



Columbia College Chicago
Audio Drama Club
2020-2021

Purpose of Organization

- a) The Audio Drama Club provides a space to create a collaborative ensemble comprised of students pursuing any major at the college, where they can apply their current skillsets and learn new ones to create original radio plays, vignettes, podcasts, etc. either pre-recorded or performed live for Columbia's Manifest Showcase.
- b) Members will learn how to brainstorm, write, and develop voiceover skills to produce radio plays which can either be pre-recorded or performed live.
- c) By showcasing and creating audio narratives, the club will demonstrate that cross collaboration between students from different departments can create new works of art from the ground up and expose them to opportunities that may not be readily available in their own department or major.

Learning Objectives and Outcomes

Audience

The club is open to any enrolled student at Columbia College Chicago. The club encourages all students to participate regardless of major or minor. Hiring or considering outside talent is discouraged.

Behavior

Members of the Audio Drama Club will learn how to collaborate with others to create an original radio play. They will brainstorm ideas, write scripts using ZPPR Sci-Fi format or similar formats, and learn the basics of voiceover recording and sound design. All of these skills will be applied to create a finished showcase piece for Columbia's annual Manifest Showcase.

Condition

The club will meet on a weekly or bi-weekly basis in classrooms/Zoom that allow for voiceover recording and writing collaboratively, if safe to do so. If unsafe to meet in person, the club will exclusively meet over Zoom. A completed audio piece(s) will be produced or performed live by the end of a semester.

Degree

Each semester the club will create at least one original radio play either pre-recorded or performed live and upload the final version to share via the club's social media pages.

Becoming a Member

- a) The club is open to any enrolled student at Columbia College Chicago. The club encourages all students to participate regardless of major or minor. Hiring or considering outside talent is discouraged.
- b) We, members of the Audio Drama Club of Columbia College Chicago, will not discriminate on the basis of race, religion, color, creed, veteran status, national origin, sex, sexual orientation, gender, gender identity or expression, age, marital status, disability, status due to the receipt of public assistance, or any other social identity as outlined by the SOC and Columbia College Chicago.
- c) The members of The Audio Drama Club of Columbia College Chicago agree to comply with Columbia College policies governing organizational use of alcohol and other drugs.
- d) Students are able to join the club on the condition that membership will not conflict with their personal academic goals. Members who show consistent attendance will be able to have greater creative input and more opportunities over those who show up infrequently.
- e) A member of the Audio Drama Club of Columbia College Chicago is one who regularly attends and contributes to creating at least one audio piece by the end of the semester.
- f) Engaging in behaviors that make other club members feel uncomfortable, being disruptive, hindering the club's goals, and being rude or condescending, are grounds for membership removal. All members are encouraged to reach out to a board member if they have concerns about the behavior of club members.
- g) Offenders will be given one warning from a board member in private. If the behavior continues, a second meeting with multiple board members may occur and the issue will be brought up to the club's faculty advisor. A third offense will result in a board meeting and vote on the membership status of the club member in question, pending a majority rule. A removed member can petition to re-join the club for the following year by speaking to the board members and writing a formal statement, at least one page, recognizing their infractions and how they will change for the following semester. Board members reserve the right to reject petition.

Elections and Voting Procedures

- a) The current president(s) will call for board elections for the following year which should be held 2 to 4 weeks before the end of the current semester. Email, verbal, and social media announcements announcing board elections will be sent out encouraging club members and the general student population to reply if interested in any open board member positions.
- b) After the announcement of the upcoming election, club members will nominate themselves for positions they are interested in by sending a message to the club's email. A board meeting will be held, and each nomination will be read. Non-returning board members (if applicable) will be encouraged to run the elections. The vote for each position will be taken by a submission form. The elected member chosen by majority vote. Any member can choose to abstain from voting for any given or all positions.
- c) In case of a tie, a re-vote for that position will be held. If the re-vote results in another tie, the executive board will have an internal vote to decide the position. (If a board member is running for the position, they are barred from voting.) If this results in a tie, each candidate should write a one page proposal that will be submitted to the SOC board for a vote. If the SOC vote results in a tie, then the position will be decided by a spelling bee.
- d) The new officers will begin their term after the end of the current academic year.

