

# **Sketch-E Comedy Constitution**

## **Article I – Name**

The name of the organization referred to within this document shall be “Sketch-E Comedy”.

Throughout this document, hereafter recognized as the “Sketch-E Comedy Constitution” or “the constitution”, the organization referenced shall be recognized as “Sketch-E Comedy”, “Sketch-E”, “the group”, or “the organization”.

## **Article II – Purpose**

The purpose of the group shall be for its members to collaborate in order to write, produce, perform, and present original works of comedy.

## **Article III – Members**

### **Section 1 – Eligibility**

- a. Candidates for membership in Sketch-E Comedy must be students of Elizabethtown College.
- b. Candidates for membership in Sketch-E Comedy shall not be discriminated against based upon their age, race, class standing, sexual orientation, religion, or any other status not pertaining to their ability to perform the duties expected of a member of the organization.
- c. Individuals not within the Elizabethtown student population may be asked to perform with Sketch-E Comedy or contribute to the group, but said individuals will not be recognized as members of the organization.
- d. Any individual may submit an original comedic work for consideration of use in a Sketch-E performance by submitting it either to an active member in the group or by sending it electronically to [sketche@etown.edu](mailto:sketche@etown.edu). Submission of a work constitutes transference of intellectual property from the creator of the work to Sketch-E. Sketch-E Comedy reserve the right to edit any work submitted to them as deemed appropriate.

## **Section 2 – Admission**

- a. Individuals wishing to join the group may be asked to perform at an audition for the review of the Sketch-E cabinet members.
- b. Auditions shall be held at the start of the Elizabethtown College Fall and Spring semesters, respectively, at a time and date to be determined by the cabinet.
- c. Auditions shall be held and overseen by the members of the cabinet.
- d. If deemed necessary, the cabinet has the right to hold callback auditions for a narrowed group of individuals wishing to join the group.
- e. Any individual wishing to join Sketch-E Comedy as a part of the technical crew shall attend the audition process and ask to speak directly with the Technical Director, who will review the individual personally and submit them for approval to the cabinet at such a time where the cabinet is reviewing the whole of the applicants to the group.
- f. The number of members granted admission to the group shall be decided by the cabinet at the time they meet to select which individuals may join the group.
- g. Members of the cabinet will decide by a majority vote which individuals who have auditioned will be granted admission to the group.
- h. Admission to the group does not guarantee participation in the performance of any material Sketch-E chooses to present.
- i. Upon being granted admission to Sketch-E Comedy, an individual will be considered a member of the group for a period of one (1) academic year before they will be required to audition for membership again.

j. Members of Sketch-E Comedy must treat every other member of Sketch-E Comedy with respect at all times. Failure to do so may result in a cabinet decision to remove or suspend a member from inclusion in the group.

### **Section 3 - Participation**

a. Members shall be expected to attend semi-regular meetings of a general or specific nature which will be held at times determined by the cabinet, unless they can provide extenuating circumstances. Any lapse in regular attendance deemed detrimental to the group may be met with a cabinet decision to suspend or remove the member in question from the group and any upcoming performances.

b. Notifications of extenuating circumstances are to be sent out prior to or during any meeting. Notifications received after a meeting shall be deemed invalid.

c. Members shall be expected to contribute in at least one (1) of the following ways: submit an original work of scripted (sketch) comedy, perform in a work of original comedy on stage, perform in a work of original comedy on video recording, direct a work of original comedy, film a work of original comedy, edit a recorded work of original comedy, or assist on technical crew for a live performance.

d. Members participating in a performance shall be expected to attend and participate in all rehearsals. Any lapse in regular attendance deemed detrimental to the group may be met with a cabinet decision to suspend or remove the member in question from the group and/or the performance in question.

### **Section 4 – Directing**

a. Members may fill a director role when selected by the Performance Coordinator and approved by the cabinet.

