

# Novus Roleplay

## NRP Staff Bylaws

All positions from 'Executive Officer' to 'Assistant' must both read and sign bylaws which structure the daily duties/general responsibilities and baseline standards of administration. A Non-Disclosure agreement is also required to be signed by all members. Furthermore, all positions below are regarded as 'Staff.' Publicly, specifically in public Discords, all individuals who hold the position of 'Executive Officer' to 'Assistant' shall be labeled only as 'Senior Staff' or 'Junior Staff.' Positions held within the organization are for internal knowledge only.

'Team' refers to certain groups selected by the Executive Board to complete either a specific, or evolving group of tasks. This may be Marketing, Event Planning, or internal response of ticketed complaints.

### **AMENDMENTS:**

4/18/22: ALL Staff members must meet the standard respect policy when dealing with a community member out of game. 'Respect' will be defined here as speaking with a mild tone, using direct but inoffensive diction, refraining from all capitals in text communications, passive aggressive use of an ellipsis. Furthermore, this pertains to:

- (a) Conversation with other staff in a VC.
- (b) Text conversations with other staff, in an open channel or PM.
- (c) Conversations between a community member in server, text or voice discord.
- (d) The staff member shall operate in a way that is understanding and courteous to all members, even if the member is expressing disrespectful actions themselves.

3/30/22: Restructure of staff roles and otherall limitations per staff 'level' - New implementation

5/3/21: Staff members may in no way, spawn any item, currency or asset in the server unless:

- (a) It is to correct a bug a customer player has experienced.
- (b) It is to benefit an IC business that has received a chamber of commerce approval, and such item or vehicle is not obtainable through in-game purchase devices or crafting.
- (c) The character the staff member is spawning assets or currency to is a "throw away" character, meaning it exists only to generate enjoyable roleplay for customer players that is not forced or unrealistic. These spawnables may not be gross in value: I.E. (Expensive cars, flashy items, such weapons or items a regular player could not obtain)

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<p><b>Executive Officer</b></p> <p>Full Administrative Powers</p> <p>In-server: Ban, Kick, Add/Remove Commerce, Logs</p> <p>Discord/Web: Ban, Kick, Add/Remove Roles, Logs</p>	<p>Individuals may only qualify for this position with over (5) years of documented roleplay experience. They must be over 20 years of age and must have signatures of support from over twenty individuals from the community. There may be no more than five Executive Officers (EOs) at one time. If an Executive Officer wants to resign their position, they are allowed to nominate their replacement. This replacement may only take the EO position if a majority vote is carried from both the community and other EOs. The Executive Officers responsibilities are to oversee work of Team Managers and Coordinators. They set new goals for the community and oversee the completion of previously set goals. EOs work closely with developers to grow the server mechanics wise, while focusing on the message. EOs are the primary curators of the server. Executive Officers may not engage in sexual roleplay within the server, nor may they lead organized criminal groups. At NO time, may an Executive Officer <b>force</b> roleplay on a player that leads the player's character to bodily death or severe monetary loss. Executive Officers may not engage in sexual behavior OOC with a member unless there is a clear relationship established beforehand. Under no circumstance may an Executive Officer use their role in the server to engage in personal relationships. Executive Officers may not use their OOC role to give their IC character benefits. This includes but is not limited to; spawning of currency, vehicles, weapons, homes, changing weather to benefit an IC character situation, no-clipping, teleporting to gain IC advantage, spectating. EOs may not under any circumstance 'spectate' other characters in-game excessively. This will be considered a breach of player privacy.</p> <p>Executive Officers will uphold, follow and promote administrative bylaws and community rules, both IC and OOC. Furthermore, EOs will see it as their main priority to facilitate proper roleplay and abide by the communities mission statement.</p> <p style="text-align: center;"><b>LEVEL ONE DUTY TIER RESTRICTION</b></p>
<p><b>Team Manager</b></p> <p>Full Administrative Powers</p> <p>In-server: Ban, Kick, Add/Remove Commerce, Logs</p> <p>Discord/Web: Ban, Kick, Add/Remove Roles, Log</p>	<p>Those in this position must be over 18 years of age and hold a minimum of (3) years of documented roleplay experience. Team Managers (TMs) are responsible for overseeing the delegation of tasks to Team Coordinators. Furthermore, it is the responsibility of TMs to ensure vision for the community is communicated between Executives and the players, vice versa. TMs will set weekly tasks for Coordinators and ensure issues brought up by the community are being responded to properly.</p> <p>Team Managers may not engage in sexual roleplay within the server, nor may they lead organized criminal groups. At NO time, may a Team Manager <b>force</b> roleplay on a player that leads the player's character to bodily death or severe monetary loss. Team Managers may not engage in sexual behavior OOC with a member unless there is a clear relationship established beforehand. Under no circumstance may a Team Manager use their role in the server to engage in personal relationships. Team Managers may not use their OOC role to give their IC character benefits. This includes but is not limited to; spawning of currency, vehicles, weapons, homes, changing weather to benefit an IC character situation,</p>