Officer Roles

SOC Representation

The SOC Representatives will act as the liaison between the SOC and the Audio Drama Club of Columbia College Chicago. The representative will attend various retreats, events, and trainings put on by the SOC and/or Student Organizations and Leadership office as outlined by the SOC. The SOC representative or the alternate will attend the monthly meeting the first Wednesday of each month. If the SOC representative is not able to attend the SOC monthly meeting, it is their responsibility to communicate this to the other executive board members and find a replacement for the meeting. If the SOC representative does not attend a meeting, they will be given a written warning for the first missed meeting. With each following missed meeting, the SOC representative and the Audio Drama Club of Columbia College Chicago must accept any repercussions, including probation, loss of privileges, suspension, educational sanctions, or restitution.

The President and Vice President will always be SOC representatives. Each semester, they will decide which one other member will also be a SOC representative, based on aptitude and interest of the other board members. The President and Vice President will be the only board members in charge of this decision.

Executive Board Members

The executive board includes the positions of President, Vice President, Secretary, and Treasurer. The students in these positions must have been present in the audio drama club for at least one semester and contributed to the completion of at least one radio play. In addition, they must demonstrate strong skills in at least two of the following: Writing, Voiceover, Audio, Foley, or Marketing. The executive board will review any interested student's work/experience and decide if they qualify for the role based on their discretion. The student must maintain a GPA of at least 2.5.

Non-Executive Board Members

The student must have been present in the audio drama club for at least one semester. In addition, they must demonstrate strong skills in the position to which they are applying: Writing, Audio, or Marketing. Ideally, although not necessary, this student would likely be pursuing a major or minor in a related field or be able to show a portfolio of related work.

EXECUTIVE BOARD MEMBERS

President

The role of the president is to provide and maintain the resources necessary to create a audio piece production either pre-recorded or live for the current semester. The president should understand and be able to teach the basics of audio drama (Brainstorming, Writing, Voiceover, Foley, and Audio Production) to the club. They will delegate responsibilities to other board members and sort out any conflicts, should they arise. They must organize and run meetings. For live radio play productions, they will assist in scheduling student spaces and be in charge of setting up for the live show production. They must be able to communicate with different faculty and staff cross department to procure the materials and spaces needed to operate club.

Vice President

The vice president oversees club members are carrying out their respective responsibilities as delegated by the president. The vice president will be available to answer any questions and either provide an answer or find someone who can. The vice president will manage and organize any materials created during the club meetings, including brainstorming charts, scripts, audio files, and prop lists.

Secretary

The secretary is responsible for overseeing all paperwork and electronic records of the club, including taking attendance, filling out the SOC monthly report, and taking notes during meetings. The secretary must have a working knowledge of the Microsoft Suite and the Google Suite. They should attend all club meetings to the best of their ability.

Treasurer

The treasurer is responsible for overseeing all financial aspects of the club, including submitting Student Organization Proposals and keeping track of all club accounts. The treasurer must be familiar with all of the rules and regulations regarding club funding as delegated by the SOC and ensure that the club is in compliance with them.

Community Representative

The community manager's primary responsibility is to oversee the marketing and promotion of the club. This may take the form of organizing collaborative projects with other Student Organizations, promoting the club to faculty members and/or classes of related departments within the college, and maintaining the club's social media presence. They will work to maintain the online archive of Audio Drama productions and continue to seek many different avenues for promoting and sharing the materials.

CREATIVE TEAM

Head Writer

The role of the Head Writer is to oversee the writing process of the productions and be able to help with storytelling, character development, and pacing, specifically in regards writing for the ear. They will be available to answer writing related questions and guide the group to create at least one finished script to be produced by the Audio Drama Club. They will understand how to format brainstorming ideas into ZPPR-SciFi format or similar format. They will also be available to promote the club to writing related fields at the college.

