CLEMSON IMPROV CONSTITUTION

Authors: Bryan Buckley and Harrison Brookie

Revised April 24, 2016

ARTICLE I

NAME

Section 1 The name of this organization shall be "Clemson Improv."

Section 2 The name of the improvisational performance group shall be “Mock Turtle Soup.”

ARTICLE II

 SPIRIT AND PURPOSE

Section 1 The spirit of this organization shall be that of play and learning. Members shall perform to the top of their intelligence. The goal of this group should always be of maintaining artistic integrity. The group should be willing and able to experiment with new long forms, short forms and all other forms of improvisational theatre.

Section 2 The purpose of the organization shall be:

1. To train members in improvisational theatre technique.
2. To perform improvisation-based shows on campus and elsewhere.
3. To be open to running workshops to instruct middle and high school students in improvisational technique.
4. To participate in improvisational festivals and workshops to better members’ knowledge and skills.

ARTICLE III

MEMBERSHIP AND DUES

Section 1 Membership in this organization:

1. Shall be open to all Clemson University students (Includes Bridge Students and Graduate Students).
2. Shall be obtained and maintained by following the guidelines of this organization’s policy.

Section 2 There will be no dues for membership in this organization. Members will only be required to pay for shows and travel expenses when the budget cannot cover it. Members who cancel less than 3 weeks prior to a festival, excluding emergencies, are required to refund the troupe for their individual festival expenses in the event that the festival cannot refund the troupe directly and no appropriate replacement can be found.

Section 3 Membership in the organization will be determined by an audition process to be held once every year at the discretion of the officers. The members will review the applicants and the final decision on membership in the organization will be made by the entire team. All individuals who get a unanimous vote of approval from the members attending the final meeting of the audition process will become a new member of the troupe. If the group cannot get to a consensus, then the President and the Vice President will decide on the remaining members.

Section 4 The performance group of this organization shall contain no more than 16 and no fewer than 12 members.

Section 5 Membership in this organization shall be terminated when a member graduates, transfers, or in any way ceases to be a Clemson University student. When this occurs, the individual may remain a member until the next audition is held.

ARTICLE IV

OFFICERS

Section 1 The officers of this organization shall consist of a President, Vice President, Business Manager, Advertising Manager, and the 5th Position.

Section 2 Officers shall be decided upon once per year by a general election to be held amongst all current members. This election shall preferably be held at the end of each Spring semester, and members shall take office the following Fall. The tenure of each officer shall be one year before a re-election is required. However, officers may be re-elected indefinitely, provided they remain a member of the organization and keep the guidelines set forth in this constitution.

Section 3 Members must have been in the organization for two semesters in order to be eligible to run for President. Members must have been in the organization for one semester to be eligible to run for Vice President, Business Manager, or Advertising Manager. Members must be able to commit to the team for at least two years in order to run for the 5th Position.

Section 4 Officers shall serve for at least two consecutive semesters following their election. Therefore, in order to be elected to an office, members must be willing and able to meet this requirement.

Section 5 Officers shall have the power to terminate membership in the organization on the grounds of inappropriate behavior or failure to follow the guidelines set out in this constitution. A unanimous vote amongst the officers shall be required to terminate membership. To terminate an officer a unanimous vote between the other officers and a majority vote from the rest of the organization is necessary.

Section 6 Each officer shall keep a notebook of information concerning his or her position. This notebook will be passed on to the next Board in order to smooth transitions between experienced and inexperienced Board members.

Section 7 In the event that a troupe member wishes to run for an officer position, but cannot attend the election, that member will be allowed to run “in absentia” for any position, except for the President position. The remaining members of the troupe will discuss and vote on the absent candidate the same way they would for any other nominee.

