon as is reasonable to the Executive Board and Faculty Advisor.

(d) Members of TODA that violate the above stated policies may face disciplinary action by the organization, the department, or the University.

2.3 Non-UNLV Members.

2.4 Affiliates.

An affiliate has no attendance requirement. They are not members.

2.5 Non-Members.

2.6. Suspended Member Privileges.

(a) Members under TODA suspension shall be regarded as members not in good standing and, for the period of their suspension, denied all member privileges, and all outstanding dues, fees, or any other debt owed to TODA shall be paid to TODA immediately.

2.7 Application to Become a Member. [fill in]

2.7.1 Membership Form. (a) Written acknowledgement that individual has read UNLV and TODA Code of Conduct.

(b) Agree to follow Code of Conduct.

## 

## Section III - Disciplinary Actions

1. Warning
2. Suspension
3. Semester Ban
4. Permanent Ban

# ARTICLE III - Code of Conduct

Cooperative

Self-motivated

# ARTICLE IV - Committees

Section III - Standing Committees

1. Executive
   1. Duties
   2. Offices
      1. Chairperson: President

Description of the president’s job in relation to the executive Committee

* + 1. Membership Vice President

Description of the M Vice president’s job in relation to the executive Committee

* + 1. Public Relations Vice President

Description of the PR vice president’s job in relation to the executive Committee

1. Marketing
   1. Duties

The marketing committee designs marketing strategies and merchandise for TODA.

The marketing committee collects accurate data on Executive Board Member, TODA Member, TODA Affiliate, and Non-Member attendance at each scheduled event. In the event a marketing committee representative cannot attend an event, that person must immediately inform [another person]. If that person cannot attend, that person must immediately inform [another person].

* 1. Offices
     1. Chairperson: Director of Marketing

Description of the Director of Marketing’s job in relation to the Marketing Committee

* + 1. Public Relations Vice President
    2. Publicist of Newsletters

1. Legislative
   1. Purpose

The legislative committee finalizes budgets, logistics, distributions and all practical matters of the club.

* 1. Offices
     1. Treasurer
     2. Sergeant at Arms

1. Conduct
   1. Purpose
   2. Offices
      1. Public Relations Vice President
2. Information
   1. Purpose

The information committee collects and distributes information

* 1. Offices
     1. Chairperson: Secretary
     2. Membership Vice President
     3. Treasurer
     4. Historian
     5. Publicist of Peer-Review

# ARTICLE V - Officers

1. President - Primary Position

The President shall:

1. Act first in the line of Past Presidential succession.
2. Understand the constitution and bylaws of TODA;
3. Preside over the meetings of TODA;
4. Coordinate officers to ensure the functions of TODA;
5. Serve as official spokesperson of TODA;
6. Sign or Countersign withdrawal of TODA funds;
7. Sign or Countersign marketing approval forms;
8. Sign member initiation forms;
9. Take budget requests from different committees, and propose a final semester budget at the beginning of each semester;
10. Presents a “state of TODA” address at the beginning of each semester;
11. Argue for funding in the unavailability of treasurer.
12. Membership Vice President - Primary Position

The Membership Vice President shall:

1. Act Second in the line of Past Presidential Succession.
2. Perform the duties of the president, in the absence of the president;
3. Maintain a list of the membership status of TODA members;
4. Submit this list to the Secretary;
5. Create awards for the membership;
6. Presents a “state of membership” address on a monthly basis;
7. Sign member initiation forms.
8. Public Relations Vice President - Primary Position

The Public Relations Vice President shall:

1. Act third in the line of Past Presidential Succession.
2. Perform the duties of the president, in the absence of the president;
3. Issue statements to external press entities;
4. Respond to comments on social media;
5. Direct the enforcement of the TODA Code of Conduct;
6. Advises marketing committee on public relations;
7. Sign and Countersign marketing approval forms.
8. Secretary - Primary Position

The Secretary shall:

1. Act fourth in the line of Past Presidential succession.
2. Record the minutes of each meeting of TODA;
3. Preside over information committee meetings;
4. Send a copy of the minutes to the President within a week of each meeting;
5. Keep the records of TODA;
6. Issue all official notices;
7. Send out emails and newsletters.
8. Treasurer - Primary Position

The Treasurer shall:

1. Act fifth in the line of Past Presidential succession.
2. Collect all monies due to TODA;
3. Deposit club funds in TODA bank account;
4. Keep all accounting books for TODA;
5. Make a Treasurer’s report for TODA, and provide a copy to the Secretary;
6. Sign or Countersign withdrawal of TODA funds;
7. Maintain receipts of TODA bank accounts;
8. Prepare the books for an auditing committee appointed by the President to each annual meeting for TODA.

1. Director of Marketing - Primary Position

The Director of Marketing:

1. Act sixth in the line of Past Presidential succession.
2. Preside over marketing committee meetings;
3. Coordinate all marketing activity of TODA;
4. Design marketing strategy TODA;
5. Propose marketing budget to the President;
6. Appoint marketing committee members;
7. Sign or countersign marketing approval forms.
8. Sergeant at Arms - Primary Position

The Sergeant at Arms shall:

1. Act seventh in the line of Past Presidential succession.
2. Manage the logistics for food at meetings;
3. Manage the logistics for board games at meetings;
4. Take responsibility for items borrowed from SORCE and the UNLV game room;
5. Act as scheduling liaison, and reserve rooms.
6. Manage the Board Game Geek online catalog;
7. Gather information for sources of board games;
8. Gather contact information for sources of board games.
9. Immediate Past President - Secondary Position  
   The Past President will have automatic appointment through the line of Past Presidential succession. The line of Past Presidential succession refers to the order that the 7 primary positions get ordered in the Constitution.

The Immediate Past President shall:

1. Act eight in the line of Past Presidential succession.
2. Advise present board of officers on policies of the TODA.
3. Act as an example to follow.
4. Historian

The Historian shall:

1. Take photographs and videos;
2. Manage all photographic media and video used for documentation purposes;
3. Provide the marketing committee with a photographic and video library;
4. Publicist of Newsletters

The Publicist of Newsletters shall:

1. Publicist of Peer-Review:

The Publicist of Newsletters shall:

# ARTICLE VI - Meetings

1. Standing Orders
2. \*\*\* Subsection I - Spatial Structure
4. TODA meetings shall have three (3) designated areas:
5. a gaming area, a social and refreshments area, and an officer meeting area.
6. The gaming area is the area where members shall play games.
7. The social and refreshments areas are where members are not playing games but shall socialize and grab refreshments.
9. \*\*\* Subsection II - Temporal Structure
10. \*\*\*\* Introduction and Announcements
12. TODA meeting shall have time at the beginning of each meeting dedicated to introductions.
13. TODA meetings may also have time dedicated to announcements.
15. \*\*\*\* Game Time
17. TODA meetings shall have at least one designated gametime period where members shall play games.
18. There shall be a designated start time and end time, both of which shall be recorded by an officer for data collection.
19. Members or officers shall collect additional data related to gameplay.
21. \*\*\*\* Social Time and Area
23. TODA meetings shall have a designated area for socializing while game time occurs.
25. \*\*\*\* Presentations
27. TODA meetings shall have a designated presentation period.