

ZOIKS! Comedy Improv Troupe  
RSO Constitution (Rev. 01/2009)

ARTICLE I  
Name, Purpose, & Membership

- Section 1      NAME: The name of this organization shall be ZOIKS! Comedy Improv Troupe of Emporia State University (Hereafter referred to as ZOIKS!)
- Section 2      PURPOSE: The purpose of ZOIKS! Shall be:
- 2.1      To provide students an opportunity to learn, practice, and perform the art of Improv & Sketch Comedy.
  - 2.2      To provide entertainment to the campus and community.
  - 2.3      ZOIKS!, as a subsidiary of the ESU Communication & Theatre Department, shall support the recruitment efforts of the department via area school outreach, on and off campus workshops, etc.
- Section 3      MEMBERSHIP:
- 3.1      Membership of this organization shall be determined by auditions, held every semester and open to all students of Emporia State University.
  - 3.2      Membership Selection
    - 3.2.1      New Members shall be selected by popular vote by those current group members in attendance at auditions.
      - 3.2.1.1 Voting Procedures:  
A simple roll-call vote will be used unless a member requests a secret ballot and that request is seconded. If requested and seconded, members will vote by secret ballot.
    - 3.2.2      The number of new members accepted each semester shall be determined by the Artistic Director, in consultation with the Company Manager and the Troupe Faculty Advisor.
  - 3.3      No person shall, on the grounds of race, creed, color, national origin, religion, age, sex, sexual orientation, gender identity, veteran status, or such factors that cannot be considered lawfully, be excluded from participation in, be denied the benefits of, or

subjected to discrimination under any program or activity within this organization.

## ARTICLE II

### Officer/Appointee Qualifications, Designations, and Duties

Section 1 All officers / appointees must be degree-seeking students of Emporia State University.

Section 2 The Executive Council shall consist of the following:

2.1 Artistic Director

2.1.1 Technical Director – A Troupe Technical Director may be APPOINTED by the Artistic director in consultation with the Company Manager, the Emporia State University Theatre Technical Director, and the Troupe Faculty Adviser. This appointment must be announced at a regularly scheduled troupe rehearsal and approved by a simple majority vote of the members present.

2.1.1.1 Voting Procedures:

A simple roll-call vote will be used unless a member requests a secret ballot and that request is seconded. If requested and seconded, members will vote by secret ballot.

2.2 Company Manager

2.2.1 Troupe House Manager – A Troupe House Manager may be APPOINTED by the Company Manager in consultation with the Artistic Director and the Troupe Faculty Advisor. This appointment must be announced at a regularly scheduled troupe rehearsal and approved by a simple majority vote of the members present.

2.2.1.1 Voting Procedures: SEE Section 2.1.1.1

Section 3 The Purpose of the Executive Council:

3.1 Shall be group planning, policy formulation and execution.

3.2 Shall fulfill the policies enacted by the organization.

3.3 Shall have the power to initiate programs and activities for all members.

- 3.4 Shall have the power to direct grievances and resolutions to the members.
- 3.5 Shall have the power to negotiate collectively on behalf of the members with the Communication and Theatre Department and any other University group, organization, office, or individual.
- 3.6 Shall have the power to negotiate collectively on behalf of the members with any outside group, organization, or individual wishing to contract ZOIKS!

#### Section 4 Duties of the Artistic Director

- 4.1 Preside at and conduct all rehearsals and performances.
- 4.2 Shall provide guidelines for all troupe games and sketches to be rehearsed or performed.
- 4.3 Shall, along with the Company Manager, act as the official host and representative of this organization in campus and community functions.
- 4.4 Shall be responsible, in consultation with the Company Manager, to see that this constitution is adhered to.
- 4.5 Shall have the power to call emergency rehearsals and/or meetings when necessary.
- 4.6 Shall, in consultation with the Company Manager, the Troupe Faculty Advisor, and the troupe members, accept or reject any and all performance requests.
- 4.7 Shall, in cooperation with Company Manager, act as first point of contact with contracting groups, organizations, or individuals both within and outside the University.
- 4.8 Shall, with the assistance of the Troupe Technical Director and the troupe members, make certain all rehearsal and performance spaces are returned to their original condition after troupe use.
- 4.9 Scheduling of rehearsals

#### Section 5 Duties of the Company Manager

- 5.1 Shall, in the absence of the Artistic Director, preside at and conduct all meetings and rehearsals.

