

2024-25

Constitution of Students' Union UCL

Comedy Club

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL **Comedy Club**.
- 1.2. The Club/Society shall be affiliated to Students' Union UCL.

2. Statement of Intent

- 2.1. The constitution, regulations, management and conduct of the club/society shall abide by all Students' Union UCL policy, and shall be bound by the [Students' Union UCL Memorandum & Articles of Association](#), [Byelaws](#), [Club and Society Regulations](#) and the club and society procedures and guidance – laid out in the '[how to guides](#)'.
- 2.2. The club/society stresses that it abides by Students' Union UCL Equal Opportunities Policies, and that club/society regulations pertaining to membership of the club/society or election to the club/society shall not contravene this policy.
- 2.3. The Club and Society Regulations can be found on the following webpage:
<http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

3. Committee

NB Due to the Edinburgh Fringe Festival; committee members are expected to fulfil their roles until the completion of the festival; i.e. the day of the last show date, however newly elected members may begin making decisions for post-Edinburgh activities after the handover date stated by the Students' Union.

NB To ensure the society can complete its core objectives, committee positions 3.1 to 3.6 must filled before positions 3.7-3.10 are filled. Position 3.11 will be elected at an EGM in term 1, rather than at previous years AGM.

- 3.1. President
 - 3.1.1. The Presidents' primary role is laid out in section 5.7 of the Club and Society Regulations.

- 3.1.2. The President must ensure that all matters related to Comedy Club whether sketch, stand-up or improvisation, are able to carry out activities with no problems.
- 3.1.3. The President should facilitate this by booking regular weekly rehearsals for Sketch and Improv throughout the term. The President is also responsible for booking a room for regular Stand-Up Workshops. These bookings must be done in good time to ensure members can reliably show up to rehearsals.
- 3.1.4. The President must ensure that there are at least 2 booked variety shows a term. The Richard Mully Basement Bar is the preferred venue. These bookings must be done in good time to ensure ideal spacing of dates.
- 3.1.5. There should be at least one UCL Theatre show every academic year to create a large showcase of the Comedy Club's work.
- 3.1.6. On top of this the President must always be seeking external venues and collaborations that enhance Comedy Club's opportunities and activities, and must either organise these themselves or delegate these accordingly to the relevant Coordinator.
- 3.1.7. To facilitate this, the President must address all offers of participation and activities from other parties, individuals or societies within 2 working days to ensure a good reputation.
- 3.1.8. The President must also make sure all committee members are fulfilling their roles.
- 3.1.9. The President must maintain control of bookings to ensure that there is no overlap in commitments or excessive demands on the society.
- 3.1.10. The President must be at most, if not all, rehearsals and meetings unless they elect another committee member to take charge (such as the Coordinator for that particular aspect of comedy)
- 3.2. Treasurer
 - 3.2.1. The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
 - 3.2.2. Along with the President. Is responsible for ensuring the maximum available funding for an annual Edinburgh show is obtained; via ticket sales, Students' Union UCL grants and other methods. The treasurer is also responsible for booking accommodation and venues for an annual Edinburgh Fringe show. The society's duty to pay for a Venue booking in full is mandatory, paying for accommodation is optional.
- 3.3. Welfare Officer

- 3.3.1. The Welfare Officers' primary role is laid out in section 5.9 of the Club and Society Regulations.
 - 3.3.2. The Welfare Officer should discover and create networks for (but not exclusive to) Beginners, Post-graduate students, Mature students, Students with disabilities and BME students, depending on the needs of the Club's membership. This can be over Facebook, social media apps or other means.
 - 3.3.3. Determine, organise and run projects/activities bespoke to the minority demographic of the Club. Encourage and seek collaboration with both the Union and/or other clubs/societies through the respective Welfare Officers.
 - 3.3.4. Inform and encourage engagement of members to relevant and/or appropriate Union campaigns. Seek collaboration where appropriate.
 - 3.3.5. Signpost effectively to advice and support services available for the physical and mental well-being of your members.
- 3.4. Additional Committee Members
- 3.4.1. Producer
 - 3.4.1.1. The Producer should ensure that all shows are organised in terms of attendance of performers, arrangement of the venue. Audio Visual set-up and designating an Audio Visual controller, props and other equipment.
 - 3.4.1.2. The Producer will be presumed to produce any theatre production by the Club, unless there is committee agreed delegation to a UCL Comedy Club member with the appropriate experience.
 - 3.4.1.3. The Producer will decide on the structure and scheduling of shows, unless they choose to delegate or share responsibility for this task.
 - 3.4.1.4. The Producer is also responsible for booking any non-UCL Comedy Club talent for shows, if required.
 - 3.4.1.5. The Producer must deal with extenuating circumstances on show nights.
 - 3.4.2. Sketch Coordinator
 - 3.4.2.1. The Sketch Coordinator must procure, cast and creatively direct a ~20 minute set of as many new sketches as possible for every campus variety show other than during

Welcome fortnight when it can be old sketches. They must also direct any external sketch shows.

3.4.2.2. This will involve holding weekly Writers meetings and weekly Sketch rehearsals.

3.4.2.3. They must also direct an Edinburgh show if possible.

3.4.2.4. They may delegate or share responsibility for direction of Sketches as necessary, and should provide other society members the opportunity to direct or assistant direct as many shows as reasonable.

3.4.3. Improv Coordinator

3.4.3.1. The Improv Coordinator must procure, cast and creatively direct an Improv set for as many shows as UCL Comedy Club hold if possible.

3.4.3.2. This will involve holding weekly skills-based workshops, drawing from devised theatre methods and techniques to build cohesion, develop stage confidence and improve spontaneity amongst members.

