

Preamble

We, the students at the University of Delaware, do hereby form the organization known as the University of Delaware Improv Club for the purpose of opening the art of improv comedy and theater to the general student body, creating a community of like-minded students to form lasting bonds and enjoy a challenging art form.

Articles

- I. The organization shall be known as the Delaware Improv Club.
- II. The objectives of DIC shall be to:
 - a. Promote a community of improvisers, actors, and comedians at the University.
 - b. Provide understanding of the art and training for students that are not members of established on-campus troupes.
 - c. Train and hone skills in acting, comedy, and group dynamics, as well as inspire stage confidence for young actors.
 - d. Serve as a training ground for aspiring improv coaches and teachers in DIC and other on-campus troupes.
 - e. Invite professional improv coaches from renowned theaters to conduct workshops when possible.
 - f. Conduct weekly open workshops in the basics of improvisation to prepare students for troupe auditions or to found their own troupes.
 - g. Once per academic semester, the ensemble will organize a performance.
- III. DIC is affiliated with the following on-campus performance organizations:
 - a. Riot Act
 - b. The Rubber Chickens
- IV. Qualifications for Membership:
 - a. Regular Membership – Full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group.
 - b. Ensemble Membership – Regular Members that attend 5/6 of the workshops.
 - c. Affiliate Coach Membership – Members of active improv troupes affiliated with DIC for at least one academic year may claim Affiliate Membership.
- V. The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.
- VI. Duties and privileges of membership:
 - a. Regular Members need to attend at least one out of two workshops per semester in order to attain voting rights.
 - b. Ensemble Members, as stated above, are Regular Members that attend at least five out of six workshops per semester; these members may vote, nominate themselves for the Executive Board, and participate in the semiannual DIC Ensemble Performance at the semester's end.
 - c. Affiliate Coaches conduct the weekly workshops; they may vote, nominate themselves for the Executive Board, but will not participate in the semiannual performance.
- VII. Non-voting, non-representing membership:

Interested part-time or graduate students, faculty, alumni, and community members may attend weekly workshops but are not eligible vote, hold office, count towards the group's membership, have any influence upon decision making of the organization, nor participate in the semiannual performance.
- VIII. Policies and Procedures for Disciplining or Removing Members:

Comment [RE1]: We would prefer to use NO affiliation with the other improv clubs. You also need to add the clause about funds not being given to either of these organizations.

A unanimous vote among executive board members is required to a) bar a member from participation in the semiannual performance or, if needed, b) bar a member from participation in future workshops and voting rights (i.e., revoke Regular Member status). These actions may be taken if the actions of a member goes against the mission of the group, is disruptive and disrespectful in workshops or towards other members, or otherwise proves harmful to the organization. These actions may not be taken without adequate motivation.

IX. Qualifications for Executive Board Members:

- a. All Officers (or Executive Board Members) must be full time matriculated undergraduate students at the University of Delaware with a minimum GPA of 2.25. Additionally, any potential officer must be able to complete a full academic calendar year, and must have completed at least one semester as an Ensemble Member of DIC or served as an active Affiliate Member.

X. Officers:

- a. **President** – This organization shall have a President with the duties of calling and running executive meetings and workshops, as well as handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization (Start-of-the-Year, Mid-Year, End-of-the-Year packets). The President will receive all information from the Activities and Programs Office from an undisclosed email database—and disseminate to the board and organization members when necessary. The President will help appoint all standing and special committees (to organize trips, events, and special workshops). The President should be a member who has already served on the executive board for at least a year.
- b. **Treasurer** – The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The treasurer is responsible for requesting funds from the allocation board.
- c. **Vice-President** – The Vice-President shall work closely with the President to fulfill the duties as described above. The Vice-President will also serve the role of President if the President is absent, unable to serve the duties, or if the President resigns. The Vice President should also be responsible for disseminating information about other activities offered by other Registered Student Organizations and promotions. The Vice-President shall also serve as the organization’s historian with the goal of being able to pass on records of the group’s past activity, who was involved, and to keep a copy of promotional materials.
- d. **Secretary** – The Secretary shall take attendance of those present at workshops to determine membership eligibility. The Secretary should also maintain the membership list and email database. The Secretary shall be responsible for promotion of the group and their events. This would include making posters, flyers, and brochures, updating the web page information, entering information on to the University Events web page, submitting press releases to the appropriate media, and ensuring the group is represented at events designed to help promote the organization and build membership.

