WHIP (Westfield House of Improv Players) of Westfield State University  
Comedy Improv Constitution

Article I - Name

Section 1: This organization shall be known as the WHIP (Westfield House of Improv

Players) Comedy Improv Club of Westfield State University, here after known as WHIP Comedy Improv.

Article II - Purpose

Section 1: The purpose of this club is the education, rehearsal, and performance, of comedy improv by WSU students. We are a performance-based team and the education and enhancement of improvers will thrive and increase skill through such mediums. To achieve growth in the aforementioned areas, performances, workshops, and mediums of that nature shall be available for our members to participate in.

Section 2: The goals of WHIP Comedy Improv include; primarily to educate and enhance the capacity of theatrical ability in the area of improve comedy and, secondly, to work to display skills through performance mediums. It is a goal of the club to remain professional, while being student-run and dependent upon the members of the executive board, production staff of each show, and the faculty advisor(s).

Article III - Membership

Section 1: Membership shall be open to all full time or part time undergraduate students

of Westfield State University who have paid their student activities fee for the current academic semester and are in good academic standing.

Section 2: Members are considered to be active voting members if they attend or

participate in seventy percent (70%) of club meetings and activities as listed   
below.

A. Weekly Rehearsals – one (1) each week of the semester.

B. Performances – three (3) per semester.

C. General Membership meeting(s) – one (1) at the beginning of each   
 semester and the end of spring semester (elections)

D. Be present at at least one (1) or more fundraisers or events hosted by the club

Section 3: All membership will be terminated at the end of each spring semester, other than the board who will sustain membership through the summer.

Article IV – The Executive Board

Section 1: The officers of the club shall be the president, vice president, secretary, treasurer, chairperson.

Section 2: Duties of the officers shall be:

A. President

1. Preside over all general and special meetings.

2. Appoint all committee chairpersons.

3. Present all motions to the membership

4. Create rehearsal and performance schedule.

5. Provide mid-year report with assistance from rest of the board by January 10th.

6. Provide end of year report with assistance from rest of board by May 25th.

7. Serve as a liaison between faculty and staff of the campus   
 community.

B. Vice President

1. Assume the duties of the President in his/her absence,
2. Create rehearsal and performance schedule.
3. Make arrangements for and publicize meetings.
4. Provide assistance to the President with the mid-year and end of year reports.

C. Secretary

1. Keep attendance records for all club events.

2. Maintain minutes and records of all meetings.

3. Maintain archive of all performances and events.

4. Shall provide assistance in creating rehearsal and performance schedules.

5. Send out emails regarding club affairs to members.

D. Treasurer

1. Maintain financial records of all revenue and expenses for the club.

2. Present updated club funds to the board on a bimonthly basis.

3. Provide year-end financial statement for the club by May 25th.

E. Chair Person

1. Works under supervision of any and all board members based upon what is needed.

2. Fulfills duties appointed by the Board at time of appointment.

Section 3: Officers for the upcoming school year (July 1- June 30)

1. Shall be elected in approximately one month prior to the end of the semester.
2. Chair person shall be elected, on an as needed basis, by the current executive board

3. Shall work in conjunction with the current Board in order to learn their respective duties and strive to create a successful transition in leadership for the club.

Section 4: Any member as defined in Article III, Section 1 & 2 shall be eligible to hold

Office.

Section 5: The term of office for each officer shall be for one (1) year (July 1 - June 30)

Section 6: Officers must retain membership status as defined in Article III, Section 1 & 2

and attend eighty percent (80%) of required club activities as defined in Article VII, Section 1.

Section 7: Officers may assign duties as needed to any member.

Article V - Advisors

Section 1: Advisors are open to any faculty, staff or librarian.

Section 2: The duties of the advisor(s), when consulted by the club, are as follows:

A. Keep in contact and updated on all group meetings, rehearsals, performances, and finances.

B. Attend meetings with discretion of the board.

C. To become familiar with the group’s history, purpose, goals and programs.

Section 3: Advisor shall be selected by majority vote of the membership as defined in Article III Section 1&2.

Article VI - Elections

Section 1: Elections shall be held in April prior to the end of the academic calendar (mid-

May) at the end of spring semester.

A. Any member as defined in Article III, Section 1 & 2 may nominate any   
 member for officer.

B. Those nominated must be seconded and must accept nomination in person or by a delegate in order to be placed on the ballot.

Section 2: Execution

A. Elections shall be executed by the current President

B. Voting shall be by private ballot only.

C. The current President and Vice President shall conduct the counting of   
 ballots. In the event that the President or Vice President is a candidate   
 on the current ballot, the next board member by rank shall count. In   
 the event that no board member would be available to count ballots   
 due to being a candidate, the advisor(s) to the club shall count ballots.

Section 3: No election may be held if there is not a quorum of fifty percent (50%) of the

club members plus one (1) present at the meeting.

Section 4: In the event of a tie, a non-voting member will be selected by the board and will only vote to break the tie. This member will only vote in the event of a tie.

Section 5: Appointment of Chairperson (s)

1. Candidates must be members as defined in Article III, sections 1 and 2
2. Candidates will submit a paragraph as to why they deserve the Chair position to the Board
3. At this point the executive board will then cast a vote as to the appropriate officer

Article VII – Audition Process

Section 1: The audition process will be held twice (2) a year within the first few weeks of the semester.

1. There will be multiple days in each audition week.
2. Members who auditioned in the Fall semester do not need to re-audition in the Spring semester.
3. Members who auditioned in any given Spring semester will need to re-audition in the upcoming Fall semester.

Section 2: Auditions will be held by the executive board members.

