

CNU Tonight  
at  
Christopher Newport University

**Article I- Name**

The name of the organization shall be CNU Tonight at Christopher Newport University.

**Article II- Purpose**

The purpose of CNU Tonight shall be to promote comedic entertainment by showcasing the talents and abilities of Christopher Newport University students. CNU Tonight will feature the skills of students as they work collaboratively. The purpose of CNU Tonight is not to feature individual students in a capacity of stand-up comedy or in any other performance where one person is solely starring. Individual skits featuring one person are permitted, but entire shows cannot be dedicated to the progression of one person over the general club. Further, skits performed by the club should meet relative standards of civility and should have generally inoffensive content; all skits should contain material appropriate for primetime television. CNU Tonight shall produce four (4) shows per year, and should there be no extreme circumstances, this will amount to two (2) shows per semester.

**Article III-Membership**

Membership in CNU Tonight shall be open to all Christopher Newport University students who are interested in sketch comedy. There will be no discrimination regarding race, religion, national origin, gender, sexual orientation, or age. CNU Tonight shall not haze any prospective member for the purpose of admission into the club. Members of CNU Tonight are free to leave or dissociate without fear of retribution or harassment. CNU Tonight would like to reiterate that they will not discriminate based on race, creed, color, sex, age, national origin, disability, sexual orientation or declared (or undeclared) major.

Section 1: Membership Guidelines

A student is considered an official "member" when he or she has participated in the production of one show in the current academic semester, meaning participation in either the fall semester, the spring semester, or both. Students who do not return to the club at least once an academic year are not considered members, and are therefore ineligible to vote in any election process. Only active members will be considered when determining a quorum. Active members are those who have participated in at least one show and have been attending approximately 50% of meetings. Even though active members are considered for quorum, general members are able to vote in elections.

Section 2: Featured Actors

When a student has acted in fewer than four (4) CNU Tonight performances, he or she is considered a Featured Actor. In each show's beginning line-up, Featured Actors are announced first, and said category will be announced alphabetically in order of the student's first name. Students who choose to solely contribute through writing are not eligible to become Featured Actors.

Section 3: Starring Actors

On a student's fourth show, he or she is considered a Starring Actor. In each show's beginning line-up, Starring Actors are to be announced after Featured Actors, and said category will be announced alphabetically in order of the student's first name. Students who choose to solely contribute through writing are not eligible to become Starring Actors.

#### **Article IV- Executive Officers**

In order of succession, the executive officers of CNU Tonight shall be: president, vice president, director, secretary, treasurer, chairman of publicity and historian. The aforementioned officers shall constitute the executive committee. All officers are elected to serve a one-year term and are able to be re-elected in a position held previously. All complaints or comments towards the eBoard are encouraged to be addressed in-person. The eboard will stay after the one meeting per week to allow members to address grievances or concerns.

#### **Article V- Duties of the Executive Officers**

President: The president will preside over all general membership meetings and executive board/committee meetings. The president may appoint special committees consisting of current general members and other executive officers. The president ultimately assumes all risk for any content performed on stage. Group editing sessions for scripts are permitted, but the president must approve all changes with the executive board and writers. The president shall also be the individual responsible for distributing scripts, and all inquiries regarding roles should be directed to the president. Additionally, the president is solely responsible for planning and scheduling each meeting, dress rehearsal and performance. By the first week of every semester, the president must create a document detailing each meeting/performance's location; this information must then be conveyed to the general members via technological means (email, Wiggio, etc.) to ensure transparency of participation. Further, when shows are cast, the president must create a document listing each skit/actor/role in the show. At this time, the president must also electronically distribute each script before sending each finalized script copy to the historian. Scripts must be distributed to the general membership at least one week before every scheduled performance. In any event of a tie during an executive board meeting or in a special committee meeting regarding grievances or script decisions, the vote of the president will be counted.

