

Approval and Adoption

Keith Cross
Executive Producer 1988-1989
May 15, 1989

Jenny Moon
Executive Producer 1998-1999
April 29, 1999

Andrew M. Reid
Board of Directors 2002-2006
May 14, 2003

Andrew M. Reid
Board of Directors 2002-2006
May 12, 2005

Becca Thal
Executive Producer 2004-2005
Board of Directors 2005-2006
May 11, 2006

John Blessing
Board of Directors 2008-2010
May 5, 2010

Michael Rooney
Executive Producer 2010-2011
Board of Directors 2009-2010
May 5, 2010

Randi Ellen Rudolph
Executive Producer 2012-2013
Board of Directors 2010-2012
May 1, 2013

Ram's Head Theatrical Society Governing Constitution

I. Name of the Organization

The name of the organization is Ram's Head Theatrical Society. The organization is commonly referred to as Ram's Head. All activities undertaken by the organization shall bear this name.

II. Purpose of the Organization

Ram's Head is a campus-wide, student-run theatrical organization. The objectives of Ram's Head are to:

- Present productions of professional quality within the constraints of the university environment
- Promote social activities and camaraderie among its members
- Assure financial stability and continued growth
- Foster the production of original works

III. Show Season

1. *Big Game Gaieties* - Student-written musical performed in Autumn Quarter before Big Game.
2. *Original Winter One Acts* - Series of student-written one act plays performed at the beginning of Winter Quarter.
3. *Spring Show* - Full-scale musical performed at the beginning of Spring Quarter.
4. *Special Projects* - Additional shows may be added to the show season with the approval of the Board of Directors. Such productions may be approved no more than one season before the production is to open.

“Main productions” are defined as Gaieties, Original Winter One Acts, and Spring Show. Special Projects are considered additional productions.

IV. Membership

1. Any member of the Stanford community who participates or has participated in a Ram's Head production is a Ram's Head member.
 - A. A member of the Stanford community shall be defined as a registered student or current faculty or staff member of Leland Stanford Junior University. At a minimum, the members of the organization shall meet once a year in a general meeting to be held during Spring Quarter, at a time and place to be set by the Board of Directors.
2. The membership of the organization has the following explicit rights and responsibilities:
 - A. Members have the right to propose revisions to these Guidelines, and revisions of the Guidelines are subject to the approval of the membership;
 - B. Members are to elect the Board of Directors;
 - C. Members may attend Board meetings;
 - D. Members have the right to recall a Board member;
 - E. Members have the right to petition the Board to call a general meeting;
 - F. Any member may request Board discussion of any topic.
3. After ceasing to be a Ram's Head member as defined above, individuals shall become known as Ram's Head alumni, afforded none of the rights of members, regardless of participation in productions.

V. Structure

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Board of Directors

1. *Purpose*
 - A. The Board shall be responsible for addressing Ram's Head's short-term and long-term needs and goals.
2. *Composition*
 - A. The Board shall consist of five members, all of whom shall be Ram's Head members or Ram's Head alumni. At least three of them must be registered students during their terms in office and at least four of them must be current Ram's Head members. This leaves one position which may be filled by a Ram's Head alumnus.
3. *Eligibility*
 - A. Members who are serving as Executive Producer or Producer of a current main production are not eligible to be members of the Board.
 - B. Members may form tickets of no more than two members to fill one position if and only if a student plans to be abroad or is taking a leave of absence for a predetermined time.
 - C. A Board member may produce a Special Project with the approval of the remaining Board members. If this is authorized, said Board member/Producer may not vote on any items pertaining to the Special Project.
4. *Selection*
 - A. The Board shall be elected by the membership at the annual general meeting held during Spring Quarter. As a goal, the composition of the Board should reflect the membership of the organization including production staff, performers, and technical staff.
 - B. The election process for the Board of Directors shall be as follows:
 - B.i. There shall be a nomination process prior to the election at the Spring general meeting.
 - B.ii. Any member of the organization may nominate an eligible individual for the position of Board member. Members may nominate themselves.
 - B.iii. Nominations must be submitted to the Executive Producer by the deadline which will be made known to Ram's Head members and the Stanford community sufficiently in advance. The deadline should be no later than midnight the day preceding the general meeting. Nominees must explicitly accept their nomination by this time.
 - B.iv. The Executive Producer shall draft an application, to be approved by the Board, for all nominees to complete. The application should include questions about the candidate's past involvement in Ram's Head and goals as a leader of the organization. The completed application is due to the Executive Producer by the deadline for nominations and acceptance. Applications for each nominee will then be distributed to the general Ram's Head membership for review at least 24 hours prior to the election.
 - B.v. All nominees, should they accept their nomination, shall receive the right to speak at membership meeting and to appear on the election ballot.
 - B.vi. Members shall vote on a single ballot sheet, listing up to five candidates on their ballot, each of whom shall receive one vote.
 - B.vii. Run-off elections shall be held only as necessary to resolve ties. Elected Board members shall not be on a run-off ballot.
5. *Duties and Responsibilities*
 - A. The Board shall meet at least five times per academic quarter to discuss and determine methods of fulfilling Ram's Head's objectives. Weekly meetings are encouraged.
 - B. If a Board member leaves campus or the region, a new member shall be appointed in his or her place.
 - C. Should the Executive Producer fail to schedule Board meetings in a timely manner, the Board shall remain ultimately responsible for organizing its meetings.
 - D. The Board shall fill vacancies of Board positions occurring between elections by soliciting the membership for nominees. The Board will fill the vacancy by appointment from this list of nominees.