3.4.3.3. They must also direct an Edinburgh show if possible.

3.4.3.4. They may delegate or share responsibility for direction of Improv as necessary.

3.4.4. Stand-Up Coordinator

3.4.4.1. The Stand-Up Coordinator must procure and cast stand-up comedians, and any related performers, for as many shows as UCL Comedy Club hold if possible. The stand-up coordinator will be assumed to compere Mully's shows. The stand-up coordinator must otherwise delegate this responsibility to another Comedy Club member.

3.4.4.2. They will organise regular Stand-Up Workshops to assist members with the process of writing and performing, as well as using these to review material before it is performed on-stage.

3.4.4.3. They must also direct an Edinburgh show if possible.

3.4.5. Publicity Officer

3.4.5.1. The Publicity Officer must try to provide reasonable turnout to all shows.

3.4.5.2. This should be done via social media and mailing lists. But other approaches should be encouraged if turnout is low.

- 3.4.5.3. The Publicity Officer must maintain a website with up to date information and handle the society email for most generic enquiries.
- 3.4.5.4. The Publicity Officer should provide any necessary branding, posters, flyers for all shows and ensure all shows are video recorded and uploaded to the internet.
- 3.4.6. Social Secretary
 - 3.4.6.1. The Social Secretary will organise and publicise regular social events that are open to all members of the club to attend
 - 3.4.6.2. At least one of these socials must be held in a venue that does not sell alcohol as its primary function.
- 3.4.7. Community Outreach Officer
 - 3.4.7.1. The Community Outreach Officer should supply the Club with a list of opportunities from the VSU or find and create volunteering opportunities most appropriate to the Club.
 - 3.4.7.2. Govern the logistics such as rota for each volunteering project. Measure and record the volunteering hours and individuals from the Club liaising with the VSU and the Part-time Volunteering Officer.
 - 3.4.7.3. Write an article on the progress to share and publicise on the Union Website and/or other medium.
 - 3.4.7.4. Submit applications for Union awards for volunteering on behalf of the club/society and its' members.
 - 3.4.7.5. The Community Outreach Officer will work with the Welfare Officer to organise a Mully's show showcasing the achievements of and promoting comedy as a hobby/activity to underrepresented groups if possible.
- 3.4.8. Freshers Representative
 - 3.4.8.1. The Freshers Representative should act as the first point of contact for any new comers to the society, effectively feeding back any concerns, problems or ideas to the rest of the committee.
 - 3.4.8.2. Organise and run projects/activities for the Club's freshers. Seek collaboration with other clubs and/or societies through respective Freshers Representative.

- 3.5. Management of the club/society shall be vested in the club/society committee which will endeavour to meet regularly during term time (excluding UCL reading weeks) to organise and evaluate club/society activities.
- 3.6. The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.7. Committee members are elected to represent the interests and well-being of club/society members and are accountable to their members. If club/society members are not satisfied by the performance of their representative officers, they may call for a motion of no-confidence in line with the Students' Union UCL Club and Society Regulations.

4. Terms, Aims and Objectives

- 4.1. The club/society shall hold the following as its aims and objectives.
- 4.2. The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 4.3. The core activities of the club/society shall be:
 - 4.3.1. Providing an opportunity for any UCL Comedy Club member to attempt anything in the field of comedy.
 - 4.3.2. Holding regular comedy variety shows in the Richard Mully Basement Bar.
 - 4.3.3. Holding an annual comedy show in a UCL theatre if available.
 - 4.3.4. Taking a comedy show up to the Edinburgh Fringe Festival if possible.
 - 4.3.5. Regular rehearsals and workshops for Sketch, Stand-Up and Improv when possible.
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
 - 4.4.1. Holding shows on larger stages at external venues, e.g. CPT, to increase experience and stage time.
 - 4.4.2. Organising social events for members e.g. pub quizzes, viewing socials, nights out, to strengthen bonds between members.
- 4.5. Members will be held to the standards set out in the document entitled "Ethics of Comedy" added as an appendix
- 4.6. This constitution shall be binding on the club/society officers and shall only be altered by consent of two-thirds majority of the full members present at a club/society general meeting. The Activities Executive shall approve any such alterations.

4.7. This constitution has been approved and accepted as the Constitution for the Students' Union UCL [Comedy Club](#) . By signing this document, the President and Treasurer have declared that they have read and abide by the Students' Union UCL Club and Society Regulations.

President	Name: Silvia Bodei
	Signature: Silvia Bodei
	Date: 17/06/2024
Treasurer	Name: Aaryan Hebbalkar
	Signature: Aryan Hebbalkar
	Date: 17/06/2024

Ethics of Comedy

- If making a joke about something that someone has no control over, consider whether the joke would be well-received by an audience comprised solely of those people. (e.g. would your joke about cancer be well-received by a room full of cancer patients?)
- Make sure you fully understand the subject matter of your contentious jokes. You don't want to cause offence through ignorance.
- Try to avoid unnecessary buzz-words such as 'rape' and the 'n' word, as even the innocuous use of such words may be misunderstood or taken out of context by people who take offence and report us to the Union.
- Don't punch down; mock the strong, not the weak.
- Know your audience and the context of the gig. Be aware that your material might be fine for an open-mic night in Camden, but not for a charity gig.
- Show Editors need to establish with external acts in advance of the show if their set contains any potentially offensive material. If this is the case, the external acts need to be made aware of this ethos.
- Take extra caution with shock humour.

The above points should be displayed to those members writing and/or performing with the society, whether that is before writing or reviewing sketch or stand-up material, or to improvisers before performing. They should be considered as guidelines, however given the nature of comedy, they are negotiable. Any performance that is brought to the committee's attention as being offensive will be dealt with on a case by case basis.