- b. Directors will be responsible for managing rehearsals, practice times, and practice spaces for a specific work of original comedy to be performed at a Sketch-E show.
- c. Directors shall share in the responsibility of the execution, precision, and quality of the sketch that they direct.
- d. Directors shall have authority over the actors in their sketch and may call for auditions for their specific sketch within the group.
- e. Preference to direct a sketch shall be given to the writer of a sketch.

## **Article IV- Governance**

### **Section 1 – The Cabinet**

- a. The governing body of the group (herein referred to as the “cabinet”) shall be defined as the governing parties of Sketch-E Comedy.
- b. The cabinet shall be comprised of the eight following positions: President, Vice President, Treasurer, Secretary, Writing Coordinator, Performance Coordinator, Video Director, and Technical Director.
- c. The cabinet shall be comprised of members of the group who are elected by a majority vote of the group as a whole held at the final group meeting of each academic year at Elizabethtown College. If any member of the organization is unable to attend an election meeting and is able to provide a valid excuse for their absence, they may submit their vote electronically to [sketche@etown.edu](mailto:sketche@etown.edu) prior to or during the meeting to elect cabinet members.
- d. The term of the elected cabinet will begin immediately after the election concludes.
- e. No member in Sketch-E Comedy shall hold more than one position in the cabinet, unless there are fewer members in the group than there are positions in the cabinet. In such a case, the

positions of President and Vice President are to be consolidated into a single Presidential position.

f. Any member of the cabinet has the right to delegate responsibilities to another member of the group, if said delegation is agreed to by both parties and the cabinet. Any member of the group who has had responsibilities delegated to them in this way will not be considered a member of the cabinet.

g. The President of the group may call for a meeting of the cabinet at any time. All members of the cabinet must be present at such meetings, unless a valid excuse can be presented beforehand. Failure to attend a meeting deemed detrimental by other members of the cabinet or the group as a whole may result in the initiation of a vote of no confidence.

h. Members of the cabinet are expected to attend all group meetings, unless a valid excuse can be presented beforehand. Failure to attend a meeting deemed detrimental by other members of the cabinet or the group as a whole may result in the initiation of a vote of no confidence.

i. Any vacancies in the cabinet occurring in the regular academic year shall be filled by a majority vote held among the members present at the next possible meeting.

j. The cabinet shall select a club council delegate at the beginning of the academic year by unanimous vote.

## **Section 2 – Hierarchy**

a. The President of Sketch-E shall oversee and has authority over all members of the cabinet as well as all members of the organization. The President shall directly oversee the Treasurer, Vice President, and Secretary of the group.

b. The Vice President of Sketch-E Comedy shall oversee and have authority over the Writing Coordinator, Performance Coordinator, Video Director, and Technical Director in addition to assisting the President in overseeing the rest of the group as deemed necessary by the President.

c. Any other cabinet members shall oversee and have authority over any members of Sketch-E comedy deemed to be or placed within their concentration by the President, Vice President, or the cabinet as a whole.

### **Section 3 – Cabinet Positions**

a. The President of Sketch-E shall preside over and schedule all general meetings of the group and any cabinet meetings of the group. The President shall book space for meetings and performances and oversee the business of the group as a whole. It is the duty of the President to ensure that the group is operating smoothly and on-time. The President is responsible for scheduling performance dates and for the publicity efforts of the group, which may be delegated freely.

b. The Vice President of Sketch-E shall serve as assistant to the President, and shall serve as interim President if the President is not able to attend a meeting for any reason. The Vice President shares responsibility in helping to book space for meetings and performances and ensuring in the general well-being of the group. If any member of the cabinet is absent at a meeting, the Vice President shall have the power to act as that member of the cabinet for the duration of that meeting. The Vice President shall also be in charge of planning major fund raising for the group.

c. The Secretary of Sketch-E shall serve as a custodian of all records of the group. The Secretary shall record all discussions and business performed during meetings of the group and rehearsals, and shall report the minutes to all members of the group following that meeting. The Secretary

shall be placed in charge of keeping track of attendance records for all mandatory meetings and rehearsals. The Secretary of Sketch-E Comedy shall be expected to provide notification of a meeting to the members of the group at least one (1) day in advance.

