Ram’s Head Theatrical Society

Governing Constitution

Leland Stanford Junior University

Approved May 10, 2019
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

Annabel Ostrow
Executive Producer 2017-2018
May 1, 2017

Jamie Tippett
Executive Producer 2018-2019
May 10, 2019
# Table of Contents

- Name of the Organization ........................................... 4
- Purpose of the Organization ......................................... 4
- Show Season .............................................................. 4
- Membership ............................................................... 4
- Structure ................................................................. 5
- Endowment ............................................................... 12
- Meetings of the Membership .......................................... 12
- Spring Show Selection .................................................. 13
- Committee on Representation and Diversity ................... 14
- Casting and Appointing ............................................... 15
- Communication and Publicity ....................................... 16
- Contracts ................................................................. 16
- Social Policies .......................................................... 17
- Dissolution of Funds and Property .................................. 17
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.

II. Purpose of the Organization

Ram’s Head is a campus-wide, student-run theatrical organization. The purpose of Ram’s Head is to:

1. Present productions of professional quality within the constraints of the university environment.
2. Provide opportunities to and support for Stanford students of all backgrounds and experience levels to grow as theatre makers.
3. Foster the production of original works.
4. Promote social activities and camaraderie among its members.

III. Show Season

1. Gaieties – Student-written musical performed in Autumn Quarter before Big Game.
2. Winter show – A student-pitched production performed in Winter Quarter.
3. Spring Show – Full-scale musical performed at the beginning of Spring Quarter.
4. Fourth Show – An optional, additional production intended for productions that would not or could not normally be undertaken by Ram’s Head. Examples of a Fourth Show include, but are not limited to, the following: full-length original works, licensed musicals or plays with small casts, or workshop productions of performance art pieces.
   a. Fourth Show productions will be proposed to Ram’s Head by application.
   b. Applications for Fourth Show may be submitted by any individual member of Ram’s Head, or by a creative team of up to three individuals. If a creative team applies, one of the applicants must be a producer. The other two team members may be any directorial or design position. Assistants may not be a part of a creative team.
   c. Fourth Show may be produced in partnership with other student groups on campus.
   d. The specific process through which fourth show may be selected will be determined by the Board of Directors based on feasibility and resources.

IV. Membership
1. Any member of the Stanford community who has participated in a Ram’s Head production is a Ram’s Head member.
   a. A member of the Stanford community is defined as a registered student or current faculty or staff member.
2. The membership of the organization has the following rights and responsibilities:
   a. Elect the Board of Directors.
   b. Attend any sections of Board meetings not pertaining to financial matters, appointing decisions, and other confidential topics.
   c. Recall a Board member.
   d. Petition the Board to call a general meeting.
   e. Request Board discussion of any topic.
   f. Propose Constitutional amendments.
3. After ceasing to be a Ram’s Head member as defined above, individuals become Ram’s Head alumni, afforded none of the rights of members, regardless of participation in productions.
4. Membership will be tracked in a document updated by the producer of each show.

V. Structure

Board of Directors

1. Purpose
   a. The Board is responsible for addressing Ram’s Head’s short and long-term needs and goals.
   b. The Board is responsible for ensuring the financial stability of the organization.
2. Composition
   a. The Board consists of five Ram’s Head members.
   b. The Executive Producer (EP) will be listed in the Student Activities and Leadership database as Ram’s Head’s President, and one member of the Board of Directors will be listed as Ram’s Head’s Vice-President.
3. Eligibility
   a. Members who are serving as Executive Producer, Producer, Director, or Stage Manager of a current main production are not eligible to be members of the Board.
   b. If a student plans to be abroad or take a leave of absence for a predetermined time, members may form slates of no more than two members to fill one Board member position.
   c. A Board member may produce a fourth show 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 production.
4. Selection
   a. The Board is elected by the membership at the annual Membership Meeting
held during Spring Quarter. Ideally, the composition of the Board should reflect the membership of the organization.