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- E. Board members' terms of office shall be from the annual spring meeting of the membership to the following such meeting.
 - F. The Board shall select the Ram's Head Executive Producer during Spring Quarter before membership meeting and retains the right to recall the Executive Producer or the Producer of a current production by simple majority.
 - G. The Board retains ultimate control over all Ram's Head matters, including, but not limited to, the details of any current production.
 - H. The Board shall monitor and support artistic aspects of all Ram's Head productions.
 - I. The Board shall be responsible for governing the organization in accordance with the current Ram's Head Constitution and Guidelines.
6. *Recall*
- A. Board members should attend all Board meetings. Members who miss three meetings per academic quarter may be removed by unanimous vote of the remaining members and Executive Producer.
 - B. In the case that a Board member is not carrying out the basic Duties and Responsibilities expected of a Board member as outlined above, the remaining Board and Executive Producer may remove that person by unanimous consent. Further, as afforded by member rights, any member of the organization can request the recall of a Board member, which must be approved by either unanimous consent of the remaining Board and EP or a two-thirds (2/3) supermajority vote of the membership.

Executive Producer

- 1. *Purpose*
 - A. The Executive Producer shall facilitate the fulfillment of Ram's Head's objectives under the direction of the Board of Directors.
- 2. *Eligibility*
 - A. The Executive Producer shall be a registered Stanford student for some portion of his/her term of office and shall be within traveling distance of Stanford for all parts of his/her term. The Executive Producer may not be the Producer or Director of any current production nor a Board member during his/her term.
- 3. *Selection and Term of Office*
 - A. The Executive Producer shall be selected by the Board of Directors during Spring Quarter, and shall serve from that Spring Quarter until the conclusion of the following Spring Quarter one year later. It is understood that the terms of office of successive Executive Producers will overlap.
 - B. The position of Executive Producer must be filled.
- 4. *Duties and Responsibilities*
 - A. The Executive Producer is responsible for all matters concerning all Ram's Head business and productions during the academic and fiscal year following his/her selection.
 - B. The Executive Producer is responsible for insuring that his/her successor is properly trained during Spring Quarter.
 - C. The Executive Producer is responsible for the day-to-day operations of Ram's Head.
 - D. The Executive Producer shall monitor all the productions of the year to ensure their financial stability and adherence to the Ram's Head Guidelines and Policies.
 - E. The Executive Producer shall appoint, through an interview process and subject to the approval of the Board of Directors, an executive staff to assist in fulfilling his/her duties.
 - F. The Executive Producer is responsible for supervising the Executive Staff.
 - G. The Executive Producer shall ensure that the Ram's Head Alumni Board is functioning according to its governing document.
 - H. The Executive Producer is responsible for maintaining good relations with the Stanford Department of Theatrical and Performance Studies and making sure the necessary communications regarding shared space, tools, scheduling, etc. occur.
 - I. The Executive Producer shall assist the Board of Directors in organizing meetings.
 - J. The Executive Producer shall attend all Board of Directors meetings.

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5. *Succession*

- A. When the Executive Producer is absent or otherwise unable to perform his/her duties, the role of Executive Producer will be temporarily assumed by the Operations Manager or a Board member appointed by internal vote. If a permanent replacement is necessary, the Board of Directors will appoint a new Executive Producer for the remainder of the current term of office.