XI. Election of Officers:

After the first half of each spring semester, Ensemble Members and Affiliate Members may nominate themselves for office. The Secretary shall take the names of nominees and a short paragraph justifying their nomination, and send this information to the voting-eligible Members. One meeting shall take place after the Mid-term period of spring semester in which nominees will make a brief speech to justify their eligibility and voting will take place by a simple paper ballot. These will be counted by the sitting Secretary in the presence of the sitting President and Vice-President. **In the case of a tie, the sitting President will appoint an officer from the two nominees based on either (a) seniority or (b) attendance record; NOT group affiliation.** Sitting Officers conduct any business pertaining to their academic cycle and complete the End-of-the-Year Packet, while newly elected officers begin preparing for the next academic cycle.

Comment [JE2]: Please change this, this takes away from the democratic process. Ex. If there is a tie their will be a revote.

- a. **Procedure for Disciplining/Removal of Officers** - If a newly elected Ensemble Member loses Ensemble status in the same semester by failing to attend workshops, Member will lose their seat on the Executive Board and a qualified replacement will be appointed. If the actions of an Officer goes against the mission of the group, is disruptive or disrespectful in workshops or towards other members, or otherwise proves harmful to the organization, any Ensemble Member, Affiliate Member, or Executive Board Member shall call a hearing for the Officer's removal. The remaining members of the Executive Board may vote unanimously for his removal, and a qualified replacement will be appointed by the sitting President (or former Vice-President who shall move to President's seat upon removal).
- b. **Resignations** - An officer choosing to leave his/her station is required to provide the Executive Board an advance notice of at least two weeks. The departing officer then has to find a qualified replacement that meets approval of the President for the Executive Board seat.
- c. **Officer Transition** - Before transition, the sitting Officer must impart upon the newly elected Officer (a) any physical or digital material belonging to the Organization such as books, binders of records, training manuals, and promotional materials; (b) skills necessary to the office, such as the relevant use of programs such as Adobe Photoshop and Illustrator, FinalCut Pro and Avid, or some such as e-mail etiquette; (c) any practical knowledge gleaned from experience in the Office; (d) any professional contacts in major theaters that have proven themselves friends to the organization; and (e) introductions to the Events & Activities staff.

XII. Meetings:

- a. **Open Workshops** are to be held once per week while classes are in session. These are open to the public, and will be conducted by participating Affiliate Members on a rotating basis. While the content of each workshop is ultimately at the discretion of the Affiliate Member and the desires of the assembly, the workshops should generally build upon and expand principles established in previous workshops and become increasingly advanced as the academic cycle progresses. This encourages regular attendance from interested members. Attendance must be recorded to establish voting and Ensemble eligibility.
- b. **Executive Board Meetings** are to be held at least once per month or by necessity. These will be announced to the entirety of the club and open to the public. The purposes of these meetings are to (a) organize and coordinate future workshops with Affiliate membership; (b) appoint committees for special events, such as a professionally-conducted workshop or performance; (c) organize the promotion of the organization; (d) discuss other issues as need arises. The Secretary will record the minutes, then e-mail them to members. Board Meetings will generally follow this Order of Business:
 - i. Roll Call.
 - ii. Reading of the Minutes of the preceding meeting.
 - iii. Reports of Committees.
 - iv. Reports of Officers.
 - v. Old and Unfinished Business.
 - vi. New Business.
 - vii. Reports, feedback, comments of Members.
 - viii. Adjournments.
- c. **Ensemble Preparation** occurs near the end of each semester as dedicated Ensemble members prepare to showcase their acquired knowledge of improvisation techniques. These meetings, guided by the sitting Vice-President, should occur each week for three weeks leading up to the semiannual performance: first to establish the organization of the performance, second to run and troubleshoot the performance, and third run again to ensure a smooth and confident Ensemble-run show.

XIII. Dues:

No compulsory dues will be collected. If the Executive Board would like to organize a trip to an improv theater, a professional workshop, or a professional performance, voluntary donations may be requested or fundraising events planned.

XIV. Selection of an Advisor:

The advisor must be a full time professional faculty or staff person; no part time/salaried staff or graduate students may serve as advisor.

XV. Disbursal of organizational assets should the group become defunct:

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

XVI. Rules for Ratifying the Constitution:

Approval of changes to the constitution requires a 3/4 vote of the executive board and approval by the Activities and Programs Office.

XVII. Rules for amending the Constitution:

Adding articles/sections to the constitution requires a simply majority vote the executive board and advance notice to all members of the proposed change.

Signatures:

President: _____

Vice President: _____

Activities & Programs Staff: _____

Date: _____