b. The election process for the Board of Directors is as follows:
   i. Prior to Membership Meeting, the incoming EP will solicit the membership for nominations via email. Any member of the organization may nominate an eligible individual for the position of Board member. Members may nominate themselves.
   ii. Nominations must be submitted to the Executive Producer by the deadline which will be made known to Ram’s Head members sufficiently in advance.
   iii. The Executive Producer will 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.
   iv. All nominees who choose to run receive the right to speak at Membership Meeting and to appear on the election ballot.
   v. Members will vote on a single ballot sheet, listing (up to) five candidates on their ballot, each of whom receive one vote.
   vi. The five candidates with the most votes are offered positions on the Board of Directors by the EP. If they do not accept, the offer defers to the candidate with the next highest number of votes. The new Board of Directors will be announced at the annual gala.
      1. Run-off elections will be held to resolve ties if necessary.

5. Duties and Responsibilities
   a. The Board is be responsible for governing the organization in accordance with the current Ram's Head Constitution.
   b. The Board retains ultimate control over all Ram's Head matters, including but not limited to the artistic and logistical details of any current production.
   c. The Board will meet weekly throughout the school year with the exception of finals weeks.
   d. Should the Executive Producer fail to schedule Board meetings in a timely manner, the Board will remain ultimately responsible for organizing its meetings.
   e. The Board will fill vacancies of Board positions occurring between elections by soliciting the membership for applicants. The Board will then fill the vacancy by appointing a new member from this list of applicants.
      i. Each nominee who chooses to apply to the Board will complete the same application as regularly elected Board members and be interviewed by the Executive Producer and remaining Board members.
   f. Board members' terms of office are from the annual spring Membership
Meeting to the following spring Membership Meeting.
g. Each member of the Board, as well as the Executive Producer, must complete two hours of build per show over the course of their term.
h. The Board will select the Ram’s Head Executive Producer during Spring Quarter at least two weeks before Membership Meeting.
i. The Board retains the right to recall the Executive Producer or the Producer of a current production by simple majority.

6. Recall
   a. Board members must attend all Board meetings, with the exception of absences pre-approved by the Executive Producer due to illness or other urgent matters.
   b. In the case that a Board member is not fulfilling 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. Furthermore, 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 Executive Producer, or a two-thirds (2/3) supermajority vote of the membership.
      i. In the event that the membership wishes to recall a board member, an emergency meeting will be called. The two-thirds majority will be determined by the number of people who attend said emergency meeting.
   c. Any Board member facing removal will have the opportunity to present a written statement to the entire membership before a vote is held.

7. Summer Projects
   a. Each incoming Board member will propose a summer project to be completed by the beginning of the following fall quarter. These projects should serve to better the organization in a capacity deemed necessary by the new Board and Executive Producer.

8. Voting and Approval
   a. Each Board member holds one equal vote.
   b. A Board member may recuse themself from any matter should they or the Executive Producer feel it necessary.
   c. Passing votes are determined as follows:
      i. Unanimous: casting, recall of Board member (with exception of the member in question), new Board members, final production budgets.
      ii. Supermajority (at least two thirds of voting Board members): Producer, Director, Production Manager, and Stage Manager appointments; Spring Show slate; posters any publicity materials (posters, programs, trailers, non-traditional advertising); Winter show pitches; additional discretionary funding; removal of the Executive Producer
      iii. Majority: any vote called by the EP that does not fit into a category listed above.
Executive Producer

1. **Purpose**
   a. The Executive Producer will facilitate the fulfillment of Ram’s Head’s objectives under the direction of the Board of Directors.

2. **Eligibility**
   a. The Executive Producer must be a registered Stanford student for the entire duration of their term in office.
   b. The Executive Producer may not be the Producer or Director of any current production nor a Board member during their term.

3. **Selection and Term of Office**
   a. The incoming Executive Producer will be selected by the Board of Directors by the fourth week of Spring Quarter. They will serve until the election of a new Board one year later. It is understood that the terms of office of successive Executive Producers will overlap by approximately two weeks.
   b. The position of Executive Producer must be filled.