- 5.2 Shall, along with the Artistic Director, act as the official host and representative of this organization in campus and community functions.
- 5.3 Shall oversee all group finances.
  - 5.3.1 Approve or deny, in consultation with the Artistic Director and Troupe Faculty Advisor, any and all troupe expenditures.
  - 5.3.2 Create, record, and provide upon request documentation of troupe expenditures / income / account status as related to either the troupe season as a whole or any particular event.
  - 5.3.3 Fill-out the annual request for funding from ASG, as well as any additional or supplementary funding requests deemed necessary or desirable by the Executive Council.
- 5.4 Shall, in consultation with the Artistic Director, oversee all promotional and publicity efforts.
- 5.5 Shall record and report attendance and minutes of each rehearsal, meeting, and performance to Troupe Faculty Advisor, and post said minutes for the reference of all troupe members.
- 5.6 Shall be responsible for all rehearsal, performance, and advertising space reservations and arrangements both on and off campus.

## Section 6 Duties of the Troupe Technical Director

- 6.1 Shall, with the assistance of the Artistic Director, serve as first point of contact between the Emporia State University Theatre Technical Director and ZOIKS for all technical needs and concerns.
- 6.2 Shall, in consultation with the Artistic Director and the Department Technical Director, develop and maintain a season technical plot for the Karl C. Bruder Theatre which shall provide the basis for and limitations of all technical elements for any ZOIKS! performance for that season.
  - 6.2.1 Should the Troupe elect to perform regularly in any other University Theatre space, the Troupe Technical Director shall create and maintain a standard technical plot for that space as well.
- 6.3 Shall provide to the Theatre Technical Director a technical needs summary no less than 10 business days prior to any performance in a University Theatre space.

6.4 Shall, with the express permission of the Theatre Technical Director, hang and focus lighting instruments, install/modify sound equipment, etc. as needed in preparation for a ZOIKS! Performance.

6.5 Shall, with the assistance of the Artistic Director and the troupe members, return the technical elements of the performance space and any non-troupe equipment or materials used to pre-ZOIKS! Performance condition, unless expressly given permission or instructions to do otherwise by the Theatre Technical Director.

6.6 ATTENDENCE: As a non-performing member, the Troupe Technical Director need only attend the two rehearsals preceding a performance and the postmortem after a performance. Additional attendance may be requested by the Artistic Director.

6.7 IF NO TROUP TECHNICAL DIRECTOR IS APPOINTED, the Artistic Director shall be responsible for all duties of the Troupe Technical Director.

## Section 7 Duties of the Troupe House Manager

7.1 Shall, with the permission of the Artistic Director, open and oversee front of house needs and operation 30 minutes prior to all on-campus performances.

7.2 Shall ensure that all fire codes and other theatre safety requirements and standards are followed before and during ZOIKS! Performances in any University Theatre space.

7.3 Shall, under the supervision of the Company Manager, be responsible for manning or overseeing the ZOIKS! T-shirt table and donation collection before and after all on-campus performances.

7.4 Shall, with the assistance of the Company Manager and the troupe members, clean the house after each performance and make sure both the house and lobby spaces are returned to pre-ZOIKS! performance condition.

7.5 ATTENDENCE: As a non-performing member, the Troupe House Manager need only attend the rehearsal preceding a performance and the postmortem after a performance. Additional attendance may be requested by the Company Manager.

