

# Humorology, Incorporated Bylaws

University of Wisconsin-Madison

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## Article I - Name

This organization shall henceforth be known as Humorology, Incorporated. For the purposes of business with the University of Wisconsin-Madison, the organization's name shall be Humorology or "Humo" for short.

## Article II - Mission Statement

To promote community engagement and philanthropic service through creativity and dedication.

## Article III - Purpose and Values

Humorology, Incorporated, founded in 1948, is an annual juried musical/variety show that consists of original mini musical comedies written, produced, and performed by independent student-run teams, which are overseen by a student-run executive board. The purpose of this organization shall be to serve as a non-profit working to raise money for a local charity in need. The six (6) core values of this organization are creativity, community, excellence, integrity, leadership, and local philanthropy.

## Article IV - Membership

### Section I. Eligibility

Any student enrolled at the University of Wisconsin-Madison or any member of a UW-Madison student organization is eligible for membership.

#### *Clause I. Executive Board Members*

There will be 10 elected executive board members governing the overall organization. In order to qualify for an executive board position, the applicant must have been a member of a Humorology cast for at least one (1) academic semester. Any individuals elected to the Humorology Executive Board are prohibited from participating in any cast's show for the duration of that Humorology season.

#### *Clause II. Cast Directors*

Each organization must have at least one (1) director representing the organization and the number of cast directors is up to the discretion of each team. Cast directors shall act as a liaison between the Executive Board and the individual cast members, and the directing team may govern their team as they see fit, adhering to these bylaws.

### ***Clause III. Cast Teams***

All teams must be coed and have at least 20 members. Exceptions can be made at the discretion of the Executive Board. All organizations must be in good standing with the UW-Madison administration in order to participate.

Greek teams must have at least one (1) fraternity and one (1) sorority. If an independent wishes to join a Greek team, they must fill out an Independent Request Form, found in the Humorology Survival Guide and submit it to the Executive Administrator.

### ***Clause IV. Cast Members***

Each cast team will be represented by general cast members. All Greek-affiliated participants must compete with their Greek organization. Once participants have joined a team, they are not allowed to switch teams throughout that Humorology season.

## **Section II. Governance**

Membership in this organization shall be governed in accordance with the policies and procedures prescribed in this set of bylaws. Extenuating circumstances may apply to this set of bylaws, as the Executive Officers see fit.

## **Section III. Attendance Policy**

All members are required to abide by the Attendance Policy set out by this set of bylaws or the offending members will be prohibited from participating in Humorology that year, at the discretion of the Executive Board.

### ***Clause I. Mandatory Events***

All members of Humorology, including the Executive Board, cast directors and cast members are required to attend the following events:

- Union Times
- Tryouts
- Dress Rehearsal
- Final Shows
- Philanthropy Events
  - If a participant cannot attend a philanthropy event, they must find someone to attend in their place.

## *Clause II. Excuses*

Legitimate excuses include, but are not limited to: physical illness, family emergency, or academic obligation (i.e. exam, class, presentation).

## **Section IV. Cast Dues**

Each chapter participating will pay the stated amount of dues for the year as established by the Executive Board and approved by the Finance Chair.

# **Article V - Timeline of Events**

## **Section I. First Semester**

### *Clause I. Cast Pairings*

Independent (non-Greek) teams will submit a cast roster of all participating members to ensure the 20-person co-ed rule is met.

Each Greek organization will submit pair rankings for all other participating Greek organizations and the pairings will be created by the Executive Directors with the intention of accommodating all rankings to the best of their ability. Each Greek team pairing shall consist of at least one (1) fraternity and one (1) sorority. No fraternity(s) shall be paired with the same sorority(s) until four (4) years have passed, unless authorized by the Executive Directors and Producers.

### *Clause II. Due Dates and Deadlines*

All due dates and deadlines will be decided by the Executive Board and sent out before the beginning of each semester in the Humorology Survival Guide.

### *Clause III. Union Times*

All Union Times dates will be decided by the Executive Board and approved by Executive Administrator. These dates will be sent out before the beginning of each semester.

### *Clause IV. Tryouts*

The date of tryouts will be decided by the Executive Board and approved by Executive Administrator. This date will be sent out before the beginning of the first semester.

## **Section II. Second Semester**

### *Clause I. Due Dates and Deadlines*

All due dates and deadlines will be decided by the Executive Board and sent out before the beginning of each semester in the Humorology Survival Guide.