4. **Duties and Responsibilities**
   a. The Executive Producer is responsible for:
      i. All matters concerning Ram’s Head productions and operations during the academic and fiscal year following their selection.
      ii. Ensuring that their successor is properly trained during Spring Quarter.
      iii. Day-to-day operations of Ram’s Head.
      iv. Appointing the Executive Staff, with appointees subject to the approval of the Board of Directors.
      v. Facilitating a productive relationship with the Stanford Department of Theater and Performance Studies.
      vi. Supervising the Executive Staff.
      vii. Calling all votes by Board members while also ensuring that sufficient discussion about the matter at hand occurs before voting is allowed.
      viii. Ensuring that the Ram’s Head Alumni Board is functioning according to its governing document.
   b. The Executive Producer must attend all Board of Directors meetings.

5. **Succession**
   a. When the Executive Producer is absent or otherwise unable to perform their duties, the role of Executive Producer will be temporarily assumed by a Board member appointed by an internal Board vote. If a permanent replacement is necessary, the Board of Directors will solicit for and appoint a new Executive Producer for the remainder of the current term of office.

Executive Staff

1. **Purpose**
a. The Executive Staff assists the Executive Producer in fulfilling their responsibilities.

2. Eligibility, Selection, and Term of Office
   a. Executive Staff will be appointed by the Executive Producer with the approval of the Board of Directors. The specific composition of the Executive Staff is at the discretion of the Executive Producer.
   b. Should these positions remain unfilled after the appropriate solicitation timeframe, Board members and the Executive Producer may serve in these roles on an ad hoc basis without forfeiting their position as Board members. Board members are also eligible to apply for these positions.
   c. The term of Executive Staff will be the same as the Board of Directors.

3. Composition
   a. The following positions, with the exception of Financial Officer, which is a mandated position, are recommended:

   Alumni Coordinator

   1. The Alumni Coordinator assists the Executive Producer in all matters concerning Ram's Head alumni. Their duties include:
      a. Attending and taking minutes at all Alumni Board meetings.
      b. Maintaining good alumni relations.
      c. Soliciting for next year's Alumni Board, if necessary.
      d. Working with the Alumni Board and the Board of Directors to organize at least one alumni event per year, preferably focusing on Spring Show.
      e. 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. It is preferable to appoint an Archivist that is willing to make a multi-year commitment to the position to ensure the smooth dissemination of archival records to the Board and the membership at large.
2. Their duties 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 website updated.
g. Train the next Archivist in their duties.

Financial Officer

1. The Financial Officer assists the Executive Producer in managing Ram’s Head’s finances and must account for all Ram’s Head financial transactions.
2. The Financial Officer provides financial assistance to the Producers of individual productions including, but not limited to, regular budget reports.
3. The Financial Officer may not be the Producer of any current production during their term. It is also highly recommended that the Financial Officer does not hold a management-level position on Gaieties or Spring Show (e.g., Director, Stage Manager, Assistant Producer).
4. It is strongly recommended that the Financial Officer be a member of the Board of Directors.
5. The Financial Officer will be elected by a simple majority vote.

The Stanford Fund Coordinator (TSF Coordinator)

1. The TSF Coordinator 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 TSF Coordinator, Executive Producer or Producer of an individual production believes money may be raised.
2. The TSF Coordinator may receive assistance from the Board, Executive Producer, or requesting Producer especially, for any ASSU requests.

Publicity Manager

1. The Publicity Manager is responsible for coordinating the general publicity needs of the organization. This could include flyers for the appointing of Producers, the Executive Staff, CoRD, and Show Staff as well as flyers for organization-wide meetings or events.
2. The Publicity Manager must also ensure that the following elements related to publicity and audience relations are accomplished for each show and comply with Ram’s Head Constitution:
   a. Posters
   b. Advertising
      i. Press releases
      ii. Calendar listings
      iii. Display advertising
      iv. Off campus publicity
3. The Publicity Manager is be responsible for maintaining and updating the mailing lists of the organization.

Community Manager
1. The Community Manager will plan and coordinate various social activities, giving special consideration to the promotion of Ram's Head spirit and cross-show community.
2. The Community Manager will plan and coordinate the annual gala.

