

# *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 does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, or admission.

As a student organization at The Ohio State University, Backburner Sketch Comedy expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).

## **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 meeting a week. Additionally, members are expected to attend writing meetings and additional 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 can be recorded at each meeting and rehearsal if the group finds it necessary.

### **Section 2 – Membership Requirements**

In order to be considered a member of Backburner Sketch Comedy, one must attend four weekly meetings and participate in a show cycle.

### **Section 3 - Removal of Members**

If a member is behaving in a way deemed harmful to the organization's purposes, the suggestion for removal can be made. This process will be guided by [Backburner Sketch Comedy's Accountability Framework](#). The member in question will be given an opportunity to appeal on their behalf to the officer core at a private meeting. The officers will then vote among themselves on the issue of removal. At least 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. Those pursuing the office of President, Vice President and Treasurer positions must commit to the term of one full academic year. It is highly encouraged that all members seeking a leadership position commit to one full academic year, however, accommodations for members who know they'll be prematurely vacating an elected position prior to running may be made on a case-by-case basis.

### **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 begin their transition into power at the conclusion of elections.

### **Section 2.3 – Letters of Intent**

Before elections are held, candidates for each office are required to submit a 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 ballot and counted by those running the elections. In the event of in-person voting not being safe or possible, voting shall occur in a virtual format. The winner is determined by obtaining the highest percentage of the voting mass. In the event of a 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 after the conclusion of a run-off vote, the position will be chosen by the most senior out-going members of the officer core.

### **Section 3.1 – Officer Duties**

Along with the following duties, all officers will be given access to the general email and Google Drive.

### **Section 3.2 – President**

The President is the primary leader of the organization. Responsible for chairing general 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 suggest edits. The President, in collaboration with the officer core, reserves the right to pull a sketch if deemed unsuitable to run. 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 be shared between the President and filled VP position. One of the VPs will run meetings of the general membership in the event that the President is unable to chair a meeting.

#### **Section 3.3.1 – 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. They oversee the writing and editing of theme sketches.

#### **Section 3.3.2 – 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. Advises the acting of the group during show preparation and gives notes after shows. May also organize 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 – Internal Communications Director**

Responsible for taking minutes at officer core meetings and making them available to relevant members. The Internal Communications Director (hereafter ICD) will send meeting reminders. The ICD may head the creation of the weekly newsletter. The ICD acts as a welcoming presence to new members and cultivates a sense of community within the membership through upkeep of communication. The ICD may track and work to improve member retention with the rest of the e-board.

### **Section 3.6 – External Communications Director**

Responsible for creating social media content and physical advertisements relevant to the organization's activities. The ECD 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. The ECD may also head recruitment efforts throughout the academic year.

### **Section 3.7 – Director(s) of Video Production**

Responsible for organizing the production (pre-production, production, and post-production as needed) of video sketches. The DVP will work with the director and writer of the sketches during filming and edit the content. The director and writer of the individual sketch may give the DVP notes and may also give DVP full creative control over the editing process.

Collaboration will be on a case-by-case basis. The DVP may lead a team of relevant members to assist in the production process. The DVP may delegate tasks to the aforementioned team. The DVP will be elected, but if the position is unfilled following elections, it may be appointed by the officer core on a yearly basis. Candidates will be voted on by a Confidence/No Confidence basis. The DVP may be an existing member of the officer core or delegated to another member. There may be one or more DVPs.

### **Section 3.8– Diversity and Inclusion Chair**

Responsible for ensuring that the organization’s membership, show attendance, and engagement is inclusive and empowering for students of all backgrounds. May conduct outreach to other student organizations on campus for the purpose of show promotion, member recruitment, and collaborations.

### **Section 3.9– 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 3.10 – Webmaster(s)**

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. There may be one or more webmasters.

### **Section 3.11 – Stage Manager**

The Stage Manager is in charge of running the behind the scenes work of the show. This includes but is not limited to lights, props, costumes, and sound effects. They will be appointed on a show-by-show basis. They may appoint a technical team on a show-by-show basis, or establish a committee of technicians.

### **Section 3.12 – 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. If this position is unappointed, it will be filled by the stage manager.

## **Section 4 – Removal of Officers**

If a member feels that an officer has not filled their duties, they may submit a petition and written summary requesting the removal of the officer in question. Upon receiving the request, the President (or VP(s) if the President is the officer in question) will inform the officer and at the subsequent officer meeting they will have time to plead on their 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 VP(s) if the President is the officer in question). In the event of in-person voting not being safe or possible, voting shall occur in a virtual format.

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.

Note that if the petition in question involves sensitive material or events that the petitioner would not like to be shared with general membership, the vote process will end with the officer core.

### **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. In the event of in-person voting not being safe or possible, voting shall occur in a virtual format.

### **Section 6 – Adhoc Officers**

Adhoc officers are those appointed on an as-needed basis to vacated elected positions. They 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. They could be the father of Backburner alumnus Eli Gardner. The advisor must commit to completing training through the Ohio Union.

### **Article V – Meetings**

#### **Section 1 – General Meeting**

The organization will hold regular meetings chaired by the President with the intent of sharing ideas and working on individual and group sketches. These meetings shall serve as the weekly meeting. Meetings may contain any business matters that need to be addressed, pitches and writing/editing sketches, or rehearsal.

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.

#### **Section 2 – Officer Meetings**

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

#### **Section 3 – Writers Meetings**

The Vice President of Writing will hold writers meetings as needed. Meetings include but are not limited to the writing of theme sketches and facilitating collaboration between writers. These may occur during the weekly general meeting, or can be scheduled by the Vice President of Writing outside of that time.

### **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 two rehearsals during that show cycle. Barring a necessary absence, they must also be in attendance at least one rehearsal during show week to be allowed to perform. Those who do not meet these requirements will still be able to participate in the video crew.

### **Section 2.2- Video Crew**

The video crew will be made up of the members who choose to work on a team organized by the DVP(s).

### **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 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 - Intellectual Property**

Each individual contributor's sketches, ideas, and property is on lease for performance at the discretion of Backburner Sketch Comedy indefinitely, and can be revoked at any time by the contributor. All contributors are subject to copyright laws in the State of Ohio and the United States pertaining to intellectual property. Stealing, borrowing, and/or copying other internal or external contributor's sketches, ideas, and property are considered plagiarism and are not permitted, and may result in other repercussions.

### **Article IX– 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 unanimous vote must be acquired for dissolution.