Section 8 Duties and Powers

1. Duties and Powers of the President
	1. The President shall preside at all meetings, call special meetings, and appoint committees as he/she sees fit.
	2. The President shall run, organize, and teach at practices and workshops. Therefore, the president shall be knowledgeable of improvisational techniques through reading and experience.
	3. The President shall also organize any trips to other schools, shows, or festivals and is responsible for delegating any tasks needed for application. The President should also reserve the proper room for weekly practice.
	4. The President shall also be in charge of making sure a Musical Show Director and Sketch Director are selected each Term.
	5. The President shall have read:
		1. *Truth in Comedy –* Charna Halpern, Del Close, and Kim Howard
		2. *Improvise: Scene from the Inside Out –* Mick Napier
		3. *Directing Improv-* Asaf Ronen
		4. Plus one other related optional book.
	6. The President shall have conducted at least two instructional workshops on improvisation prior to being elected President.
2. Duties and Powers of the Vice President
	1. The Vice President shall perform all duties of the President in his/her absence.
	2. The Vice President shall assist the President in running, organizing and teaching at practices and organizing performances. Therefore, the Vice President shall be knowledgeable of improvisational techniques through reading and experience.
	3. The Vice President is specifically in charge of performances. Their duties include ensuring the host and the team is prepared for the show and has all necessary equipment to perform the show.
	4. The Vice President shall keep track of the games played at shows and shall create the game list for all shows. This list shall be reviewed four hours before the first show practice by the President in order make any changes and to practice those games.
	5. The Vice President shall have read:
		1. *Truth in Comedy* – Charna Halpern, Del Close, and Kim Howard
		2. *Improvise: Scene from the Inside Out –* Mick Napier
	6. The Vice President shall have conducted at least one instructional workshop on improvisation prior to being elected Vice President.
	7. The Vice President shall keep a record of attendance and organizational activities and plans.
	8. The Vice President shall inform members of pertinent organization information.
	9. The Vice President shall serve as the “Ticket Representative” to IPTAY and handle the organization’s block ticketing policy.
	10. Either the President or Vice President will control or delegate control of the organization’s online platforms and social media accounts.
3. Duties and Powers of the Business Manager
	1. The Business Manager shall keep an accurate and complete record of all monetary transactions. He/She shall disburse fund money in accordance with the regulations of Clemson University and the Federal Government.
	2. The Business Manager shall report on the financial state of the organization to members and faculty advisor at least once per semester.
	3. The Business Manager shall report how much was earned to the Board and the troupe after every show.
	4. The Business Manager shall attend all organizational meetings required by Student Government and be in charge of obtaining funds from the university in order to support the organization.
	5. The Business Manager shall maintain accounting information on Orgsync as well as upload minutes of the meetings where financials are discussed as well as monthly bank statements.
4. Duties and Powers of the Advertising Manager
	1. Advertising Manager shall either delegate or perform all duties related to the advertisement and public relations of the organization. These duties shall include electronic and visual communications.
	2. The Advertising Manager will be responsible for creating and producing posters for on-campus shows and having them approved by the university.
	3. The Advertising Manager will be responsible for the creation and production of the organization’s promotional email list and Facebook event.
5. Duties and Powers of the 5th Position
	1. This position shall be elected the show after the new members are chosen.
	2. The 5th Position shall observe all board meetings.
	3. The 5th Position shall become familiar with the duties and responsibilities of each of the other Board Members.
	4. The 5th Position shall be responsible for all tasks delegated to him/her by the other members of the Board.
	5. The 5th Position is responsible for keeping accurate minutes of board meetings.

ARTICLE V

BOARD MEETINGS

Section 1 The members of the Board should meet to discuss issues important to the team as often as the president deems necessary. These issues may include the normal shows, outside shows, festivals, finances and trips. These meetings should be regularly scheduled i.e. every other Thursday before practice.

Section 2 These meetings will be closed to non-board members.

ARTICLE VI

PRACTICE, PERFORMANCE, AND ATTENDANCE

Section 1 The performance group shall perform on-campus approximately four times each semester for the general public. Members shall be required to perform in these shows. The group shall also hold optional performances, which will include, but are not limited to festivals, charity events, and booked events.

Section 2 The performance group shall hold two required practices per week. These practices shall occur twice a week on Tuesdays and Sundays. An additional optional practice shall be held on Thursday. The spirit of these optional practices will be to gain experience doing scenes. On the week preceding a show, all three practices will be mandatory. These required practices will not contain teaching exercises. They will be instead used to prepare for the upcoming show. There will be no practice on the Sunday following a performance. The president holds the power to change all dates and times of all practices if deemed necessary, provided ample notification time is given.