**Theatrical Resources Manager**

1. The Theatrical Resources Manager is responsible for all Ram's Head property, including costumes, props, make-up, paint, and other equipment.
2. The Theatrical Resources Manager must keep up to date on the status of Ram's Head's property.
3. The Theatrical Resources Manager is responsible for any storage, space, equipment, or property issues or needs that arise during their term. This position may be divided into General Property Manager and Costume Manager.

**Webmaster**

1. The Webmaster is responsible for updating and maintaining the Ram's Head 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 their 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 will 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 already selected.
   b. The previous Producer will 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 will 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 success of the production.
   b. The Producer is responsible for the selection of their staff, and must appoint the staff of the production without regard to the race, ethnicity, religion, cultural identification, ability, sex, gender, or sexual orientation of the applicant. The Ram’s Head policy on appointing must appear on all publicity for appointing and casting.
   c. The Producer is responsible for all matters pertaining to the finances of the production. They will develop a realistic budget with the help of the Executive Producer, past Producers, the Ram’s Head Financial Officer, and Board members. The Producer will ensure that the Financial Officer’s records are accurate, complete, and current. The Producer will also enforce that the production staff operates within that budget.
   d. While a Producer for Ram’s Head Theatrical Society, the Producer acts as a representative of Ram’s Head and therefore must conduct themselves with the highest level of professionalism, being mindful of the Fundamental Standard.
   e. The Producer is required to attend meetings of the Board of Directors.
   f. 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-moratorium, a financial audit, and completion of an archive pack.
   g. The Producer is responsible for ensuring that their production staff have access to the resources necessary to do their jobs well. If a head of department (director, stage manager, production manager, music director, vocal director, technical director, lighting designer, set designer, costume designer, sound designer, or other key position) has never done their respective job before, the producer is responsible for setting them up with a mentor who is skilled in that area. This involves putting them in touch with someone who can mentor them and ensuring that this mentorship occurs in a timely and productive manner. This mentorship can be done by someone who has been that head of department on a previous show, or by a Stanford faculty/staff member. The Ram’s Head Board of Directors and Executive Producer can serve as mentors, or can help the Producer find a mentor.

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 is 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. This will be decided before the end of...
their term by the outgoing Board of Directors and EP. 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 2014 and made possible in part through donations in memory of Laura Wilson (Executive Producer 1995-1996, Once On This Island Producer 1995).”

VII. Meetings of the Membership

Meetings of the full membership can be set by the Executive Producer and Board of Directors. Any meeting of the full membership can allow for ratification of constitutional amendments as outlined below.

During the latter part of Spring Quarter, but no later than two weeks before the end of classes, the membership of the organization will meet in a general Membership Meeting. The specific agenda, time, and place of the meeting will be set by the newly appointed Executive Producer with the approval of the outgoing Executive Producer. This is the spring Membership Meeting.

Membership meetings other than the spring Membership Meeting will have an agenda set by the current Board of Directors and EP with no specific requirements.

The agenda of the spring Membership Meeting must include, at a minimum, the following:

1. **Ratification of Proposed Constitutional Amendments**
   a. Any amendments made to this Constitution, proposed by a member at the meeting, must be ratified by a two-thirds (2/3) supermajority of the members present and voting. Any amendments proposed to this Constitution 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 is scheduled. The ratification procedure will be supervised by the outgoing Executive Producer. Amendments approved by the members take effect when the election results are announced by the Executive Producer.

2. **Election of the Board of Directors**
   a. At the general meeting, a new Board of Directors will be elected following the procedure outlined in this Constitution. The election of the Board of Directors will be supervised by the new Executive Producer. Each present
member may fill out one ballot, and their selections count for one vote.

3. Presentation by the Spring Show Selection Committee and Selection of Spring Show
   a. The Spring Show Selection Committee (SSSC) will present a slate of three shows to the membership. These presentations will include information about each show’s requirements, including but not limited to information about the orchestra, vocals, dance, and tech.
   b. The membership will then vote on their preference of show.
   c. Spring Show is selected with a rank-choice voting system.
      i. Each member will rank up to three shows in order of preference. If no show receives a simple majority of first-choice votes, all members whose first choice was the show with the fewest number of first-choice votes will have their votes counted for their second-choice show.
      ii. If there is a tie after the above process is complete, it will be broken by a vote of the outgoing Board of Directors.

