*Constitution*

**Article I - The Organization**

**Section 1 - Name**

Backburner Sketch Comedy

**Section 2 - Purpose/Mission Statement**

Our purpose is to bring laughter to The Ohio State University by developing a community around sketch comedy within the university and to improve the writing, acting, directing, and technical skills of our membership.

**Section 3 - Non-Discrimination Policy**

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

**Article II - The Membership**

This organization shall be student-led and shall be open to all students of The Ohio State University.

**Section 1 – Base Criteria**

 Membership is open to all currently-enrolled students at the university. The organization will consist of an officer core and the general membership. All members may be subject to the following aspects of sketch comedy:

1. Writing
2. Acting
3. Directing
4. Technical assistance
5. Promotion

The organization will maintain a regular practice schedule. The day, time and location is to be determined each semester. Each member should expect to commit to at least one writing meeting a week. Additionally, members are expected to attend business meetings and rehearsals when needed. Members must be on time, members must stay on task or help other members as needed, and members must attend practices regularly to show commitment and to develop skills. Attendance will be recorded at each meeting and rehearsal.

**Section 2 – Membership Requirements**

In order to be considered a member of Backburner Sketch Comedy, one must attend four writing or business meetings.

 Member status is required to be casted in live sketch shows.

**Section 3 - Removal of Members**

 If a member is behaving in way deemed harmful to the organization’s purposes, the suggestion for removal can be made. The member in question will be given an opportunity to appeal on his/her behalf to the officer core at a private meeting. The officers will then vote among themselves on the issue of removal. A three-fifths majority is required for passing.

**Article III - The Leadership**

**Section 1 – Leadership Criteria**

 All elected positions must be current Ohio State students and must commit to serving a term of one full academic year.

**Section 2.1 – Election Procedures**

 Elections will be run by outgoing officers. In the event that there are less than two outgoing officers, the President may select members not participating in elections to maintain the election process.

**Section 2.2 – Election Date**

 Elections are held during the spring semester or immediately following the departure of an officer from their elected position. New officers transition into power at the conclusion of elections.

**Section 2.3 – Letters of Intent**

 At least one week prior to voting, candidates for each office are required to submit of letter of intent. Note that current officers wishing to keep their position for a new academic year must submit a letter of intent and run for reelection at the conclusion of spring semester.

**Section 2.4 – Presentations**

 Candidates must present themselves to the membership to be considered for their position. Candidates must also be willing to answer any questions from the membership following their presentation and prior to voting.

**Section 2.5 - Voting**

 Votes shall be submitted on a paper ballet and counted by those running the elections. The winner is determined by obtaining the highest percentage of the voting mass. In the event of tie, the parties in question will participate in a run-off and whoever holds the majority will win the position. In the event of a tie between two parties (or a tie after the conclusion of a runoff vote), the position will be chosen by the most senior out-going members of the officer core.

**Section 3.1 – Officer Duties**

All officers will be given access to the general email and Google Drive in addition to the following:

**Section 3.2 – President**

 The President is the primary leader of the organization. Responsible for chairing general staff meetings and Officer meetings and delegating tasks to the officer core. Will make final decisions regarding sketch lengths, prop usage, and show line-up. Responsible for acquiring locations for general meetings of the membership as well as locations for performances. The President cannot alter the content of a writer’s sketch but may offer suggestive edits. Will attend primary leader training as needed.

**Section 3.3 – Vice President(s)**

 The Vice President (hereafter VP) is the secondary leader of the organization. Responsible for delegating tasks to the officers and membership. There may be up to two VPs: a VP of Writing and a VP of Acting. In the event that only one of the VP positions is filled, the tasks of the vacant position will fall to the President. One of the VPs will run meetings of the general membership in the event that the President is unable to chair a meeting.

**Section 3.31 – Vice President of Writing**

The Vice President of Writing is in charge of finding writing exercises to share with the group during general meetings. They are also in charge of organizing and leading the editors.

**Section 3.32 – Vice President of Acting**

The Vice President of Acting is in charge of finding acting exercises (including, but not limited to, warm up activities, projection exercises, blocking, etc.) to share with the group during general meetings. Critiques the acting of the group during show preparation and giving notes after shows. May also organize secondary improv-focused side meetings.

**Section 3.4 – Treasurer**

 Responsible for financial upkeep of the membership. Ensures that all shows are properly afforded. May advise on issues of fundraising, budgeting, and advertising. Will attend treasurer training as needed.

**Section 3.5 – Secretary**

 Responsible for taking minutes at general and officer core meetings and emailing them to the appropriate recipients.The secretary will send meeting reminders.

**Section 3.6 – Marketing Communication Director**

 Responsible for creating social media content and physical advertisements relevant to the organization’s activities. The MCD will promote online sketches and reach out to available media outlets to promote shows. May be in charge of creating and running programs for the membership. May also work in tandem with other comedy organizations at the university.

**Section 3.7 – Social Activities Chair**

Responsible for organizing social events outside of meetings. These activities should be available to all members. May also keep track of member birthdays.

**Section 3.8 – Webmaster**

 Responsible for maintenance of the organization’s website. The Webmaster will not be elected, but instead chosen by the officer core on a yearly basis. The webmaster may be an existing member of the officer core or delegated to another member.

