WHIP (Westfield House of Improv Players)  
Comedy Improv Constitution

Article I - Name

Section 1: This organization shall be known as the WHIP (Westfield House of Improv Players) Comedy Improv Club.

Article II - Purpose

Section 1: The purpose of this club is the rehearsal and performance of comedy improv by WSU students. Performances, workshops and festivals may also be presented for both the campus and the greater Westfield community.

The focus of the club is to educate students in all aspects of comedy improv through on-stage experience. 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.

A. Academic probation: Students on academic probation are prohibited from participating in ALL co-curricular activities such as intercollegiate athletics, intramural sports, clubs and social organizations, student government or any other campus activity not directly connected to the requirement of a specific course.

Section 2: Members are considered to be active voting members if they attend and participate in fifty percent (50%) of club meetings and activities as listed below.

A. Weekly Rehearsals - (1) one each week of the semester.
B. Performances - (2) two per semester.
C. General Membership meeting(s) - (1) one at the beginning of each semester and the end of spring semester (elections)
Article IV – The Executive Board

Section 1: The Executive Board is to be composed of a President, Vice President/Secretary, and Treasurer, who oversee the running of the organization. The Executive Board sets policies in the best interest of the organization and its members. For the remainder of this document the Executive Board shall be referred to as the “Board.” It is the duty for each member of the Board to ensure that the person who will succeed their position receives the appropriate training and resources.

Section 2: The officers of the club shall be:
- President
- Vice President/Secretary
- Treasurer

Section 3: 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 end of year report by May 15th.

B. Vice President/Secretary
1. Assume the duties of the President in his/her absence,
2. Advise committee Chairpersons,
3. Make arrangements for and publicize meetings.
4. Keep attendance records for all club events.
5. Maintain minutes and record of all meetings.
6. Maintain archive of all performances and events.
7. Provide end of year report on all club activities by May 15th.

C. Treasurer
1. Maintain financial records of all revenue and expenses for the club.
2. Present financial report to the general meeting at the start of each semester.
3. Provide year-end financial statement for the club by May 15th.

Section 4: Officers for the upcoming school year (July 1- June 30) shall be elected in April prior to the end of the academic calendar (mid-May)

Section 5: Any member as defined in Article III, Section 1 & 2 shall be eligible to hold office

Section 6: The term of office for each officer shall be for (1) one year (July 1 – June 30)

Section 7: Officers must retain membership status as defined in Article III, Section 1 & 2 and attend 75% of required club activities as defined in Article VII, Section 1.

Section 8: Officer may assign duties as needed to any member.
Article V - Advisors

Section 1: The advisor shall be any interested staff or faculty member of the University, He/she shall serve a one year term, which is renewable each election.

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

Section 3: The duties of the advisor(s) are as follows:
   A. To meet with group leaders on a regular basis to review the group's plans.
   B. To counsel and review requests for program purchases and facilities use by offering suggestions, when appropriate, for effective decision-making.
   C. To attend as many meetings as possible to provide guidance in terms of scope, direction and propriety of programs; and to influence group and personal development.
   D. To encourage students to participate, assuming responsibility for their actions and the effectiveness of their efforts.
   E. To become familiar with the group's history, purpose, goals and programs so as to provide continuity from one group of students to the next.
   F. To intervene as appropriate when members' actions or proposals are counter-productive to the well being of the group, or Westfield State University.
   G. Serve as a liaison between faculty and staff of the campus community.
   H. To make sure that the club abides by the by laws and policies outlined by SGA and the University.
Article VI - Elections

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

Section 2: Execution

A. Elections shall be executed by the current President
B. Any member as defined in Article III, Section 1 & 2 may nominate any member for officer.
C. Those nominated must be seconded and must accept his/her nomination in person or by a delegate in order to be placed on the ballot.
D. Voting shall be by private ballot only.
E. 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, the current members of the board who are not nominated for the position in question will converse and decide which is the better candidate and will work to reach a decision that is in the best interest of the club.

Article VII - 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 twice a month 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 but not required to attend all meetings.

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 meetings 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 VIII – 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 officer may be removed from office if they are not performing their duties as specified in Article IV, Section 3 by a (two-thirds) 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: 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) 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 4:

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 a new Vice President shall be elected by proper procedures stated in the Article VI.
C. In the event of resignation or impeachment of the Vice President/Secretary the Treasurer shall replace the Vice President and a new Treasurer shall be elected by proper procedures stated in the Article VI.

D. 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 IX – Responsibilities

Section 1: This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to university regulations. All publicity for an event must bear the name of the sponsoring club.