Section 3 Attendance at practices shall be governed by the following rules.

Members with less than one year of experience with the troupe shall not miss more than two practices during the time between required shows. If this occurs, the offending member will not be allowed to perform in the upcoming show.

Members with more than one year of experience with the troupe are allowed to miss three practices during the time between required shows. They are allowed this only once a semester. If this requirement is not met, their membership will be reviewed by the Board, only removed with a unanimous decision from that board.

1. Members shall not miss any of the three required practices preceding a required show. If this occurs, the offending member will not be allowed to perform in the upcoming show.
2. Members who have missed more than the allowed practices in the month preceding the show may make up these practices. The member must attend two optional practices to make up for each missed practice.
3. Members shall not miss more than two required shows per semester.
4. If a member is more than one half hour late to a practice, he/she will be counted as absent from this practice.
5. Rare occasions where special permission is required must be consulted with the board ahead of time.

Section 4 If a member misses more than two shows a semester; he/she will forfeit his/her membership in the organization. If this member desires to regain his/her membership, he/she must re-audition the next year.

Section 5 After being a member for two consecutive semesters, a member may take a leave of absence for one semester for personal reasons. No more than one semester consecutively shall be allowed without re-auditioning the member.

Section 6 If a member is going to miss a required show, he/or she must still attend at least half of the practices prior to the show. If this requirement is not met, their membership will be reviewed by the Board, only removed with a unanimous decision from that board.

Section 7 Members shall be required to attend any performance or workshop in which the organization sponsors a visiting instructor or improvisational group.

Section 8 If a member misses an activity for which the organization has paid a sum money for that member’s attendance, the member must pay the organization the amount of this sum, unless the member’s house is on fire, or is excused by the board, or the funds can be refunded by the event itself.

Section 9 There can be an after show entitled “Nocturnal Soup” after the main stage show. The Host of that show (which will differ from month to month) will be in charge of getting the set list together. This will be overseen by the Vice President. As long as Nocturnal Shows exist, you must host a Nocturnal show before hosting a main stage show. To act in a Nocturnal show you must: 1.) have 4 hours of practice with your group, 2.) inform the host 2 weeks before of you plans to perform, 3.) practice it once before the week before, and 4.) on the Sunday before the show you must commit to performing. All of the above actions should be met, but the final decision of performance eligibility lies with the Host of that show.

Section 10 Performing turtles are entitled to one complimentary ticket good for one guest per show. Secondly, those appointed by the business manager (limited to two) to collect money for tickets are entitled to free entrance to the show that they are collecting money for.

ARTICLE VI-B

ATTENDANCE POLICY

Section 1 If a member is absent for over 20% of the practices in one school year then they are required to re-audition the following year to retain membership in the troupe. The member(s) who will have to re-audition will be part of the regular audition process at the beginning of the year.

Section 2 An absence is defined as missing more than one half hour of practice. A tardy is defined as showing up to practice after warm-ups have been completed. Two tardies is equivalent to one absence.

Section 3 An absence may be made up for by attending 2 optional practices. A tardy may be made up for by attending 1 optional practice.

Section 4 The absences, tardies, and makeup practices will be kept track of by the President and/or the Vice President.

Section 5 Absence and tardy exemptions will be left up to the discretion of the President. A member planning on being tardy or absent to a practice must clear it with the President 2 days before the planned tardy or absence. Examples of exemptions include, but are not limited to:

1.) Family or personal emergency: Such as a death in the family or a mental breakdown.

2.) Taking time off for a preapproved event: Such as rehearsing/performing in a play or another school event.

3.) If a member decides to not perform for a show they are excused from the 3 practices prior to the show.

4.) Taking a semester off to co-op or intern.

Section 6 Excused absences will not factor into a member’s overall yearly absent percentage, as listed in Section 1. The overall absence percentage formula will be:

Overall Absence % = (# of unexcused absences) ÷ (# of practices held over the year - # of excused absences)

Section 7 The spirit of this policy is not to scare people with the threat of re-auditioning, but rather to serve as an indicator of how much effort you put into the troupe. If your effort is questionable then it is best for you and the troupe to re-evaluate your membership.