7.6 IF NO TROUP HOUSE MANAGER IS APPOINTED, the Company Manager shall be responsible for all duties of the Troupe House Manager.

## ARTICLE III

## Election Rules & Regulations

Section 1 Election of the Artistic Director and Company Manager shall be held on an annual basis each May.

1.1 A simple majority vote shall determine the winner.

1.1 A simple roll-call vote will be used unless a member requests a secret ballot and that request is seconded. If requested and seconded, members will vote by secret ballot.

1.2 The vote shall be officiated by the out-going officers, or in their absence, the Troupe Faculty Advisor.

## ARTICLE IV Removal & Succession

Section 1 Removal

1.1 Violation of or disregard for any part of this constitution, the accompanying bylaws, or the organization shall be grounds for removal charges against any elected or appointed officer.

1.2 The troupe membership shall vote by secret ballot on any removal resolution.

1.3 Removal shall be accomplished by a 2/3 majority vote of those members present.

1.3.1 At least  $\frac{3}{4}$  of the membership must be present for a removal vote.

1.4 Removal proceedings may be initiated by any active member and must be seconded by another active member present. The Troupe Faculty Advisor may initiate removal proceedings without a second.

1.5 Removal proceedings shall be officiated by the non-offending officer or, in the event that a motion to remove both officers has been made, the Troupe Faculty Advisor.

Section 2 Succession

2.1 In the event of removal, resignation, or vacancy of any elected officer, a special election shall be held to fill that position as soon as possible.

2.2 In the event of removal, resignation, or vacancy of any appointed officer, the responsible elected officer may choose to appoint another person to the vacant post subject to membership approval as outlined in Article 2,

Section 2. Alternatively, the responsible elected office may take over the duties him or herself.

## ARTICLE V Finances

- Section 1      Finances will be supplied via donations collected at campus events. Allocated funds will be requested annually from the Associated Student Government. If sufficient funding is awarded from ASG, donations will not be collected at campus performances.
- Section 2      Funds collected are for the sponsoring of events, programming, promotion, the buying of props, costume pieces, etc.

## ARTICLE VI Attendance

- Section 1      Strikes
- 1.1      Each member is given two (2) strikes.
- 1.2      When both strikes are used up, the Artistic Director and Company Manager will schedule a meeting with the member and the current faculty advisor.
- 1.3      If choosing to stay, the member is given two (2) more strikes.
- 1.3.1      Depletion of the second round of points will result in a formal request of departure from ZOIKS! Improv, no matter of full member status, handed out by the Artistic Director.
- 1.3.2      If a full member status person of ZOIKS! Improv is asked to depart the group they still retain their status and would have to reaudition to be considered for the team.
- Section 2      Callouts
- 2.1      If a member is unable to attend a scheduled rehearsal, they must contact the Artistic Director or Company manager NO LATER than an hour before the rehearsal.
- 2.1.1      Failure to do so will result in a strike.
- Section 3      Pre-Show Rehearsal

3.1 It is required of all members that they attend the rehearsal preceding the scheduled show.

3.1.1 Failure to do so will result in the member not being allowed to participate in the show.

## ARTICLE VII CONSENT

### Section 1 Pre-Rehearsal

1.1 Before each rehearsal, the team will take part in an exercise to determine their comfortability rating for that day. This is usually on a 1-2-3 scale.

1.1.1 If a scale has not been used for a considerable amount of time, any member, no matter of full member status, is allowed to call for one.

1.1.2 If any member deliberately goes against a person's ranking on the 1-2-3 scale, they could be asked to leave ZOIKS! Improv.

## ARTICLE VIII Amendments

Section 1 Any amendment to this constitution must be approved by a 2/3 majority vote of those members present and voting.

1.1 Any amendment(s) must be reviewed by the Student Organizations & Activities staff for submission to the Associated Student Government Senate to become a part of the recognized student organization's official constitution.