All ESM Students’ Association recognized student organizations must use the following standard Constitution format. This format should be followed as closely as possible. *Italicized and/or red text* indicates the need for appropriate organizational information. This paragraph should be removed upon completion. E-mail the final version to the Office of Student Life (studentlife@esm.rochester.edu).

We, the Students’ Association and Office of Student Life of the Eastman School of Music, hereby establish the Tabletop Gaming Club of the Eastman School of Music and enact this constitution for its government. Failure to follow this constitution could result in revocation of Students’ Association recognition of this organization.

**Article I. Purpose of Organization/Mission Statement**

The purpose of the Tabletop Gaming Club is to introduce Eastman students to the thought-provoking, stress-relieving platform of tabletop gaming. Tabletop gaming, comprised of many different types of board, card, and assorted role playing games, brings many benefits to the table, ranging from increased mental health and creativity to social interaction and lots of fun. Unfortunately, it is also a hobby that very few people know much about and even fewer have spent considerable time exploring. As a club, we will work hard to promote an inclusive and socially engaging gaming environment open to all those who are interested, from every level of previous gaming knowledge and experience.

**Article II. Membership and Eligibility**

**Section A. Membership**

1. **Eligibility** – All Students’ Association members shall be eligible for membership. An SA Member is an Eastman School of Music undergraduate who has paid his/her mandatory Student Activity fee. All Eastman faculty, staff, graduate students and UR River Campus students shall be eligible for associate membership. All members and associate members shall be listed on the organization’s membership roster.

2. **Associate Membership** – All other students enrolled in any of the other University of Rochester schools, as well as all Eastman School of Music graduate students, shall be granted Associate Memberships in the Eastman Students’ Association. Associate members shall possess all the rights and privileges granted to full members, except for the right to vote in elections and referenda, and the right to hold executive positions in Eastman Students’ Association.

3. **Definition of associate member** – All members of the Eastman Community are allowed membership at any point in time. Active members of the club must attend at least 50% of all meetings, and must come to at least one meeting per month. Full Members are able to vote and serve as officers on the executive board. Associate Members are granted access to all activities and privileges that regular members hold, except the right to vote and serve on the executive board, as per the constitution guidelines.

**Article III. Meetings and Voting**

**Section A. Meeting**
1. A meeting shall be valid if a quorum, plus one officer is present. **Quorum is defined as at least half of the active membership, as long as the lack of people present does not impede the planned activities or games.**

**Section B. Voting**

1. Changes will be proposed to the SA Council at the regularly scheduled meetings at which the proposed changes will be discussed. This meeting must be open and publicized to the entire Eastman undergraduate student body. Changes must be approved by more than two-thirds majority vote of those in attendance at the meeting in which voting occurs.

1.1. Voting on any issue shall be official only if the meeting is valid.

1.2. All SA members shall have equal voting power. Associate members do not have voting privileges. Advisors do not have voting privileges.

1.3. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

**Article IV. Officers and Qualifications**

**Section A. Officer Positions**

- **President** – Active Member for at least 1 full year
- **Vice President** – Active Member for at least 1 full semester
- **Treasurer** – Active Member for at least 1 full semester

**Section B. Duties of Officers**

1. All officers shall be full time matriculated undergraduate Eastman students and members of the ESM Students’ Association.

2. All officers shall promote active recruitment of new members.

3. All officers shall enforce this constitution.

4. All officers shall be responsible for being familiar with the sections of the ESM Students’ Association constitution and bylaws that apply to this organization.

5. The **President** shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.

6. The Treasurer will be responsible for maintaining all finances and keeping detailed records of all transactions.

7. The **President** shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, SA Executive Board, the Office of Student Life, and all members of the ESM Students’ Association. Also, the **Vice President** shall take attendance at all meetings, tally votes, keep an accurate list of organization members, and take and maintain meeting minutes.

**Section C. Nominations and Elections**

1. Nomination and Elections Procedure – In order to be nominated for office, the candidate must be an active and enthusiastic member of the club. He/She must uphold the principles of the organization, even as a regular member, and must be nominated by at least 2 other members. After being nominated, the candidate must be voted in by at least 2/3 of the active membership if they are the only candidate running. In the case of multiple members eligible for office, the voting will take place as a top-two runoff election, in which the top two candidates will hold a runoff in the case that neither one wins by a simple majority.

2. Timing of Elections – Elections must occur no later than spring break, unless your group is governed by a national charter and is subject to their election timeline.

3. Term of Office is one academic year.

**Section D. Vacancies, Resignations, and Removals**

1. Vacancy - defined as any office not occupied, and may be caused by ineligibility, removal, or resignation.
a. At the valid meeting following a vacancy of an office, the position is to be filled by the same manner described in the Nominations and Elections Procedure.

2. A vote of no confidence is a vote to remove an officer. Such a vote shall require a 2/3 majority of the active membership to pass the motion.

3. If a vote of no confidence of any officer is to take place, it must be given an official meeting’s notice. Any member of an organization can call for a vote of no confidence.