Section 8 In the event that practice is canceled due to poor attendance, those members who are absent will still be counted absent. If practice is cancelled for any other reason, attendance will not be taken or recorded.

ARTICLE VII

GROUPS

Section 1 Members of this organization shall have the opportunity if they so choose to form groups.

Section 2 Groups formed amongst members of this organization that wish to be associated with this organization in any way shall fall under its authority and jurisdiction. Association with the organization may be declined by the officers.

Section 3 Groups may form their own officers, constitution, guidelines, and so forth, providing that they remain under the authority and jurisdiction of Clemson Improv.

Section 4 Groups may obtain and keep members who do not meet the membership requirements set forth in this constitution.

Section 5 The improv performance group of this organization shall be “Mock Turtle Soup.” The spirit, purpose, and guidelines of this group shall be the same as that of Clemson Improv.

Section 6 Activities of groups, including but not limited to practices, meetings, and performances, shall not in any way interfere with the activities of the organization or “Mock Turtle Soup.”

ARITICLE VIII

PROFESSIONAL ENVIRONMENT

Section 1 The President and Vice President shall strive to maintain a professional environment at all organization activities that promotes kindness and well-being among members through teaching styles that are instructive, encouraging, and uplifting.

Section 2 The only members who shall have authority over other members, in a teaching capacity or otherwise, shall be the President and the Vice President. A member shall never express negative or instructional opinions to another member, even if the member believes his/her opinion to be constructive. If a member wishes to instruct a second member in any way about the second member’s improvisational technique, performance, or otherwise, he/or she shall inform the President or Vice President of his/her opinion. It shall be up to the discretion of the President and Vice President whether or not to inform the second member of the first member’s instruction. Therefore, all instruction will be given exclusively by the President or the Vice President, unless a workshop is being conducted by another member of the troupe or outside instructor.

Section 3 The officers of this organization shall make it their utmost priority to listen to the opinion of the group members and take these opinions into consideration. The officers shall make decisions based on what they believe will be best for the organization as a whole.

Section 4 Any member who has an issue with the type of comedy that the group is performing is encouraged to bring this to the attention of the President and Vice President. The group wishes to have a good environment that does not offend its members. The President and the Vice President will encourage the troupe to avoid that kind of comedy out of respect for that member.

Section 5 In keeping with the Spirit of this organization (Article II, Section 1), members shall understand and respect the art of improvisational theatre. Therefore, they shall strive to be prepared and alert at all organization activities in order to learn and perform to the best of their ability. This goal's intention shall be to ensure that the organization produce the highest quality improvisational theatre possible, in keeping with the organization's spirit and purpose. Behavior that is deemed inappropriate by the officers may result in terminating membership.

Section 6 to expand on section 5: such behavior deemed inappropriate includes but is not limited to those qualities making up a supportive audience member during practices: meaning that, excepting of emergencies, the troupe requires that members watching at practice sit close to performers and each other, and laugh; as well as refrain from talking, being on a phone or computer; and any other behavior seen as distracting to performers. Any egregious use of this behavior, being defined as the President or Vice President having to tell a member three times to cease the act, may result in that member’s expulsion from the current practice.

ARTICLE IX

RATIFICATION

In keeping with the model set forth by the Constitution of the United States of America, ratification by a nine thirteenths majority among the current present members of this organization shall be required to set this constitution in place as supreme law of the organization. Quorum must be met with fifty percent of current members present.

By subscribing my name below, I hereby ratify the constitution of the Clemson Improv organization. I certify that I have read this constitution, I agree to its requirements and principles, and I agree to have its authority placed over me as a member of this organization.

These members are listed below:

Ted Anastopoulo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Bair (Advertising Manager) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alaina Baker (Absent)

Reece Baldwin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reilly Brown (Absent)

Manus Clancy (President) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ben Hyder (Absent)

Wesley Hawkeye Maszk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Justine Polomski \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allison Tanzy (Business Manager) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sean Valent (Vice President) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Aaron Verhoeven \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copies of these signed documents are currently on file with the organization