**Section 3.9 – Director of Production(s)**

Responsible for organizing the production (pre-production, production, and post-production as needed) of video sketches. The DoP will work with the director of the sketches during filming and edit the content. The director of the individual sketch may give the DoP notes and may also give DoP full creative control over the editing process. Collaboration will be on case-by-case basis. The DoP may lead a team of producers and editors. The DoP may delegate tasks to the aforementioned team. The DoP will not be elected, but instead chosen by the officer core on a semesterly basis. The DoP may be an existing member of the officer core or delegated to another member. There may be up to two DoPs.

**Section 3.10 – Stage Manager**

The Stage Manager is in charge of running the behind the scenes work of the live show. This includes but is not limited to lights and sound effects. They will be appointed on a show-by-show basis.

**Section 3.11 – Music Director**

The Music Director is in charge of running the music during live shows. This includes, but is not limited to, music before the show begins, music between sketches, and music after the show. They may play it live or pre-recorded. They will be appointed on a show-by-show basis.

**Section 4 – Removal of Officers**

 If a member feels that an officer has not filled his/her duties, they may submit a petition and written summary requesting the removal of the officer in question. Upon receiving the request, the President (or Treasurer if the President is the officer in question) will inform the officer and at the subsequent officer meeting he/she will have time to plead on his/her own behalf. A three-fifths majority is required to move the motion on to the general membership. The officer will have time at the subsequent meeting to again plead their case. A two-thirds majority is required of the membership to remove the officer. All votes in both instances will be taken on paper ballot and counted by the President (or Treasurer if the President is the officer in question).

 Note that a removed officer is not automatically expelled from the organization. The processes for officer and member removal may run simultaneously, but approval through both systems is required.

**Section 5 – Officer Resignation**

 In the event that an officer must resign before the term’s end, the membership will be made aware via email and all interested parties may submit a letter of intent for the position. The process will then follow that of a normal election with the membership voting via paper ballot.

**Section 6 – Adhoc Officers**

 Adhoc officers will be responsible for all of the regular duties attributed to their position.

 Should an Adhoc officer be introduced during autumn semester, they may choose to remain in their position for the following spring semester, taking on more responsibility, or vacate it to be filled in an election held during the first months of that semester. Should an Adhoc officer wish to continue in their position from academic year to academic year, they must run for reelection.

**Article IV – Advisor Criteria**

The advisor could have an interest in sketch comedy or theater. The advisor must commit to completing training through the Ohio Union.

**Article V – Meetings**

**Section 1 – Writers’ Room**

 The organization will hold regular meetings chaired by the President with the intent of sharing ideas and working on individual and group sketches.

 After the completion of writing, the membership will hold an editing meeting. All sketches will be read aloud and critiqued in friendly and constructive environment. All comments are to be taken as suggestions by the writer.

 These meetings shall serve as the weekly meeting. Meetings shall contain any business matters that need to be addressed, followed by pitches and writing/editing sketches.

**Section 2 – Rehearsal Meetings**

The organization will maintain a regular practice schedule in preparation for upcoming shows. The day, time, and location is to be determined as needed depending on performances.

The sketches that will be performed during rehearsal should be notified in advance, but all members should be prepared to understudy or perform.

**Section 3 – Officer Meetings**

 The officer core will meet regularly, at minimum twice a month, to discuss business and general club operations.

**Article VI - Performances**

**Section 1- The Show Cycle**

The show cycle will be defined as the time spanning from when sketches are due to the

date of the show.

**Section 2.1- Show Requirements**

In order to perform in a show, members must not miss more than one rehearsal during

that show cycle. They must also be in attendance during the last meeting before the show to be

allowed to perform. Those who do not meet these requirements will still be able to participate

in the video crew.

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**Section 2.2- Video Crew**

The video crew will be made up of the members who either elect to be a part of the

video crew or are unable to meet the requirements for performing in the show. The Video Crew

will be responsible for filming the videos that are played during the show.

**Section 3.1- Show Committee**

For each show cycle, a committee will be created to run the show. The positions of the

committee will be appointed each show cycle. The positions are as follows:

**Section 3.2- Director of Production**

The Director of Production (D.O.P.) will be responsible for organizing and shooting the

video sketches that are used during the show. They will be in charge of the video crew for the

duration of that show cycle.

**Section 3.3- Stage Manager**

The Stage Manager will be responsible for running the lighting of the show. They will

also be responsible for organizing the creation of any props that are created for that show.

**Section 3.4- Bandleader**

The Bandleader will provide live music during the show. They will also be in charge of

the timing and execution of any sound effects that are played during the course of the show.

**Article VII – Amending The Constitution**

 This constitution is a living document and is expected to be amended regularly. The constitution should be analyzed at minimum once a year by the officer core.

Any member of the organization or officer core may propose amendments to the constitution. They should be sent in writing to the organization’s email and read at the subsequent meeting of the officer core. After discussion, the officers will vote to determine whether the amendment will be presented to the membership for passing. Majority rules.

Proposed amendments shall be made in writing, and shall not be acted upon but made available to the membership through email and summarized at the subsequent general meeting during which a vote will be taken. An amendment requires a majority vote from the membership to pass.

**Article VIII – The End**

If the officer core deems it necessary, they shall vote to dissolve the organization. The decision to dissolve must be unanimous by the officer core. After presenting the motion to dissolve to the general membership, a majority vote must be acquired for dissolution.