### *Clause II. Union Times*

All Union Times dates will be decided by the Executive Board and approved by Executive Administrator. These dates will be sent out before the beginning of each semester.

### *Clause III. Band Times*

Band times will be decided by the Music Director and sent out at least two (2) weeks in advance.

### *Clause IV. Stage Times*

Stage times will be managed by the Executive Producers and sent out at least one (1) month in advance.

### *Clause V. Final Show*

The final show dates will be decided by the Executive Board based on venue availability and disclosed at their discretion, before second semester.

## **Article VI - Meetings**

### **Section I. Practices**

The number of practices held will be up to the discretion of each cast's directors. The Executive Board recommends no more than three (3) practices a week for each cast. Practice schedules and their attendance policies are determined by the cast directors.

#### *Clause I. Rehearsal Safety*

Humorology requires practices are conducted in a safe and responsible environment. Practices are not to go past 2:00am. Stunting is not to be practiced or performed after 12:00am. Rehearsals and performances should never be conducted under the influence.

### **Section II. Director Meetings**

Weekly director meetings will be held and called by the Executive Board. One (1) director per organization is required to attend, unless otherwise requested by the Executive Board.

### **Section III. Union Times**

Each cast must attend the required number of Union Times per semester as set out by the Executive Board. The attendance policy at each Union Times is up to the discretion of the Executive Board. Cast time slots will be fairly determined at the discretion of the Executive Board based on the point balance and/or philanthropic success of each team. Directors will send in time preferences to the Executive Administrator when requested.

## **Section IV. Tryouts and Final Show(s)**

All casts must have the minimum amount of points, decided by the Executive Board, to be authorized to tryout. Tryout time slots and final show order will be fairly determined at the discretion of the Executive Board based on the point balance and/or philanthropic success of each team. Directors will send in time preferences to the Executive Administrator when requested. All cast members of teams authorized to tryout are required to attend first-semester tryouts, and upon advancement, the second semester final show(s).

## **Article VII - Officers**

### **Section I. The Executive Board**

The Executive Board oversees all Humorology, Incorporated activities and shall consist of the following ten (10) members and their respective responsibilities. All Executive Board positions are for the duration of the entire academic year, fall to spring, unless removed from the position (see Clause IX).

#### ***Clause I. Executive Board Responsibilities***

##### **1. EXECUTIVE PRODUCERS (2)**

- a. Oversee all Executive Board positions by providing proper resources, aiding in any duties, and presiding over all Executive Board meetings
- b. Run and organize all Executive Board and director meetings
- c. Main responsibility of producing the show
  - i. Responsible for scheduling the stage times
- d. Lead the correspondence between the theater venue, stage crew, stage manager, technical support, lighting, the Executive Directors, and each cast
- e. Responsible for all student organization requirements, including the review of bylaws
- f. The Executive Board shall decide the overall show theme with the approval of the Executive Producers in conjunction with the Executive Directors
- g. Approve all financial transactions from the Finance Chair
- h. Must meet or speak with team directors at their request to discuss any ideas, suggestions or concerns

2. EXECUTIVE DIRECTORS (2)

- a. Collaborate and work closely with each cast to create the best possible show by providing creative support and improvement
- b. Use their expertise to evaluate each show and aid and support each cast directly
- c. Manage all joke holds, character holds, scripts, costumes, and house visits
- d. Act as key liaison between casts members, cast directors, and the Executive Board
- e. The Executive Board shall decide the overall show theme with the approval of the Executive Producers in conjunction with the Executive Directors

3. PHILANTHROPY AND SPONSORSHIP CHAIRS (2)

- a. Responsible for planning all fundraising events on campus
- b. Keep track of cast fundraising amounts
- c. Create and send sponsorship letters and emails, with the approval of the Public Relations Chair
- d. Contact large business sponsors
- e. Plan and facilitate final show silent auction
- f. Responsible for communicating with the current philanthropic partner of Humorology, Inc
- g. Plan all Humorology, Inc. social events

4. MUSIC DIRECTOR

- a. Responsible for song holds and confirming that music and/or song choices have not been used within a four (4) year time period
- b. Holds music workshops with individual casts to improve their overall musical quality, if requested
- c. Oversees recruitment and hire of the band and conductor, along with any other responsibilities associated with the band
- d. Sets band times and rehearsals with casts
- e. Acquires rental instruments, if necessary
- f. Acts as the liaison between cast directors and the band