Lead Audio Engineer

The role of the Lead Editor is to help with recording for the productions. They will be available to answer audio related questions and guide the group to produce at least one finished script for the Audio Drama Club. They will coordinate with students to edit and record voiceover, sound effects, and music.

Director

Help operate and run any recording sessions held. Ultimately in charge of casting, creating a casting committee, or helping the casting process. The director has the final say in creative decisions as it is assumed their judgment will be for the betterment of the production.

Producer

They must organize a production schedule for the semester. For live radio play productions, they must schedule student spaces and oversee setting up for the live show production. They will relay distribution accordingly.

Filling Vacated Offices

In the event of an office being vacated during the current semester, the board will host an election for the position at the beginning of the next semester or during the semester at the board's discretion.

Board status may be revoked if the individual continually does not comply with the affirmative action statement listed in "Membership of the Organization" or is hindering, damaging, or threatening the execution of a completed radio play by the semester's end.

If there is concern, a member of the board must communicate with other members about the person in question to which they will all discuss the behavior of the individual. If a second incident occurs, the faculty advisor must be present during the next discussion of the infraction. If a third warning is issued, the other board members and faculty advisor may discuss replacing or terminating the position of the individual.

The Process is as follows:

If a board member is A) hindering, damaging, or threatening the execution of a completed radio play by the semester's end or B) Creating an unsafe/uncomfortable environment for members and board members alike, any board member may choose to bring to discussion with another board member in private the issue(s) at hand.

Offending board members will be given one warning from another board member (By default the president, unless the president(s) are in question) in private.

If the behavior continues, a second meeting with multiple board members may occur and the issue will be brought up to the club's faculty advisor. A third offense will result in a board meeting and vote on the membership status of the club member in question, pending a majority rule.

A removed board member **cannot** petition to re-join the board of the club for the following year. If the removed member remains present in club for over a calendar year from their removal, they may petition to rejoin for the next available election by speaking to the board members and writing a formal statement, at least one page, recognizing their infractions and how they will change for the following semester. Board members reserve the right to reject petition.

On the condition that a board member is deemed insufficient to perform their duties, but in good standing, they may be asked to step down but can still be considered a member of a club. This process will also take place in the occasion of a general member is not complying with the aforementioned affirmative action statement or is hindering, damaging, or threatening the execution of a completed audio piece by the semester's end.

Definition of a Quorum

There must be at least one board member and one member present for the club to run. The Audio Drama Club of Columbia College Chicago adopts the belief that "the show must go on" and will still work to produce an audio piece regardless of missing club members.

How You Change this Constitution

Directly after the first club meeting of each semester, the Audio Drama Club constitution will be sent to each member's email for review. Any member or board member may propose amendments during this time. Notice of the proposed change and the meeting at which it is to be considered has been given to all executive board and general members at least twenty (20) days prior. These amendments will be taken into consideration and voted on by the board and general members by majority rule. The vote will be taken by a show of hands. Any amendment approved by the board must be following college policy. The amendment will go into effect immediately after approval.

Advisor of the Organization

The role of the advisor is to assist with conflict resolutions, motivate the group, and help overcome creative hurdles. They will be enthusiastic about audio drama and encourage students and faculty to lend their expertise and resources to help foster the creation of Audio Dramas at Columbia College Chicago.

The duration of the faculty advisor's term will be for one full school year.

Should the advisor, for any personal reason, find themselves unable to commit the time and energy needed to fulfill their role or the goals of the club and advisor start to deviate, then the board may decide to change the advisor by majority vote.

Assuming that the club has not found a replacement advisor, a removed faculty advisor can petition to re-instate their position for the following semester by speaking to current board members and writing a formal statement, explaining why they feel they are now ready to assume the responsibilities of faculty advisor and how they will change their actions for the following semester.