4. An office shall be declared vacant as the result of a vote of no confidence.

Section E. Provisions of Advisor(s)

1. All recognized ESM SA organizations are advised through the Office of Student Life.

2. Organizations may have a secondary advisor. It is strongly recommended this person be a staff or faculty member at the Eastman School of Music or University of Rochester.

Article V. Committees

Not Applicable

Article VI. Finances

Section A. ESM Students’ Association members shall receive priority at all ESM SA-funded events conducted by this organization.

Section B. Funding

The Tabletop Gaming Club shall be eligible for ESM SA funding. (All SA recognized organizations shall be eligible for funded status by submitting a budget during fall leadership training and budgeting cycle, unless they are political in nature. Religious and Pre-professional groups will receive a flat fund to be determined and allocated each academic year.)

Article VII. Classification

Section A. The Tabletop Gaming Club shall be classified as a/an: club

A. Awareness/Cultural—An awareness/cultural organization shall be any SA-recognized organization whose primary focus is the promotion of cultural or social awareness issues.

B. Class Council—A class council shall be an SA recognized organization dedicated to promoting and creating class spirit, community, and unity by planning and sponsoring programs, events, and activities targeted toward the class and the greater ESM undergraduate community.

C. Club - A club shall be any organization that does not fit any other distinct classification.

D. Club Sport - A club sport shall be any SA-recognized organization that is physical in nature, formed by individuals with a common interest in a sport and/or recreational activity, and exists to promote and develop interest within a narrowly defined scope.

   a. Competitive Club Sports are created because the interest demands an opportunity for students other than varsity athletes or because no varsity team exists. The team trains and is eligible to compete and actively pursues participation in registered extramural, regional, national, or open competitions.

   b. Recreational clubs do not meet all of the requirements above, but are able to organize a group for sport and recreational participation on a regular basis that is not readily and feasibly available to students. The club should incorporate a variety of participation opportunities including but not limited to regular club meetings, clinics, practices, informal gatherings and philanthropic functions.

   c. Instructional clubs focus on the introduction, qualified instruction, and advancement of specific skills and techniques. Instruction should cover the necessary physical and mental safety prerequisites for participation, as well as
strategy and rules. Instruction should be provided for all levels of skill from
beginner to advanced.

E. Community Service - A community service organization shall be any organization
whose primary mission is service to the campus and Rochester community through
formal or informal consultation with local nonprofit agencies, government, and
community-based organizations.

   a. Organizations seeking SA recognition that are determined to meet these
      qualifications shall be classified as Community Service and will form under
      the jurisdiction of the Office of Student Life.

F. Entertainment Programming - A SA recognized organization for entertainment
programming shall be responsible for providing and promoting varied campus-wide
social programs and/or college traditional events.

G. Political - A political organization shall be any organization that advocates for or
endorses a certain candidate, official or political party. A political organization shall
also be any organization that advocates against or denounces a certain candidate,
official or political party.

H. Pre-Professional - A pre-professional organization shall be any SA recognized
organization that fosters and disseminates profession-specific knowledge and
supports the professional and personal growth of its members. Pre-professional
organizations may be of a blended nature, and permit both grads and undergrads to
be members and hold office.

I. Publication/Media - A publication or media organization shall be any SA recognized
organization that regularly produces a newspaper, journal, yearbook, magazine, blog,
television show or radio show.

J. Religious - A religious organization shall be any SA recognized organization that
subscribes to and/or promotes a religious doctrine.

Article VIII. Adoption of the Constitution

Section A. More than two-thirds of the active membership, or more if the organization
decides, must approve the constitution.

Section B. This constitution will be ratified upon approval of the Executive Board and the
signature of the SA Executive Vice President.

Section C. This constitution shall not conflict with the Students’ Association constitution
or by-laws.

Article IX. Amendments

Section A. Adoption and ratification of amendments to this constitution shall follow the
same procedure as adoption of the entire constitution.

Article X. By-laws

Section A. More than a 2/3 majority of the active membership must approve the by-laws
and any amendments.

Section B. By-laws should not conflict with this constitution or the SA constitution or by-
laws.

Article XI. Hazing Policy

Hazing, defined as the harassment of one individual by another individual or organization,
is not permitted by the Tabletop Gaming Club. Behavior prohibited under this rule
includes actions threatening substantial risk of physical or mental injury; actions exposing
the individual to distressing, repulsive, or alarming situations or sensations; forced
consumption of alcohol or drugs; actions in the form of social pressure which might cause
harm to an individual.
Article XII. **Policy Against Discrimination and Harassment (Policy 106)**
The Tabletop Gaming Club of the Eastman School of Music does not discriminate against any individual or organization of individuals on the basis of age, color, disability, ethnicity, gender identity, gender expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation. Organizations found to be in violation of the University’s Policy 106 on Discrimination and Harassment will be derecognized and de-funded. Policy 106 can be reviewed here: [http://www.rochester.edu/working/hr/policies/pdfpolicies/106.pdf](http://www.rochester.edu/working/hr/policies/pdfpolicies/106.pdf)

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<td>Signature of SA Executive Vice President Granting Recognition</td>
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