

Alumni Board Constitution

Ram's Head Theatrical Society

Stanford University



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Alumni Board Constitution

Approval and Adoption

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Ram's Head Theatrical Society

Alumni Board Constitution

I. The Alumni Board

Purpose

The purposes of the Ram's Head Theatrical Society (hereafter referred to as Ram's Head) Alumni Board (hereafter referred to as the Alumni Board) are to:

- A. Guide and support the current Ram's Head Theatrical Society Board of Directors (hereafter referred to as the Board of Directors), Executive Producer, staff, and members with their advice and knowledge gained from experiences with Ram's Head.
- B. Increase the long-term stability and institutional memory of Ram's Head.
- C. Augment and strengthen the alumni network of Ram's Head by maintaining contact with alumni, disseminating information about Ram's Head events, and organizing alumni events in concert with current Ram's Head leadership. The Board of Directors will make the current Ram's Head membership aware of the Alumni Board's existence and role, in an effort to recruit future Alumni Board members.
- D. Work with the Board of Directors to organize and solicit for fundraising efforts, including the establishment and growth of an endowment.

Composition

- A. The Alumni Board will be composed of 3-11 Ram's Head alumni, one of whom will act as President of the Alumni Board. The Alumni Coordinator (a current student) is not on the Alumni Board but shall help facilitate the fulfillment of their objectives.
- B. The Alumni Board composition shall be as varied as possible to engage and represent the majority of Ram's Head alumni.
- C. Meetings of the Alumni Board are open to Ram's Head membership. Meetings of the Board of Directors are open to Alumni Board members. The Alumni Board President runs the Alumni Board meetings and will have the authority to close certain portions of the meeting to only the Alumni Board when necessary.

Eligibility

- A. Ram's Head alumni are as defined in the Ram's Head Constitution.
- B. The Alumni Coordinator is chosen according to the guidelines outlined in the Ram's Head Constitution.

Selection

- A. The Board of Directors will solicit for Alumni Board members once per year. An interested alumnus/a will be required to submit his or her name and a statement of intent to the Alumni Coordinator. A current Ram's Head member or Alumni Board member must then nominate prospective candidates to the Alumni Board. The candidates are then confirmed by majority vote of the Board of Directors.
- B. Alumni Board members select among themselves the Alumni Board President through majority vote.
- C. The Board of Directors will send out solicitations for Alumni Board members every year in December, and their term of service will run from January 1 to December 31.

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- D. Alumni Board members are encouraged to serve multiple terms. In November of the current term, current Alumni Board members may express their intention to serve another term to the Alumni Coordinator. Current Alumni Board members will still be subject to nomination from a current Ram's Head member or alumni, and confirmation by the Board of Directors.
- E. If no positions are available on the Alumni Board, no solicitations will be sent out.
- F. Alumni Board members wishing to resign during their term shall inform both the Alumni Coordinator and the Alumni Board President immediately.
- G. If the membership on the Alumni Board falls below the minimum threshold, the Board of Directors shall solicit for additional members as soon as feasible.

II. The Alumni Board President

- A. The Alumni Board President must attend and head Alumni Board meetings. S/he will be in charge of organizing the meeting date and time and running the meeting, which includes creating an agenda for the meeting.
- B. The Alumni Board President will serve for one (1) term as President. Presidents wishing to serve additional terms will apply through the process outlined in Section IV.B. There is no limit as to the number of terms that s/he can serve.
- C. The Alumni Board President will have voting privileges equal to that of all Alumni Board members.
- D. A former Alumni Board President may reapply to be Alumni Board President, and any Alumni Board President may step down from the Presidency while retaining general membership on the Alumni Board.
- E. The Alumni Board President will maintain communication and correspondence with the Alumni Coordinator, including information about the Alumni Board's activities and agendas. The Alumni Board President will include the Alumni Coordinator in the decisions, discussions, and initiatives of the Alumni Board.

