Office Hours Comedy Constitution

Preamble
The intent of this constitution is to outline the procedures and regulations governing Comedy.

Article I – Name of Organization
The name of this group shall be Etch-A-Sketch Comedy.

Article II – Purpose of Organization
The purpose of this organization shall be to provide students with opportunity to practice and perfect comedic performance and writing skills. In addition, the organization shall provide a new form of entertainment for the Tulane community.

Article III – Membership
Membership in this organization is open to all Tulane students with an interest in comedic performance and comedic sketch writing that go through the audition/application process.

All students in good academic standing (2.0 GPA) are eligible to audition/write for the Etch-A-Sketch Comedy Team. This group is an opportunity for actors to practice their comedic skills and for writers to get their work performed and expand their portfolio.

Actors: Actors are welcomed by auditions, which may consist of any number of activities decided by the Administrative Board that year. Once members, actors are expected to demonstrate commitment to the creative process, contribute ideas, learn lines and blocking to meet deadlines, and attend all rehearsals and performances unless otherwise documented in advance with the Stage Manager. Missing rehearsals may result in exclusion from sketches in progress that day.

Writers: Writers will also be auditioned, though they may be expected to submit a sample of original work as well. Once members, writers will be present at weekly writing meetings and rehearsals, and will present several minutes of proposed material each week. They are expected to collaborate with others on scripts, sometimes doing outside work in order to meet deadlines. Like actors, they must attend scheduled rehearsals and events regularly unless documented in advance with the Stage Manager.
Additionally, as a member, one is required to:

- Maintain a 2.0 GPA (cumulative)
- Be open and inviting to new script premises and ideas
- Respond maturely to constructive criticism and learn ways of giving it to others
- Listen to others’ values and be prepared to have respectful, intelligent conversations regarding material some may find offensive
- Keep material and sensitive conversations private
- Attend all rehearsals during tech week; absence during this time is not permitted

Expulsion:

Membership will be revoked if the member has excessive absences or lateness and fails to carry out his or her duties as a member. At two absences, members will be amicably reminded of the attendance policy; at four, they may be asked to leave, though extenuating circumstances may be taken into consideration.

**Article IV – Officers**

The officers that shall make up the Administrative Board shall be President, Vice President Communications, Vice President Treasury, Vice President Public Relations, Vice President Outreach and Community Events, Stage Manager and Administrative Board Representative. The Administrative Board may appoint such committees that are needed to carry out organization goals.

The officers and individual duties shall be:

a) President

- Prepares and distributes agendas for Administrative Board meetings
- Presides over meetings of the organization
- Calls special meetings of Administrative Board as necessary
- Maintains contact and serves as liaison with organization advisor, department and the Student Organizations Center
- Oversees scheduling and budget planning
- Helps develop goals for group and looks for opportunities for growth and development
- Oversees writing efforts, documenting scripts and maintaining necessary files
b) **Vice President Communications**
- Preside over meetings in President’s absence
- With President, prepares and distributes agendas for Administrative Board meetings
- Takes minutes and distributes rehearsal reports after each meeting
- Maintains membership and attendance records
- Maintains records of all activities of the organization
- Prepares, distributes and enforces production schedule, reminding members of meetings, rehearsals and events

c) **Vice President Treasury**
- Keeps records of all financial activity of organization
- Prepares budget with President
- Coordinates disbursement of grants and other funds
- Documents all organization spending
- Prepares and distributes a financial report each semester/year
- Arranges fundraising opportunities

d) **Vice President Public Relations**
- Maintains public awareness of organization around campus
- Organizes publicity posters, fliers and events
- Maintains and organizes any media coverage
- Ensures organization maintains a positive image on campus

e) **Vice President Outreach and Community Events**
- Works with Vice President PR but may specialize in New Orleans area opportunities
- Pursues performing and workshop opportunities outside the university
- Arranges community engagements and communicates with all involved

f) **Stage Manager**
- Presides over rehearsals and meetings, keeps teams on track
- Compile, manage and delegate costumes, props and transition lists
- Recruits tech crew and arranges their schedules and involvement
- With President, creates a master script with sound/light cues
g) Administrative Board Representative
- Attends Administrative Board meetings
- Acts as a liaison between ensemble and Administrative Board
- Problem-solves in business and creative arenas to promote group’s goals
- May be assigned any miscellaneous duties and assist with others’ tasks

Officers may be removed from office if actions are deemed inappropriate by membership. It must be adequately demonstrated that they have failed to perform their assigned duties and that it is in the group’s best interest to replace them. The Faculty Advisor must be informed of this decision and may deem other measures or solutions necessary before removal from office.

**Article V – Faculty Advisor**
The advisor will supervise the Administrative Board as necessary and is available to officers to help develop long-term goals, enforce policies and mediate major conflicts. He/she may also communicate to the group about any new performance/workshop opportunities that may be available. Any member may go to the Faculty Advisor at any time with any problems or concerns they have. The Faculty Advisor may offer guidance or, using discretion, bring the issue to the attention of the ensemble or Administrative Board and strategize about solutions.

**Article VI – Elections**
Elections will be held on a designated date in the spring semester, typically February or March, to determine officers for the following year, and will be decided on the basis of a majority vote from membership. Those wishing to run for office must meet with the Faculty Advisor to declare their intent to run and discuss the responsibilities and implications of the position. Newly elected officers will then “shadow” the existing officers for the remainder of the year with the goal of initiating themselves to the position.

**Article VIII - Amendments**
Proposed amendments must be delivered to the President in writing. The President, having received the proposed amendment, shall schedule a meeting of the organization. At this time, the amendment shall be read aloud, discussed, and voted upon.