5. EXECUTIVE ADMINISTRATOR

- a. Responsible for all administrative duties of the organization
- b. Responsible for keeping track of important documents such as cast rosters, taking Executive Board meeting and director's meeting minutes, and managing cast points
- c. Plans and organizes the dates and locations of all Executive Board and director's meetings, Union Times, and tryouts

6. PUBLIC RELATIONS CHAIR

- a. Responsible for all aspects of community relations and advertising
- b. Responsible for designing and distributing apparel
- c. Responsible for maintaining a presence on social media (i.e. Instagram, Twitter, Facebook, Vimeo, website, etc.)
- d. Communicate with parents
- e. Design show program and DVD cover
- f. Manage all DVD orders and distribution
- g. Maintains the organization's website, ensuring that the site is functioning properly and available for people to view

7. FINANCE CHAIR

- a. Responsible for all matters relating to the financial status of the organization
- b. Responsible for creating the budget, preparing accounting statements, preparing IRS tax documents, and performing cost/benefit and break-even analyses
- c. Required to provide a current balance sheet at every Executive Board meeting
- d. Approve all transactions with the Executive Producers

***Clause II. Selection of the Executive Board***

All University of Wisconsin-Madison students who have previously participated in Humorology for at least one (1) academic semester are eligible to apply to be on the Humorology Executive Board. Each Executive Board position shall be elected and assigned by the previous Executive Board. Those who desire to be on the Executive Board must submit an application to the current Executive Administrator. Each current Executive Board member shall transition the next Executive Board member. Transitions shall take place after the final show and before June.

### ***Clause III. Executive Board Attendance***

Attendance at all scheduled events and meetings for Humorology, Incorporated is considered mandatory for all Executive Board members.

Mandatory Events include, but are not limited to:

- Weekly Executive Board Meetings
- Weekly Director Meetings
- Union Times and Stage Times
- Philanthropic Events
- Tryouts
- Dress Rehearsals
- Final Show(s)

### ***Clause IV. Excuses***

Legitimate excuses include, but are not limited to: physical illness, family emergency, or academic obligation.

### ***Clause V. Conduct***

All issues that arise within the Executive Board must be handled directly, openly, maturely, honestly, and above all else, with integrity. In the event of any disagreement or conflict, the Executive Board members are to resolve the conflict directly with all parties involved. Executive Producers should be informed of all disagreements and conflicts as they arise, and if such disagreements or conflicts involve the Executive Producers, the entire Executive Board shall handle the conflict together. All Executive Board members and Humorology participants are expected to be professional in the handling of all aspects of the organization. Failure to do so will result in necessary actions as the Executive Board sees fit. No personal relationships shall affect the decisions or behavior of the Executive Board.

### ***Clause VI. Regulation of Power***

All major decisions regarding Humorology, Incorporated shall be decided by all Executive Board members in a majority vote. In the case that a decision cannot be made, the Executive Producers will make the final decision.

### ***Clause VII. Confidentiality***

Any and all confidential information discussed in the Executive Board meetings shall not be discussed at any time with any persons not holding an Executive Board position. Any and all information involving an individual cast or casts shall not be discussed at any time with any persons not currently holding an Executive Board position or the direct cast directors involved. Any and all information concerning performance scores and/or placement scores, shall not be discussed with any persons not currently holding an Executive Board position during the entirety of the current Humorology Program. In order to maintain strict confidentiality, only specific Executive Board positions will be included in the following matters:

- Humorology Tryout scoring and ranking tally shall be handled by the Executive Producers, Executive Directors and Music Director
- Humorology Final Show(s) scoring tally shall be handled by the Executive Producers and Finance Chair
- The Executive Board Producers and the Philanthropy and Sponsorship Chairs shall handle the tallying of the Humorology Final Show(s) ranking and total philanthropic donations
- Upon completion of the final show(s), cast directors may request their final show comments but may not, under any circumstances, have the final show scores revealed to them

### ***Clause VIII. Deadlines***

All deadlines set by the Executive Board shall be met promptly. In the case to which an Executive Board member is unable to meet a specified deadline, they shall contact the Executive Producers before the deadline.