Vice president: The vice president is to preside in the absence of the president and to perform other such duties that may be required by the by-laws or resolutions of the executive board. The vice president is also responsible for facilitating any large group meetings that are not directly related to the organization's sketch comedy purpose. The president assumes all risk for each performance, but the vice president's job includes focusing on the management of said risk, especially in the president's absence. Further, the vice president shall be responsible for taking comments from the general club after each skit has been performed. Along with this responsibility is ensuring that all comments/criticisms are constructive.

Director: The director will be responsible for helping the executive board cast the shows and will be influential in the directing and staging of the upcoming show. The director's job also includes making a musical playlist for each show. The director is expected to work with the sound technicians at each performance location, and must submit music and electronic script copies as required by the technicians of each specific location. The director will work hand-in-hand with the rest of the executive board to produce a successful show. The director will create a document

detailing the technical aspects of the show to give to the technicians working the event.

Secretary: The secretary is to attend all general meetings of the organization and to keep notes of which skits are performed and by whom. The secretary shall be responsible for taking attendance to ensure that those who attend more often will receive more roles. The secretary is responsible for establishing the line-up of performers/cast members for every show, and for ensuring that everyone gets on stage when his or her name is called. During casting, the secretary is responsible for making a tally of each cast member's votes for specific skits with the help of the executive board. During casting, the secretary must keep a tally of which student has which part to again ensure that, if possible, higher attendance leads to a higher number of roles. However, if appropriate roles are unavailable, it is not the fault of the secretary for casting as equally as possible. While voting procedure will be detailed more specifically later in the text, it is the role of the secretary to ensure that all votes are collected and tallied. The secretary shall also perform other such duties as required by the executive board.

Chairman of publicity: The chairman of publicity shall organize and promote all publicity concerning the upcoming show. This includes the mandatory establishment of at least one (1) Facebook and/or other social media event or page and the inviting of cast members and the general public to said event or page. Further, the chairman of publicity must decide other avenues to advertise the event. This specific step will vary greatly depending on the policies of the Office of Student Activities, but the chairman of publicity must also make and distribute flyers announcing an upcoming show.

Treasurer: The treasurer is responsible for financial aid for upcoming shows, and must make a presentation to the grant committee to ensure that grant money is received. The treasurer may also use other means to fundraise for shows. At the president's discretion, the treasurer shall use grant money to go prop shopping. The treasurer must make a list of props needed for each show after the list of scripts is finalized.

Historian: The historian is responsible for taking pictures of each show and documenting the club's progress throughout the year. In the event of a club website, the historian is responsible for uploading show pictures and videos no more than three (3) weeks after a show. To address the historian's script responsibilities, before being performed, every script must be submitted electronically. The historian's duties then include making an electronic copy (copy/paste) of *each script* into a Word Document BEFORE said script is performed for the general club. Each submitted document—regardless of inclusion in the show—must be preserved in each of the two (2) following electronic locations: a flash drive and the organization's privatized document system, such as a Wiggio or GoogleDoc. This technological preservation must be completed before each general club meeting. The historian must also help the secretary to make a general tally/running log of which students were in which skits.

## **Article VI- Meetings**

### Section 1: Executive Committee Meetings

The executive committee shall meet to cast each show. At the president's discretion, the executive committee may need to meet more often to discuss pertinent information.

## Section 2: General Meetings

The organization shall meet two (2) times per week at the president's discretion. If anyone is interested in having a script performed, said script must be submitted to the organization's technological database, such as a Facebook, GoogleDoc, etc., BEFORE a meeting begins. The executive board will stay after general meetings once a week to ensure the general members are able to address concerns.

## Section 3: Special Meetings

Special meetings shall be at the discretion of the president. The vice president shall facilitate any special meetings not specifically related to the club's mission and purpose. At the president's discretion, said special meetings may be included as a part of a club general meeting, and in some instances, special meetings may have to replace a general club meeting. As was mentioned previously, examples of meetings exclusively run by the vice president and unrelated to the mission/purpose of the club may include meetings to discuss club participation in other school events.