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.
   b. Absentee ballots count for one half (½) of the vote of a present member.

VIII. Spring Show Selection

1. Committee Selection and Composition
   a. The Board of Directors will appoint a chairperson for the Spring Show Selection Committee (SSSC). The chairperson, with the approval of the Board of Directors, will 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 will be chosen no later than the first week of Spring Quarter.

2. Responsibilities of the SSSC
   a. Researching a robust list of musicals to obtain the most complete and current information possible concerning the show's feasibility and suitability for Ram's Head.
   b. At the discretion of the Committee Chair, conducting discussions open to all members of the Stanford community to further discuss the merits of each suggested show being chosen as Ram's Head’s Spring Show. (Such discussions are intended to gather more in-depth input from interested members of the Stanford community.)
   c. Keeping the Board updated throughout the selection process.
   d. Securing Board approval of the shows to be presented at spring Membership Meeting before the choices are announced to the membership. This approval must 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.
e. Presenting a selection of Spring Show choices to the membership at the spring Membership Meeting. It is recommended that the committee present 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 will be afforded the opportunity to present a new slate of musicals to the Board. If the Board rejects this slate as well, the Board is responsible for selecting a slate of shows to be presented at spring Membership Meeting.
   b. The Executive Producer is responsible for relaying information regarding the selected slate to the membership in a timely manner.

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 must be approved by the Board of Directors before being announced to the general membership.
   b. SSSC will not comprise of more than 2 board members, including the SSSC chair(s)

IX. Committee on Representation and Diversity

1. Purpose
   a. Ram’s Head’s Committee on Representation and Diversity (CoRD) exists to ensure that the passionate and often unheard voices of all those who interact with the organization are amplified.
   b. CoRD operates based on the following values:
      i. Affirming the fundamental importance of diversity in the arts.
      ii. Acknowledging the power of the theatrical medium and the effect that representation in the arts has on others.
      iii. Asserting the need for growth within Ram’s Head, in the Stanford community, and beyond our campus.
      iv. Striving to showcase underrepresented voices in our organization and through our programming.
      v. Recognize that issues in representation and diversity affect actors, technicians, administrators, and audiences alike, and strive to improve awareness and effect change for all.

2. Composition
a. CoRD is composed of a Committee Chair and general members. It is strongly suggested that CoRD members are Ram’s Head members, however it is not required. CoRD must consist of no more than 8 general members, at least 3 of whom must be members of Ram’s Head.

b. CoRD is expected to meet a minimum of 5 times per quarter. These meetings will be adjourned by the Committee Chair. Weekly meetings are recommended.

3. **Selection**

a. The term of the Committee Chair will run from late-Spring Quarter to late-Spring Quarter.
   i. The Committee Chair will be appointed by the incoming Executive Producer with the recommendation of sitting CoRD members at the end of Spring Quarter. The Committee Chair must be approved by the Ram’s Head Board of Directors. Once approval is granted, the Committee Chair will assume the role immediately. An interim chair is possible, and would be appointed by the Executive Producer.
   ii. The Committee Chair is responsible for liaising with the Board of Directors.

b. The term of general CoRD members will run from late-Spring Quarter to late-Spring Quarter.
   i. The Committee Chair will solicit applications and hold interviews for new CoRD members following their appointment in late-Spring Quarter.
   ii. Application forms will be drafted by the Committee Chair in accordance with the Ram’s Head Constitution; the application forms must be approved by the Board of Directors.
   iii. General CoRD members may be called to Board Meetings as decided between the EP and Committee Chair.

4. **Responsibilities**

a. During their time on CoRD, members will be responsible for creating events and initiatives that address inclusivity and representation in the organization.

b. It is expected that CoRD members will only miss two meetings per quarter.
X. Institutional Knowledge Committee

1. Purpose

   1. The Institutional Knowledge Committee (IKC) serves to keep the vast wealth of knowledge that Ram’s Head members have amassed throughout their time in the organization alive and pass it on to allow the organization and its members to continually learn and grow.