Executive Staff

1. *Purpose*

- A. The executive staff shall be appointed by the Executive Producer to assist the Executive Producer in fulfilling his/her responsibilities.

2. *Eligibility, Selection, and Term of Office*

- A. The specific composition of the Executive Staff is at the discretion of the Executive Producer.
- B. The Executive Staff nominated by the Executive Producer shall be confirmed by the Board of Directors before assuming responsibility.
- C. Should these positions remain unfilled after appropriate solicitation, Board members and the Executive Producer may serve in these roles on an ad hoc basis without forfeiting their position as Board members.
- D. The term of Executive Staff members shall be the same as that of the Executive Producer.

3. *Composition*

- A. The following positions, except for the Financial Manager, which is a required position, are recommended positions for the Executive Staff. The duties described in the following position must be assumed by the Executive Producer, Board of Directors, or individual producers if a staff member is not appointed.

Alumni Coordinator

1. The Alumni Coordinator assists the Executive Producer in all matters concerning Ram's Head alumni. Their duties shall include:
 - A.A. Attending and taking minutes at all Alumni Board meetings.
 - A.B. Maintaining the alumni mailing lists.
 - A.C. Maintaining good alumni relations.
 - A.D. Soliciting for next year's Alumni Board if necessary.
 - A.E. Working with the Alumni Board and the Board of Directors to organize at least one alumni event every year, preferably centered around Spring Show.
 - A.F. Ensuring that the Alumni Board is functioning according to the Alumni Board Governing Constitution.
2. Additional guidelines and information regarding the Alumni Coordinator can be found in the Alumni Board Governing Constitution.

Archivist

1. The purpose of the archivist is to maintain the historical record of Ram's Head. Their duties shall include:
 - A. Researching and preserving the history of Ram's Head.
 - B. Collecting and storing show-specific archive packs.
 - C. Collecting and storing the Executive Producer's archive pack.
 - D. Collecting and storing General Staff and Board Position Description archive packs.
 - E. Working in conjunction with the Operations Manager to collect and archive meeting minutes.
 - F. Working in conjunction with the Webmaster to keep the Ram's Head web page updated.

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- G. Train the next archivist in their duties. Note: It is preferable to hire an archivist that is willing to make a multi-year commitment to the position to assure the smooth dissemination of archival records to the Board and the membership at large.

Financial Manager

1. The Financial Manager shall assist the Executive Producer in managing Ram's Head's finances and shall account for all Ram's Head financial transactions.
2. The Financial Manager shall provide financial assistance to the Producers of individual productions including, but not limited to, regular budget reports.
3. The Financial Manager, with the approval of the Executive Producer, shall disburse funds for productions and other Ram's Head activities.
4. The Financial Manager may not be the Producer of any current production during his/her term.
5. It is strongly recommended that the Financial Manager be a member of the Board of Directors.

Fundraising Manager

1. The Fundraising Manager is responsible for all fundraising activities of Ram's Head. This includes any The Stanford Fund (TSF) applications, Associated Students of Stanford University (ASSU) General Funding requests, corporate solicitation, and any other way the Fundraising Manager and/or Executive Producer believes money may be raised.
2. The Fundraising Manager may receive assistance from the Board, Executive Producer, or requesting Producer especially, for any ASSU requests.

Operations Manager

1. The Operations Manager shall assist the Executive Producer and other members of the organization in the planning, scheduling, and implementation of Ram's Head productions and events.
2. The Operations Manager shall serve as the Executive Producer when the Executive Producer is absent or otherwise unable to perform his/her duties.

Publicity Manager

1. The Publicity Manager shall be responsible for coordinating the general publicity needs of the organization. This could include flyers for the hiring of Producers, the Executive Staff, and Show Staffs as well as flyers for organization-wide meetings or events.
2. The Publicity Manager shall also ensure that the following elements related to publicity and audience relations are accomplished for each show and comply with Ram's Head Guidelines and Policies:
 - A. Posters
 - B. Advertising
 - A.i. Press releases
 - A.ii. Calendar listings
 - A.iii. Display advertising
 - A.iv. Off campus publicity
3. The Publicity Manager shall be responsible for publishing a Ram's Head newsletter to be distributed to members and alumni in order to keep members and former members informed of Ram's Head activities. Ideally, this newsletter will be published no less than once a quarter, to be delivered a week or two before that quarter's show opens, or in the case of Spring Quarter, a week or two before the membership meeting and Gala.
4. The Publicity Manager shall be responsible for maintaining and updating the mailing lists of the organization.