## Section 4: Casting

No less than one week before each show, the president must make an electronic list of each skit that was performed between the date of the last show and the current date. The cast members must then vote on their top ten (10) favorite skits. At the president's discretion, each cast member may also include a list of roles he or she would prefer. After the cast has submitted their preferences, the executive board must tally these votes to determine which skits will be included in the show. Then, the executive board must collaboratively determine the show's line up. Seniority (years as active member) and attendance are to be the two deciding factors in role placement.

### Section 4.1: Writing and Edits

When a script is submitted to CNU Tonight, the club has unlimited performance rights to the script. If any club member feels that a skit contains offensive content, they are able to address the eboard to have the skit considered for editing. If the executive board decides the script needs to be changed, the author of said offensive script must be informed of the need for edits at least one (1) time per script before the following show is cast. Monthly writers workshops are encouraged so that the club can edit scripts collaboratively. If an author is unwilling to edit said script, it is up to the eboard's whether or not to include the script in the show.

### Section 4.2: Vetoing Scripts

Ultimately, the executive board is solely responsible for casting each show, and reserves the right to eliminate skits if they are deemed inappropriate by a 2/3rds majority of the executive board. Even if a skit was selected by the membership vote, the executive board still has the right to veto the skit if the aforementioned due process of a 2/3rds majority is followed.

### Section 4.3: Controversy in Casting

Although this club's mission and purpose explicitly states content appropriate for primetime television, there may be "gray areas" in determining what this means in a given situation. This is only to be used in circumstances of extreme disagreement, but there may be times when the



eBoard is adamantly split down the middle in terms of their feelings regarding the appropriateness of a skit. At this point, the president must forward the script to the club advisor for further review. However, as soon as the script has been forwarded to the advisor, all members of eBoard must unconditionally accept the advisor's decision. If the advisor thinks the skit is too offensive to be placed in the show, the eBoard must honor this choice, and the skit will be removed from the line-up. This same policy is true of skits that the advisor deems appropriate, and said skit must be returned to the line-up without disagreement from the eBoard.

#### Section 4.4: Quorum Votes

50 percent of general membership shall constitute a quorum. A quorum will be based off of active members. Before elections, the process must be decided upon by the executive board and announced a week before the election.

### **Article VII- Elections**

#### Section 1: Annual elections

The annual elections of officers shall take place yearly after the last show of the given Spring semester during a general membership meeting. Concordant with the University policy, all officers must maintain a 2.0 grade point average. All officers are elected to serve a one-year term and are able to be re-elected in a position held previously.

#### Section 2: Nominations

Students who have performed in at least one show of the current academic year are eligible for the following positions: vice president, director, treasurer, chairman of publicity and historian. However, a student/cast member can only be elected president if he or she has become a Starring Actor and made efforts to meet with the president to shadow the position at least one (1) show before elections. Each presidential candidate must attend a casting, run a meeting, and learn how to schedule events through CNU scheduling before the election. That being said, seniority (active years in the club) should play a role in the election of all positions, although the extent to which this policy is emphasized is completely at the discretion of the current executive board.

#### Section 2.1: Cast Member/Student Eligibility for Executive Board Positions

An individual is only eligible for nomination into an executive officer position if he or she has participated in at least one show of the current school year, including both fall and spring semesters. All executive officers are responsible for representing the club in a positive, cooperative light. Any executive officer who either intentionally or unintentionally demonstrates a lack of discretion is subject to immediate dismissal, provided that due process (as outlined in Article VIII) is fairly followed.

#### Section 3: Voting

All current, returning active members are eligible to vote. The eligible candidate who received the highest number of votes for an office shall be elected into said office. The president will not vote unless there is a tie. The tie will be kept in confidence with the executive board, and the president will make the final decision. In the event that the incumbent president is running for a position, the vice president will assume their role in the voting process for that position, and will decide in the event of a tie.

#### Section 4: Succession

Vacancies that occur on the executive board shall be filled at the executive board's discretion. The general line of succession is the following: president, vice president, director, secretary, treasurer, chairman of publicity and historian.