### ***Clause IX. Removal***

Failure of any Executive Board member to complete their specific duties for their assigned position, violation of respect or trust of any Executive Board member, breach of confidentiality, misappropriation of Humorology funds, excessive inability to meet deadlines and an excessive lack of professionalism, *may* result in removal from office. Executive Producers will handle all removals from the Executive Board. Any Executive Board member may refer another Executive Board member for dismissal, and the Executive Producers shall notify the Executive Board member in question and discuss the potential dismissal before the matter is brought to the entire Executive Board. An Executive Board member shall only be dismissed in the event that a majority of the Board votes in favor of removal. In the case of a removal, the Executive Producers, and the entire Executive Board shall be involved in the re-organization plan. The Executive Board encourages constructive feedback throughout the year from cast directors to ensure each Executive Board member is adhering to their commitments.

## **Article VIII - Finances**

In the case that an Executive Board member needs to purchase an item for Humorology, the member must complete a disbursement form. Both the Finance Chair and at least one (1) Executive Producer must approve disbursement forms before funds are disbursed and reimbursements are issued, if applicable. In the event that a member must purchase an item and a disbursement form is unable to be completed, a reimbursement form must be completed.

## **Article IX - Philanthropy**

### **Section I. Fundraising Goal**

The Philanthropy and Sponsorship Chairs will determine an attainable first semester fundraising goals for each cast, as well as an attainable year fundraising goal for the entire organization. However, the Executive Board as a whole must vote to approve said values. The Philanthropy and Sponsorship Chairs are only able to distribute information regarding a cast's fundraising to the cast in question throughout the current Humorology program. The Philanthropy and Sponsorship Chairs are unable to discuss fundraising for any specific cast with any person not currently holding an Executive Board position, including outside philanthropic entities or affiliates.

## **Section II. Philanthropy Events**

### *Clause I. Attendance*

All members of Humorology must attend all philanthropy events. In the case where a member is unable to attend, another person must attend in the member's place.

### *Clause II. Event Fees*

All members of Humorology are required to pay the established fee for each philanthropy event. The Philanthropy and Sponsorship Chairs are to announce the event and established fee two (2) weeks in advance. In the case where a member is unable to pay the established fee, cast directors must be notified and inform the Philanthropy and Sponsorship Chairs. It is up to the discretion of the Philanthropy and Sponsorship Chairs to make exceptions for those individuals who are unable to pay the established fees.

## **Article X - Show Production**

### **Section I. Holds**

#### *Clause I. Character and Joke Holds*

Character and joke holds will be submitted to the Executive Directors at the time specified by the Executive Directors. The number of holds, and which holds are or are not granted is at the discretion of the Executive Directors.

#### *Clause II. Song and Sound Holds*

Song and sound holds will be submitted to the Music Director at the time specified by the Music Director. The number of holds will be at the discretion of the Music Director. Sound and song holds will be granted via a randomized draft order. Songs may not be repeated within a four (4) year timespan. The year in question will apply to the fall of that Humorology season, unless otherwise specified by the Music Director.

### **Section II. Tryouts**

At the time of Humorology Tryouts, each individual show will not exceed 9 minutes. Penalties and deductions will be made equally to each cast at the discretion of the Executive Board. The Executive Board must notify each cast of these possible penalties and deductions prior to Humorology Tryouts.

### **Section III. Final Show**

The Final Show shall be timed once and each individual show shall not exceed 18 minutes. Penalties and deductions will be made equally to each cast at the discretion of the Executive Board. The Executive Board must notify each cast of these possible penalties and deductions prior to the final Humorology show. Each final show must contain at least one (1) a capella song, at least one (1) dance break, and at least seven (7) musical numbers total including the a capella and dance break.

### **Section IV. Caption Awards**

The Executive Board shall decide Caption Awards. Each cast shall receive at least one (1) caption award. The Public Relations Chair shall handle the creation of the Caption Awards.

## **Article XI - Additional Information**

All additional information regarding the Executive Board Contact Information, Due Dates and Union Times Requirements, Point Rubric, Judge Evaluation and Script Formatting, etc. can be found in the Humo Survival Guide distributed at the beginning of the each semester. All cast directors and Executive Board members must read these bylaws in their entirety and sign an agreement to adhere to this document henceforth in order to hold a position as a cast director or an executive board member.

## **Article XII - Amendments**

All amendments henceforth shall be presented by the Executive Board or cast directors and voted into place by a majority vote of the Executive Board and one (1) female and one (1) male representative from each directing team. Humorology, Inc. bylaws should be considered for review at the beginning of each Humorology season.