Social Manager

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1. The Social Manager shall plan and coordinate various social activities, giving special consideration to the promotion of Ram's Head spirit.
2. The Social Manager shall plan and coordinate the annual banquet.

Theatrical Resources Manager

1. The Theatrical Resources Manager shall be responsible for all Ram's Head property, including costumes, props, make-up, paint, and other equipment.
2. The Theatrical Resources Manager shall be concerned with the expansion and use of Ram's Head's theatrical resources department.
3. The Theatrical Resources Manager must keep up to date on the status of Ram's Head's property, and be responsible for any storage or space issues that arise during his/her term. This position may be divided into General Property Manager and Costumes Manager.

Webmaster

1. The Webmaster is responsible for updating and maintaining the Ram's Head website. This includes any changes to the Ram's Head Guidelines and Policies, show updates, photos, and pictures on the website.
2. The Webmaster should work in conjunction with the Archivist and Executive Producer to maintain accurate and complete records on the website.
3. The Webmaster is also responsible for transferring web authority (control of the page) to the incoming Webmaster and Executive Producer.

Individual Show Producers

1. *Purpose*
 - A. The Producer is responsible for all aspects of the production and is answerable to the Ram's Head Board of Directors and Executive Producer.
2. *Eligibility*
 - A. The Producer must be a registered student for some portion of his/her term of office.
 - B. It is recommended that the Producer have some theatrical experience, preferably with the production of some previous Ram's Head show.
 - C. It is recommended that the Producer be on the Stanford campus for the entire academic year up to and including the show.
3. *Selection*
 - A. The Producer shall be selected through an interview process by a committee consisting of at least one Board member, the past Producer, the Executive Producer, and the new Executive Producer, if chosen.
 - B. The previous Producer shall select the new Producer and submit this choice to the Board for approval. Should the Board reject this nominee, the Board reserves the right to choose the new Producer.
 - C. If possible, the new Producer shall be chosen within six weeks of the closing night for a given production.
4. *Duties and Responsibilities*
 - A. The Producer is responsible for the overall well-being of the production.
 - B. The Producer is responsible for the selection of his/her staff, in accordance with the Ram's Head Hiring and Casting Guidelines. More explicitly, the Producer must hire the staff of the production without regard to the ethnicity, specific cultural identification, or gender of the applicant. The Ram's Head policy on hiring must appear on all publicity for hiring and casting.
 - C. The Producer is responsible for all matters pertaining to the finances of the production. He/She will develop a realistic budget with the help of the Executive Producer, past Producers, the Ram's Head Financial Manager, and Board members. The Producer will ensure that the Financial Manager's records are accurate, complete, and current. The Producer will also see that the production staff operates within that budget.

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- D. While a Producer for Ram's Head Theatrical Society, the Producer acts as a representative of Ram's Head and therefore shall conduct himself/herself with the highest level of professionalism, being mindful of the Fundamental Standard.
- E. The Producer's responsibilities include checking in with the rehearsal process, keeping in mind that the Producer's main responsibilities are to coordinate the different aspects and to organize directly the administrative details of the production.
- F. The Producer is required to attend meetings of the Board of Directors.
- G. The Producer's term of office commences upon selection and terminates after all aspects of the production have been completed as determined by the Executive Producer. Tasks to be completed include, but are not limited to, the selection of next season's Producer, direction of a post-mortem, and completion of an archive pack.

VI. Endowment

1. The purpose of the endowment is to ensure a long-term source of revenue for Ram's Head operations.
2. Upon establishment of the endowment, it shall be the Board of Directors' responsibility to decide how much money is reinvested in the endowment each year and how much is spent on Ram's Head operations. To take full advantage of the endowment, it is recommended that a significant portion of the year's profit is reinvested in the endowment.
3. To express gratitude for the support and help of Ram's Head alumni in establishment of the endowment, and to commemorate and memorialize Ram's Head alumna Laura Wilson, the following must be placed in every Ram's Head program:
"This production is supported by the Ram's Head Endowment, initiated in [year] and made possible in part through donations in memory of Laura Wilson (Executive Producer 1995-1996, Once On This Island Producer 1995)."

VII. Spring Membership Meeting

During the latter part of Spring Quarter, but no later than two weeks before the end of classes, the membership of the organization shall meet in a general meeting. The specific time and place of the meeting shall be set by the Board of Directors and sufficiently publicized.