### **Article VIII-Dismissal of Officers**

Unless specified in the extreme circumstances of Article VIII, Section 1 (below), due process must be followed in order for an eBoard officer to be dismissed from his or her position in CNU Tonight. If dismissed, an officer is ineligible to run for any eBoard position in the club's upcoming annual election, regardless of when said offense occurs. If an eBoard member's behavior constitutes permanent dismissal via Section 1 (below), he or she is automatically ineligible to hold a CNU Tonight eBoard position ever again. Further, if any eBoard member is dismissed via the protocol established in Section 1, it would be a liability and safety issue to allow said member to return as a general member of CNU Tonight. Essentially, any member who is dismissed via the Section 1 protocol is permanently banned from any participation in organization of CNU Tonight.

#### Section 1: Instances That Do Not Require Due Process for the Dismissal of Executive Officers

If a member of the executive board is directly involved in drug or alcohol related activity during anything affiliated with official CNU Tonight publicity, productions or performances, he or she is banned without question. However, this behavior must be proven by either law enforcement or multiple eyewitness accounts that could legitimately apply as official testimony. At the obvious discretion of the eBoard, extreme criminal acts would also qualify as an instance where due process was unnecessary.

### **Article IX: Dismissal of Members**

Unless specified in the extreme circumstances of Article IX Section 1 (below), due process (Section 2) must be followed for a general member to be permanently removed from CNU Tonight.

#### Section 1: Instances That Do Not Require Due Process for the Dismissal of Members

Similar to Article VIII, Section 1, if a member of the organization is directly involved in drug or alcohol related activity during anything affiliated with official CNU Tonight publicity, productions or performances, he or she is banned without question. However, this behavior must be proven by either law enforcement or multiple eyewitness accounts that could legitimately apply as official testimony. At the obvious discretion of the eBoard, extreme criminal acts would also qualify as an instance where due process was unnecessary.

#### Section 2: Due Process for the Dismissal of Members

In the event that a Section 1 offense has not occurred, any member(s) with a complaint against a general member must have written documentation to prove: A) That the offending member/participant is acting contrarily to the CNU Honor Code, B) That the offending member/participant is acting contrarily to CNU Tonight's overall mission and purpose, and/or C) that the member/participant has either the intent to harm CNU Tonight, or has unintentionally brought harm to CNU Tonight through the previously specified behavior.

A special executive board meeting will be held to discuss the dismissal of any members. The goal of this special eBoard meeting—which incidentally must be presided over by the vice

president—is to facilitate open discussion. If the offending member/participant verbally threatens or personally attacks another member, this behavior must be reported to the CNU Police Department.

### **Article X- Amendments**

#### **Section 1: Proposals**

Amendments to the constitution may be proposed by any member of CNU Tonight to the executive board or by petition signed by one-half of the active membership. Please note that participants are ineligible to vote until they have been in one show. Said proposals must be formally submitted during a general membership meeting.

#### **Section 2: Approval**

If approved by a majority vote with the executive committee, the amendment proposal will then be voted on by the general membership in two consecutive general membership meetings. A proposal will become an amendment in the constitution if agreed upon by the majority vote of 2/3ds of the club's active members (not participants). A simple majority vote on the executive board or of another special committee will not suffice.

### **Article XI- Bylaws**

Bylaws not inconsistent with the constitution and sponsored by two (2) or more members may be adopted or amended by a two-thirds majority vote of the general membership. Again, due process must be followed in the addition of any bylaws, and a 2/3rds majority vote of *all* general members (not participants) is required to adopt any new bylaws or to change existing regulations.

### **Article XII- Role of the Advisor**

A CNU faculty or staff member shall serve as advisor. The advisor of the organization shall provide support, counseling and guidance in all situations necessary. The advisor shall work closely with the organization in coordinating activities to ensure that they are conducted in compliance with CNU's policies and federal, state and local laws.

### **Article XIII- Ratification**

This document shall become effective upon ratification by a majority of the active members in CNU Tonight, and by approval of the Student Assembly, Director of Student Life, and the Office of Student Activities for the Fall Semester 2012.

Signed: Amber M Kauffman, Club President\*

Date: 12/04/2012

\*Each article voted on by entire club 12/4/2012 at 9:00p.m.