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	<p>no-clipping, teleporting to gain IC advantage, spectating. TMs may not under any circumstance ‘spectate’ other characters in-game excessively. This will be considered a break of player privacy.</p> <p style="text-align: center;"><b>LEVEL ONE DUTY TIER RESTRICTION</b></p>
<p><b>Team Coordinator</b></p> <p>Full Administrative Powers</p> <p>In-server: Ban, Kick, Add/Remove Commerce, Logs</p> <p>Discord/Web: Ban, Kick, Add/Remove Roles, Log</p>	<p>Individuals in this position must be 18 years or older and hold at least (2) years of documented roleplay experience. Coordinators will report to Team Managers, and have the unique role of coordinating groups or divisions within the administrative structure. This may include Marketing/Graphic Design, Development, Ticket Response, Customer Service, Technical Server Support, etc. TCs must be able to communicate well with other types of people and have a tight bond with the community. Coordinators will ensure there is a clear line of communication between players and staff.</p> <p>Team Coordinators may not engage in sexual roleplay within the server, <u>however they can have a character in a crime organization or faction as long as another person has equal power in that organization</u>. At NO time, may a Team Coordinator <b>force</b> roleplay on a player that leads the player's character to bodily death or severe monetary loss. Team Coordinators may not engage in sexual behavior OOC with a member unless there is a clear relationship established beforehand. Under no circumstance may a Team Coordinator use their role in the server to engage in personal relationships. Team Coordinators may not use their OOC role to give their IC character benefits. This includes but is not limited to; spawning of currency, vehicles, weapons, homes, changing weather to benefit an IC character situation, no-clipping, teleporting to gain IC advantage, spectating. TCs may not under any circumstance ‘spectate’ other characters in-game excessively. This will be considered a break of player privacy.</p> <p style="text-align: center;"><b>LEVEL TWO DUTY TIER RESTRICTION</b></p>
<p><b>Senior Contributor</b></p> <p>Partial Administrative Powers</p> <p>In-Sever: Ban, Kick, Logs</p> <p>Discord/Web: Ban, Kick, Add/Remove Roles, Logs</p>	<p>Members in this position must be 18+ years of age and have (1) year of documented roleplay experience and be active in the playerbase. Senior Contributors (SCs) will be individuals who are a part of groups or divisions and have shown their cognition at the role of Contributor. SCs are assigned to a service group by the TC and perform one or more duties well.</p> <p style="text-align: center;"><b>LEVEL TWO DUTY TIER RESTRICTION</b></p>