The Agenda of the meeting shall include, at a minimum, the following:

1. *Ratification of Proposed Amendments Made to the Guidelines*
 - A. Any amendments made to these Guidelines proposed by a member at the meeting must be ratified by a two-thirds (2/3) super-majority of the members present and voting. Any amendments made to these Guidelines by the Board of Directors during the preceding year must be ratified by a simple majority (50%) of the members present and voting. Amendments approved by the members take effect immediately. Members must be informed of amendments proposed by the Board of Directors at least 24 hours before the voting shall occur. The ratification procedure shall be supervised by the outgoing Executive Producer.
2. *Election of the Board of Directors*
 - A. At the general meeting, a new Board of Directors shall be elected following the procedure outlined in these Guidelines. The election of the Board of Directors shall be supervised by the new Executive Producer. Each present member may fill out one ballot, and his/her selections count for one vote.
3. *Presentation by the Spring Show Selection Committee*
 - A. The Spring Show Selection Committee shall present to the membership the current selection of shows. The membership shall then vote on their preference of show. Votes shall take place by ballot with each member present receiving one vote.

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4. *Absentee Ballots*

- A. Absentee ballots may be provided for either Spring Show selection and/or the election of the Board at the discretion of the current Board of Directors. It is recommended that if such absentee ballots are available, that they count for one-half (1/2) of a vote of a member who was present at the meeting and be heavily restricted.

VIII. Spring Show Selection

1. *Committee Selection and Composition*

- A. The Board of Directors shall choose a chairman for the Spring Show Selection Committee (SSSC). The chairman, with the ratification of the Board of Directors, shall select a Spring Show Selection Committee of between five and ten Ram's Head members. The committee should include, if possible, representatives of all facets of the organization.
- B. The Committee shall be chosen no later than the end of Winter Quarter.

2. *Responsibilities:*

- A. Soliciting and gathering suggestions from Ram's Head members and other members of the Stanford community concerning shows that such groups would like to do or see done.
- B. Researching each show suggested to obtain the most complete and current information possible concerning the show's feasibility and suitability for Ram's Head.
- C. At the discretion of the Committee Chair, conducting discussions open to all members of the Stanford community to further discuss the merits of presenting each show suggested as Ram's Head's Spring Show. (Such discussions are intended to gather more in-depth input from interested members of the Stanford community.)
- D. Keeping the Board updated throughout the selection process.
- E. Securing Board approval of the shows to be presented at Spring Membership Meeting before the choices are announced to the membership. This approval shall be secured at least a week before Spring Membership Meeting, allowing the Committee time to make new selections in the case that the Board rejects the selections.
- F. Notifying the membership of the shows to be presented at Spring Membership Meeting at least 24 hours before the meeting. This is intended to provide an opportunity for members to do individual research.
- G. Presenting a selection of Spring Show choices to the membership at the Spring Membership Meeting. It is recommended that the committee present approximately three (3) shows.

3. *Board Approval*

- A. The Board reserves the right to reject the SSSC's show selections before they are presented at Spring Membership Meeting. Should this occur, the SSSC shall be afforded the opportunity to present a new slate of musicals to the Board. If the Board rejects this slate as well, the Board shall be responsible for selecting a slate of shows to be presented at Spring Membership Meeting.

4. *Show Selection*

- A. The show to be presented as Ram's Head's Spring Show is chosen by membership vote at Spring Membership Meeting. The choice of the membership shall be approved by the Board of Directors and, if hired, the show's Producer, before being announced to the general membership.

IX. Dissolution of Funds and Property

1. *Dissolution of Funds:*

- A. If Ram's Head dissolves, its funds will be held for Ram's Head by the ASSU for one year. After one year the funds will be held for Ram's Head by Student Activities and Leadership (SAL), or the current VSO supervising organization, for three years. If, at the end of four years, Ram's Head has not reorganized, its funds will become property of the Stanford Arts Initiative (SAI) to distribute to other theatrical organizations on campus. Should SAI not

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exist at the time of dissolution, the funds will become property of another performing arts funding organization on campus.

2. *Dissolution of Property:*

- A. If Ram's Head dissolves, its property will be held for Ram's Head by SAL for at least one year or as long as possible. If it becomes no longer possible for the SAL to maintain the property, the property will be donated to other student theater groups on campus, as overseen by the Department of Theatrical and Performance Studies. Additionally, Ram's Head's space in the Stanford Auxiliary Libraries (Kommissary) shall be passed on to another theatrical organization. We hope that in the event of Ram's Head's reorganization, previously donated materials and spaces would be available for our use.