A. Auditions will be set up in a way where candidates will be grouped randomly in multiple scenes.

1. The board will create and improvise environments that will test their ability to understand rules and work under them rather than play an established game.

Section 3: All those auditioning will be rated using a specific 1-5 scale concerning four different aspects of improve:

1. Improvisational Skills
2. Creativity
3. Ability to accept and work will criticism
4. Ability to work with others

Section 4: The combine grades from all members of the board will be used to compare against the highest score received.

Section 5: All memberships, except for the newly elected board members are required to audition for membership the following year.

Article VIII - Meetings

Section 1: The club shall meet for a minimum of:

A. Weekly Rehearsals - (1) one each week of the semester.

B. Performances - (2) two per semester.

C. General Membership meeting (1) one at the beginning of each

semester and the end of spring semester (elections)

Section 2: Officers may hold board meetings or meet without the advisors as needed.

Meetings must be posted electronically (1) one day prior to all members as defined in Article III, Section 1 & 2.

Section 3: Special meetings may be called by any member of the executive board or at

the request of (3) three members as defined in Article III, Section 1 & 2. Meetings must be posted electronically (2) two days prior to all members as defined in Article III, Section 1 & 2.

Section 4:

A. The Board shall hold a meeting once a week while classes are in session.   
 The time, day, and location of each meeting must be made available to all   
 club members. Additional meetings will be scheduled in order to appoint   
 directors for each performance. Board Meetings must be posted   
 electronically (1) one day prior to all members as defined in Article III,   
 Section 1 & 2.

B. The advisor(s) are asked to attend meetings with discretion of the board.

C. All Board officers are expected to attend every meeting. In the event that a   
 Board officer cannot attend a meeting he/she must contact the President   
 or the Vice President.

D. All rehearsals are open to the public. The Board should encourage all   
 members of WHIP to attend and participate in the open meetings.

E. The Board has the right to hold closed sessions at the end of the weekly   
 meeting in order to discuss issues that are not ready for general session.

Section 5: Agenda items for both executive and general meetings must be submitted to

the Secretary by noon the day prior to each meeting. Minutes will be taken at each meeting and approved at the following meeting.

Article IX – Replacement, Resignation and Removal of Board Members

Section 1:

A. In case of removal or resignation of the President, the Vice President will   
 become Acting President until elections are held.

B. In case of removal or resignation of another officer, the President will   
 appoint a temporary officer.

C. Special elections must be held within two (2) weeks after removal or   
 resignation of officer.

Section 2: An advisor may be removed from office if they are not performing their duties

as specified in Article V, Section 3 by a two-thirds (2/3) majority vote of the voting members as defined in Article III, Section 1 & 2 during a special meeting as per Article VII, Section 3.

Section 3:

A. By majority vote of the Board, followed by a two thirds (2/3) vote of the club present at an announced meeting, an officer shall be impeached.

B. In the event of resignation or impeachment of the President, the Vice   
 President shall replace the President and the Secretary shall be asked to replace the Vice President. If the Secretary does not wish to move up, then a new Vice President shall be elected by proper procedures stated in Article VI.

1. If the Secretary accepts to become the new Vice President, then a new Secretary shall be elected by proper procedures stated in Article VI.

C. In the event of resignation or impeachment of the Vice President, the Secretary shall be asked to replace the Vice President. If the Secretary does not wish to move up, then a new Vice President shall be elected by proper procedures stated in Article VI.

1. If the Secretary accepts to become the new Vice President, then a new Secretary shall be elected by proper procedures stated in Article VI.

D. In the event of resignation or impeachment of the Secretary, a new Secretary shall be elected by proper procedures stated in Article VI.

E. In the event of resignation or impeachment of the Treasurer a new treasurer shall be elected by proper procedures stated in Articles VI and Article VII, Section 1c.

Article X – Removal From Office

Section 1: An officer may be removed from office if they are not performing their duties

as specified in Article IV, Section 3 by a two-thirds (2/3) majority vote of the voting members as defined in Article III,\

Section 2: An advisor may be removed from office if they are not performing their duties

as specified in Article IV, Section 3 by a two-thirds (2/3) majority vote of the voting members as defined in Article III

Article XI – Performance

Section 1: Show Director(s)

A. Is responsible for:

1. Selecting players for their assigned show based on requirements in   
 Article II, Section 1& 2.

2. Deciding the games that are to be included in their assigned   
 performance.

3. Assigning players to improvisational games for their assigned   
 performance.

4. Warming up the players before their assigned performance.

5. Run rehearsals prior to their assigned performance.

6. Themes are to be decided on by the director(s), approved by the board, and told to the performing members in a timely manner.

B. Show Director(s) are chosen at the discretion of the board.

1. If a non-board member is elected to be a director, a board member must co-direct with them.

2. The board shall choose a director who will act in the best interest of   
 the upcoming performance(s).

C. Show directors are to be a temporary position

1. The position is only to last from the time of appointment until the end of the specific show that they have been tasked to take charge of

Section 2: Participants for performances are chosen based on attendance at rehearsals.

1. Individuals who have attended a majority of rehearsals are given   
 priority.

2. Performers chosen must attend the (2) rehearsals prior to show   
 date.

Article XII- Amending Procedure

Section 1: This constitution may be amended by a 2/3 (two-thirds) majority vote of the

voting members of the club as defined in Article III, Section 1 & 2 and if   
approved by the Rules and Regulations Committee of the Student Government   
Association.

Section 2: Proposed amendments must be submitted to the Secretary to be sent out

with regular Board/Membership announcements for a special meeting as per Article VII, Section 3..