III. The Alumni Coordinator

- A. The Alumni Coordinator will report to the Board of Directors at least once a month and update the Board on the happenings of the Alumni Board. The Alumni Coordinator shall come to the next Board of Directors meeting following an Alumni Board meeting.
- B. The Alumni Coordinator shall take meeting minutes at all Alumni Board meetings.
 - 1. The Alumni Board President shall approve these minutes before they are distributed.
 - 2. Minutes shall be distributed to the Board of Directors as well as the Alumni Board.
- C. Other responsibilities of the Alumni Coordinator include:
 - 1. Reserving spaces for the Alumni Board to meet and hold events at Stanford University.
 - 2. Informing the Alumni Board about current and upcoming Ram's Head events.
 - 3. Soliciting for next year's Alumni Board if necessary and gathering information about who wishes to remain on the Alumni Board another year.

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4. Working with the Alumni Board President and the Board of Directors to organize at least one alumni event every year. The Board of Directors must approve funding.
5. Maintaining the Alumni email list.
6. Providing the Ram's Head Publicist with alumni information to be publicized in the quarterly Ram's Horn.

IV. Removal from the Alumni Board

- A. If there is cause for removing an alumnus/alumna from the Alumni Board, brought up by the Executive Producer, Board of Directors, alumni members, or general membership, it will be thoroughly investigated and discussed by the Board of Directors.
- B. The Board of Directors reserves the right to remove an alumnus/alumna from the Alumni Board should there be a cause for removal.

V. Duties and Responsibilities

Meetings

- A. The Alumni Board will meet at least twice a year, with three meetings being the recommended number. The meeting time will be determined and coordinated by the Alumni Board President. They may meet during the summer if they so choose.
- B. Each year during Fall Quarter, an Alumni Board meeting will be called with the current Executive Producer and Financial Officer. A presentation will be made to the Alumni Board on Ram's Head's financial and operational performance for the Academic Year ending June 30th and the outlook for the current Academic Year. A written report version of this presentation will also be submitted. This financial detail given in this report is at the discretion of the Executive Producer, Financial Officer, and Board of Directors.
- C. If the Alumni Board so chooses, they may give financial advice regarding the aforementioned written report and presentation. The Board of Directors is in no way bound to act on this advice.
- D. The Alumni Coordinator will be in charge of organizing a meeting place when a date and time are decided. Stanford University is encouraged as a meeting location, due to ease of Ram's Head membership being able to attend.
- E. Attendance is strongly encouraged for local members, or through electronic means if in person attendance is not possible. Those who are unable to attend either in person or electronically due to unusual circumstances are encouraged to respond to the Meeting Minutes with input or advice.
- F. The quorum is 50% excluding the Alumni Coordinator, and only those who are present at the meeting, in person or electronically, shall have their votes for decisions counted.
- G. A majority vote is determined by those present at the meeting.

Jurisdiction

- A. The Alumni Board shall have direct control and oversight over any matters pertaining to the aforementioned purposes of the Alumni Board.

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- B. The Alumni Board shall be subject to Board of Directors' approval for the following items:
 - 1. Alumni participation for shows will be determined at the Board of Directors' discretion. This includes staff positions, cast, orchestra, crew, or merely guidance and advice to current staff, cast, etc.
 - 2. The Board of Directors must approve actions that have financial consequences or effects within a week of the Alumni Board's decision.
- C. The Board of Directors shall veto any action of the Alumni Board if the majority of the Board does not consent to the said action.
- D. The Alumni Board will have access to general budget/finance information in relationship to the building and growth of the endowment. They may not share this information with anyone, unless it there has been prior approval from the Board of Directors.
- E. The Alumni Board may have access to Ram's Head documents, financial or otherwise, as approved by the Board of Directors.

Deliverables

Each year, the Alumni Board will be responsible for the following items:

- A. The Alumni Board shall create, maintain, and update an Alumni Engagement Plan for Ram's Head, which shall include guidelines for how to interact with and strengthen ties to the Ram's Head alumni community at large. The Alumni Board and Board of Directors shall jointly be responsible for implementing this plan. This document will be subject to approval by the Board of Directors.
- B. The Alumni Board shall create, maintain, and update an Alumni Giving Plan for Ram's Head, which shall detail how Ram's Head will encourage and handle gifts (financial or otherwise) from sources outside the University. The Alumni Board and Board of Directors shall jointly be responsible for implementing this plan. This document will be subject to review by the Stanford Alumni Association.

Updating this Document

- A. Revisions to this document may be proposed by any Ram's Head members or alumni.
- B. Both the current Board of Directors and Alumni Board shall approve updates by respective majority votes.