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<p><b>Contributor</b></p> <p>Junior Administrative Powers</p> <p>In-Server: Kick, Logs</p> <p>Discord/Web: Logs</p>	<p>Members in this position must be 18+ years of age and have (6) months of well documented roleplay experience. Coordinators will have shown their strength as an assistant and serve the community well by performing a certain duty. Contributors are assigned to a group by the TC and often are the apprentice of a Senior Contributor. A contributor has no roleplay restriction as to the type of character they place, based on the level three tier assessment.</p> <p style="text-align: center;"><b>LEVEL THREE DUTY TIER RESTRICTION</b></p>
<p><b>Assistant</b></p> <p>View of restricted Discord Channels View of certain server functions as directed.</p>	<p>Members in this position must be 18+ years of age and have (3) months of well documented experience. An assistant may not be a member of a group or division, however they are pivotal in communicating with the playerbase. An assistant has no roleplay restriction as to the type of character they place, based on the level three tier assessment.</p> <p style="text-align: center;"><b>LEVEL THREE DUTY TIER RESTRICTION</b></p>

While Assistants, Contributors and Senior Contributors have no restrictions on IC Sexual situations or OOC relationships, members in these positions are expected to represent the community with professionalism and make clear distinctions. Under no circumstances will a staff member “Simp” or act “Immaturely”

In the bylaws, there will be mention of:

1. Limitations of Sexual Situations IC and OOC.
2. Outlaw of spawning money, vehicles, weapons.
3. Pledge that all staff will not use their OOC position to advance their IC characters.
4. Pledge to be professional at all times. Childlike behavior, horseplay, or overall immaturity will not be tolerated at any time.
5. Pledge to administrate all situations from a position of REALISM, and use the rules as a guideline.
6. Pledge to be polite with all patrons and understand correct customer service should be a first priority by all staff.
7. Tbd

In the NDA, there will be mention of:

1. Under no circumstances, may administrative issues be communicated outside of staff.
2. Development information may not be spread by members of staff.

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3. Personal data such as IP address, age or name may not be communicated by staff to those outside the NDA scope.
4. Tbd

### Punishment System for Players:

Verbal Warning	A player may receive up to (4) PINK / (2) RED verbal warnings regardless if the event is connected, for violation of IC/OOC rules.
Suspension of Privileges	If the player has received (2) PINK / (1) RED verbal warnings or the offense is one that violates ADL Hate Speech Standards, the player will have all privileges suspended including Discord/Web access for (2) days.
4-Day Banishment	If the player has had their privileges suspended, or the infraction is determined to be egregious (BLACK), he/she will receive a (4) day banishment. If the player has had (4) PINK / (2) RED, a 4-day ban will be issued.
Permanent Banishment	If the player has received a 4-day banishment but committed a followup offense, the player will be permanently banned.

Expungement of Infractions against the community for players occurs every 150 days, unless the offense is labeled 'Black'

Unless the offense immediately disrupts gameplay such as griefing, hacking, excessive RDM/VDM, verbal or text hate speech, a player must be met with **before** a banishment occurs. Two or more staff members must be present in this meeting.

PINK	Minor Violation of IC/OOC Rules
RED	Severe Violation of IC/OOC Rules
BLACK	Violation of ADL Hate Speech Symbols/Sexual Violations

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### **Punishment System for Staff:**

Verbal Warning	A staff member may be issued (2) Verbal Warnings for violation of IC/OOC Rules, Mission Statement, or Bylaws.
Written Warning	If the staff member has had (2) Verbal Warnings or the offense is egregious, he/she will be issued a Written Warning.
Suspension	If the staff member has had (1) Written Warning or the offense is determined egregious, the staff member will be suspended for (7) calendar days.
Termination	If the staff member has had (1) Suspension, he/she will be terminated. If the staff member violates the signed NDA, he/she will be immediately terminated and all remedies under the law will be pursued based on the NDAs jurisdiction.

“Egregious” shall hereby be defined as: “ actions or behaviors that are staggeringly bad, or obviously wrong, beyond any reasonable degree.”

1. Extraordinary in a bad or negative way, very noticeably bad.
2. Conspicuously bad; glaring, or flagrant.

“Simp” shall hereby be defined as: “Someone who does way too much for a person they like”

“Immaturity” shall hereby be defined as: “the state of being immature or not fully grown.” “behavior that is appropriate to someone younger.”