d. The Treasurer of Sketch-E shall maintain accurate records of all financial concerns of the group. The Treasurer shall be given the right to access funds and accounts through the Elizabethtown College Business Office, and shall allot monies agreed upon by a majority vote of the cabinet of Sketch-E.

c. The Writing Coordinator for Sketch-E shall preside over any meetings to write, share, or edit original comedic works. The Writing Coordinator shall also be responsible for setting deadlines for the submission of original comedic works and for finalized drafts of such works. It is the duty of the Writing Coordinator to ensure that Sketch-E Comedy uses the best submissions possible, that they are edited to the highest standard, and that they are prepared on time for rehearsal and performance.

d. The Performance Coordinator for Sketch-E shall preside over any meetings with sketch directors, groups of actors designated to a sketch, and for the designation of rehearsal places and times. The Performance Coordinator shall be responsible for designating and booking spaces and times for sketch rehearsals. The Performance Coordinator shall be responsible for selecting directors for sketches and submitting them for the approval of the cabinet as well as selecting members for specific sketches if directors choose not to do so. It is the duty of the Performance Coordinator to ensure that Sketch-E Comedy performs to the best of their ability.

e. The Video Director for Sketch-E shall be directly involved with editing submitted recordings of original comedic works, and may select other members who have expressed an interest in editing videos to assist them with their duties. The Video Director shall be responsible for setting

the deadline for recorded works to be submitted, and is responsible for turning in all finalized recorded works at the time designated by the Technical Director. It is the duty of the Video Director to ensure that the videos presented at Sketch-E performances are of the highest quality and are available on time.

f. The Technical Director for Sketch-E shall be directly involved with the behind-the-scenes aspects of Sketch-E performances and will be directly involved in selecting a technical crew to help them with such duties. The Technical Director shall be responsible for acquiring any technical items (i.e. lights, microphones) necessary to carry out a Sketch-E performance. The Technical Director shall be responsible for setting deadlines by which they must receive technical cues and instructions from directors, for when videos must be finished, and for when included audio effects must be submitted. It is the duty of the Technical Director to ensure that all technical aspects are available and fully functional for a performance so that it may run smoothly.

## **Article V – Penal System**

### **Section 1 – Action**

- a. Any violation of this constitution or any behavior deemed inappropriate or disruptive not detailed in this document may result in penal action through the cabinet or general body of the organization.
- b. Any penal action to be decided against a member of the organization shall be put to a vote by the cabinet by which a unanimous vote will be required to take action against that member.
- c. Any penal action to be decided against a member of the Sketch-E Comedy cabinet shall be put to a vote by the group as a whole where a vote in the proportion of two thirds or more must be met in order to take action against the cabinet member in question.

## **Section 2 – Consequences**

- a. Suspension – a member of the group who is suspended from the group by a vote of the cabinet may not participate in any group affairs for the duration of the current semester. If they would still be considered a member the next semester under normal circumstances, their suspension shall be lifted following this semester and they shall be permitted to rejoin the group.
- b. Removal – a member of the group who is removed from the group by a vote of the cabinet may not participate in any group affairs for the duration of an academic year, and has their removal noted in the group records.
- c. Vote of No Confidence – a member of the Sketch-E cabinet may initiate a vote of no confidence against another member of the cabinet at any general meeting. A total of two thirds of the present members must vote against the member in question in order for the vote of no confidence to succeed. In such a case, the cabinet member in question forfeits their position and is suspended from the group.

## **Article VI – Amendment**

### **Section 1 – Right to Amend**

- a. This Constitution may be amended at any regular or special meeting by a two thirds vote of the members present, provided that notice of the amendment was given to the members at least five (5) days prior to the meeting in question.

### **Section 2 – Approval**

- a. Amendments shall be sent to the Student Senate Judicial Committee for approval prior to taking effect.