

IMPROV Constitution

ARTICLE I: ORGANIZATION NAME AND PURPOSE

SECTION I: The category under which this organization falls is Improv. Since there are multiple forms of Improv, sub-categories may be created in the form of separate troupes. These troupes will meet and perform together, but will choose their own names within their sub-categories. This/these names will be appropriate and unique to the troupe of performers they are created by.

SECTION II: The purpose of this organization shall be as follows:

- A) To be a positive and supportive environment for each member
- B) To spread joy to all formal and informal audiences
- C) To set great examples of leadership for all LSC-Kingwood students, as well as students who look up to us by being the best we can be, both inside and outside of practice
- D) To learn to work as a cohesive and productive team, filled with many backgrounds, perspectives, and ideas
- E) To always find the game in everything we do

ARTICLE II: MEMBERSHIP

SECTION I: All active members must audition for a committee established by the club's officers. Auditions will include group games in a supportive and private environment so that NO auditionees feel left out.

SECTION II: The audition committee will select members based on their positivity, effort, and potential to improve during auditions. Each committee member must observe, interact with, and discuss the potential new members amongst themselves before collectively accepting each new one into the group. Any student at LSC-Kingwood (enrolled in at least one class on campus) who is in good standing with the college and fulfills the membership requirements which coincide with the purpose of this organization is eligible for membership. Alumni, faculty, and staff may participate as members, but may not have voting privileges or serve as Improv officers.

SECTION III: In order to guarantee equal rights to all, auditionees, members, and officers will be treated, chosen, and elected without regards to race, national and/or ethnic origin, religion, creed, gender, marital status, sexual orientation, age, citizenship, veteran status, or physical ability.

SECTION IV: Members who attend at least 1/2 of the normally occurring meetings per month and show dedication to the troupe (measured by work done outside meetings, participation in games, and attendance at special events) will be considered "active members". Privileges of active members include (but are not limited to) community and campus activities, voting, nominations, service as an officer, and special events invitations.

ARTICLE III: OFFICERS

SECTION I: The elected officers (post-initial startup of the group) will be as follows: Director(s), Treasurer, Secretary, Creative Director (optional), Recruitment Officer, Social Media Director (optional), and SGA Representative. These officers will serve as the executive committee of Improv. Officers may take on up to 2 roles within the executive committee, but no more.

SECTION II: Officers shall meet the following requirements:

- A) Officers will be reported as such to the LSC-Kingwood Office of Student Life
- B) They must be registered student in good academic standing (grade-point average of 2.0 or above and passing all classes) at a Lonestar campus

- C) They must have commitment to serve in the appointed position throughout the academic school year
- D) They must have the ability to conduct themselves with grace, maturity, and wisdom in the eyes of their peers. Warning and dismissal notes will be issued by the Executive Board and the Advisor for misconduct. One warning note will be given prior to a dismissal note, which would expel that member from the group. They would thereafter not be allowed in the room during practice.

SECTION III: Length of term for the appointed officers will be one academic year. Upon completion of the term, officers who wish to maintain the same position must be re-elected.

SECTION IV: Selection of a club advisor will be handled by the executive committee (defined in Article III, Section I). This committee will make their selection any way they deem fit, whether it includes the other active members of Improv in a voting format or not. The advisor should be selected and spoken with before the end of the academic year.

SECTION V: Duties of officers will be as follows:

- A) The presence of each officer is mandatory for at least 80% of all meetings, including events required by student activities. Failure to attend enough meetings will result in expulsion from the executive committee as an officer, but they may still attend meetings as a regular member.
- B) Director responsibilities include (but are not limited to) overseeing club activities and meetings, finding new games and forms to bring to meetings, taking notes on scenes and motivating the members to improve, ensuring the club is abiding by the rules and regulations set forth by this constitution as well as LSC policies, and taking the initiative to improve the club whenever possible.
- C) Treasurer responsibilities include (but are not limited to) ensuring that all budget decisions are approved by the rest of the executive committee AND club advisor, and maintaining a comprehensive record of the organization's finances, needs, and account balance.
- D) Secretary responsibilities include (but are not limited to) keeping accurate records of who is a member vs. an active member of the club (including current contact information), keeping records of the attendance of club members at all club events, and taking minutes at all executive committee meetings. They must also keep records of all votes (especially votes involving spending funds from the club's budget). Recorded votes during executive committee meetings are not to be anonymous.
- E) Creative Director responsibilities include (but are not limited to) providing original poster and flyer designs when deemed necessary by the organization, participating in the organization and visual planning of special events, (i.e. Oktoberfest, Spring Fling, etc...) and providing a simple logo for each troupe within the organization.
- F) Recruitment Officer responsibilities include (but are not limited to) assisting the Creative Director with flyer (layout) designs by incorporating original mottos/ taglines for advertisements, coming up with new ideas to recruit new members, not being afraid to approach an idle student on campus about signing up or checking out Improv, taking down names and contact information for students who may be interested, and always reaching out to those who feel left behind during meetings or practices.
- G) SGA Representative responsibilities include (but are not limited to) representing Improv at the Student Government Association General Assemblies and the Congress of Clubs Congressional assembly, voting on behalf of Improv at meetings

which so require, and reporting all information received from such meetings back to the organization.

- H) Social Media Director responsibilities include (but are not limited to) running the organization's Twitter account, creating more social media accounts for the group as they see necessary, posting information helpful to members, advertising shows and practices on all accounts, and remaining in contact with the Directors in case of sudden changes to schedule, meeting place, etc.

ARTICLE IV: ADVISORS

SECTION I: The Club Advisor shall work with the Executive Committee and the Office of Student Life by approving plans for campus activities/ events, meetings, community service projects, and/or other functions to ensure that objectives are achieved.

SECTION II: The Club Advisor shall be responsible for providing guidance (and the executive committee for taking it) in the best interest of supporting the organization and its members, approving appropriate campus activities, and having ultimate responsibility for the finances of the organization.

ARTICLE V: ELECTIONS

SECTION I: All active members may nominate and vote during officer elections.

SECTION II: After nominations and pre-voting period, candidates for officer positions may give a brief speech on why they think they would be suitable for the job. Officers must be selected by a majority vote. The timeline for elections will be within the last three practices of the academic year, which will be determined by the executive committee.

SECTION III: Method of nomination shall be as follows: any active member can nominate a student to candidacy, or may nominate themselves. NOMINATIONS MUST BE SECONDED. All nominees must accept their nomination prior to the voting period.

SECTION IV: Voting shall be carried out anonymously by submitting written votes to a ballot box/ container of some sort. The votes will be immediately counted out loud by a member who has not been nominated for the officer position in question.

ARTICLE VII: MEETINGS

SECTION I: Regular meetings shall occur every Tuesday and Thursday from noon to 1:20 pm. The meeting place/room must be posted on the group's Twitter as well as announced at least one meeting prior to a change of room.

SECTION 2: Emergency, special interest, or additional meetings must be confirmed by at least 1 director. Members will be given an advance notice of the date, time, and location of these added meetings at least one practice prior to each one.

ARTICLE VIII: FINANCES

SECTION I: No money shall be spent or guaranteed without the approval of the Club Advisor, the Office of Student Life, and a majority vote of the executive board.

ARTICLE IX: AMENDMENTS

SECTION I: Amendments to this organization's constitution can be made only by a vote. All amendments shall be proposed and discussed during a regular meeting, and voted upon at that time or at the next regular meeting.

SECTION II: If approved, copies of the amended constitution must be provided to the Club Advisor and the Office of Student Life.

ARTICLE X: RATIFICATION AND ENACTMENT

SECTION I: This constitution shall become effective immediately upon its approval by the Office of Student Life.

SECTION II: This constitution shall become the official governing document of Improv at Lonestar College-Kingwood.