Article X – Right to Act

Section 1: Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

Article XI - By-laws

Section 1: Substance Abuse
A. WHIP will members will adhere to all provisions as stated in the WSU Alcohol and Other Drug Policy. (see http://www.westfield.ma.edu/prospective-students/campus-life/student-handbook/student-life-policies/alcohol-and-other-drug-policy/)

B. Any cast, crew or production staff member(s) caught with alcohol or controlled substances in Dever Stage or any other performance or rehearsal space will be automatically removed from the cast for that production and will be placed on probation for the following semester.

C. ENFORCEMENT/SANCTIONS
All violators of these regulations will be brought before the student conduct system for disposition of their cases and shall be subject to the following sanctions:

D. If a cast member(s) on probation is caught with alcohol or controlled substances, they will be removed from WHIP permanently, with no opportunity for return.

Section 2: Sexual Misconduct Policy
A. WHIP members will adhere to all provisions as stated in the WSU Sexual Misconduct Policy (see http://www.westfield.ma.edu/prospective-students/campus-life/student-handbook/student-life-policies/rape-and-sexual-assault-policy/)
B. WHIP members will strive during rehearsal and performances to prevent any form of Sexual Harassment as defined in Section 2, C.

C. Sexual Harassment - Sexual harassment consists of unwelcome verbal, non-verbal and/or physical behavior of a sexual nature which has the effect of interfering with a person's academic, employment or other status, or of creating a sexually intimidating, hostile, or offensive environment (As defined in the WSU Sexual Misconduct Policy).

D. Any member(s) who has a complaint made about him/her in regards to sexual misconduct will be automatically removed from the cast for that production and will be reported as per procedures listed in the WSU Sexual Misconduct Policy and placed on.

E. Should the problem persist, they will be removed from WHIP permanently, with no opportunity for return.

Section 3: Anti-Bullying, Mobbing and Harassment Policy
A. WHIP members will adhere to all provisions as stated in the WSU Anti-Bullying, Mobbing and Harassment Policy (see http://www.westfield.ma.edu/prospective-students/campus-life/student-handbook/student-life-policies/anti-bullying-mobbing-and-harassment-policy/)

B. Any member(s) who has a complaint made about him/her in regards to bullying shall be placed on probation.

C. Should the problem persist, they will be removed from WHIP permanently, with no opportunity for return.

Section 3: Hazing
A. WHIP members will adhere to all provision WSU Hazing Law (http://www.westfield.ma.edu/prospective-students/campus-life/student-handbook/student-life-policies/hazing-law/) as per Massachusetts General Laws, Chapter 269.

B. Any member(s) who has a complaint made about him/her in regards to hazing shall be placed on probation.

C. Should the problem persist, they will be removed from WHIP permanently, with no opportunity for return.
Article XII – Performance

Section 1: Show Director
A. Is responsible for:
   1. Selecting players for their assigned show based on requirements in Article XII, Section 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.
B. Directors are chosen based on attendance at rehearsals.
   1. Individuals who have attended a majority of rehearsals may request to direct a performance(s).
   2. The board shall choose a director who will act in the best interest of the upcoming performance(s).

Section 2: Participants for performance 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 XIII- 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.
Amendment 1: Elections – Spring 2012 Semester

Section 1: An election shall be held on April 3, 2012 to select officers through June 30, 2013

Section 2: Execution
A. For this election ONLY, membership is defined as those persons listed on the founding membership list submitted to SGA on December 12, 2012
B. Election shall be executed by the advisor(s) and/or an SGA representative
C. Any member as defined in Amendment 1, Section 2a may nominate any member for officer.
D. Those nominated must be seconded and must accept his/her nomination in person or by a delegate in order to be placed on the ballot.
E. Only members as defined in Amendment 1, Section 2a may vote.
F. Voting shall be by private ballot only.

Section 3: No election may be held if there is not a quorum of fifty percent (50%) of the club members as defined in Amendment 1, Section 2a plus one (1) present at the meeting

Section 4: The term of office for each officer shall be from the date of election through June 30, 2013.

Section 5: The advisor(s) and/or an SGA representative shall conduct the counting of ballots.

Section 6: In the event of a tie, the advisor(s) shall break the tie.

Section 7: Provisions of this amendment are only in force for the Special Election held on April 3, 2012

ELECTION RESULTS

President: Danielle Collette
Vice President/Secretary: Ryan Pound
Treasurer: Jeff Dodd
Adviser: Ernie Iannaccone
Approval

This constitution was approved at a membership meeting on April 3, 2012 by the following members.

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Westfield State University

WHIP Comedy Improv Club

Approval of Constitution

April 3, 2012