2. Composition

   a. IKC is composed of a Committee Chair and general members. The Committee Chair, with the approval of the Board of Directors, will select an IKC of between five and ten Ram’s Head members. The committee should include, if possible, representatives of all facets of the organization.

   b. IKC is expected to meet a minimum of 5 times per quarter. These meetings will be adjourned by the Committee Chair. Weekly meetings are recommended.

1. Selection

   1. The term of the Committee Chair will run from late-Spring Quarter to late-Spring Quarter.

      1. The Committee Chair will be appointed by the incoming Executive Producer with the recommendation of sitting IKC members at the end of Spring Quarter. The Committee Chair must be approved by the Ram’s Head Board of Directors. Once approval is granted, the Committee Chair will assume the role immediately. An interim chair is possible, and would be appointed by the Executive Producer.

      2. The Committee Chair is responsible for liaising with the Board of Directors.

   2. The term of general IKC members will run from late-Spring Quarter to late-Spring Quarter.

      1. The Committee Chair will solicit applications and hold interviews for new IKC members following their appointment in late-Spring Quarter.
2. Application forms will be drafted by the Committee Chair in accordance with the Ram’s Head Constitution; the application forms must be approved by the Board of Directors.

3. General IKC members may be called to Board Meetings as decided between the EP and Committee Chair.

2. Responsibilities

1. The IKC is responsible for creating and maintaining the packet of institutional knowledge (The Packet).

2. The Packet will be made available for all Ram’s Head members.

3. All Ram’s Head members will be informed of The Packet’s existence.

4. Whenever taking on a role in Ram’s Head

5. The Packet should contain, but is not limited to containing, the duties and responsibilities of all roles; the successful methods and challenge points Executive Producers and Staffs, Boards, committees, show staffs, casts, and productions as a whole should be aware of; policies and methods prior Executive Producers and Staffs, Boards, committees, show staffs, casts, and productions have utilized and their effectiveness; and suggestions for Executive Producers and Staffs, Boards, show staffs, casts, and productions from other Ram’s members.

   1. For duties and responsibilities, the Packet does not serve as an official, mandated list.

6. The IKC will update it at the conclusion of shows and the conclusion of terms. They should gather information to include from the Executive Producer and Staff, the Board of Directors, committees, and the show’s company through Post Moratorium documents and necessary solicitation.

7. The Packet will not reference names of people or productions, but rather focus on how to successfully make theater.

8. The Packet will not present information as the only way to be successful, but rather serve as a starting point for people to learn and grow. Nothing in the Packet will be mandatory for a role.

9. It is expected that IKC members will only miss two meetings per quarter.
XI. Casting and Appointing

1. Ram’s Head Philosophy
   a. Those responsible for casting the show will strongly consider Ram’s Head’s commitment to providing opportunities for students with all experience levels and backgrounds. The director must ensure that the rehearsal process is accessible to those without extensive theatre training, and that the cast of every show does — to the extent made possible by the audition pool — represent the diversity of the University and the organization.
   b. The same guideline applies to the staff appointing process.

2. Casting Procedure
   a. Ram’s Head does not pre-cast or pre-appoint staff under any circumstances.
   b. The Producer of a show must provide the Board of Directors with a cast list before roll out and/or casting emails are sent. The board must approve this list before any cast members may be notified.
   c. Cast lists may not be read at rollouts.
   d. Rejection emails must be sent out after all cast members have accepted their roles.
   e. Formal feedback may be provided by the Producer to auditionees who were not cast.
   f. If any member of the cast chooses not to accept their role, a member of the audition pool may be selected to fill the role by the creative team of the show with approval from the Board of Directors. The selected auditionee may have been offered a different role in the production, or may not have initially been offered a role.

XII. Communication and Publicity

1. Email Approval
   a. Each production will be assigned two Board member email approvers. Two Board members will be assigned to approve emails not specific to shows.
   b. All emails sent to the general public (e.g. Stanford mailing lists) during a production must be approved by said production’s email approvers.
   c. All casting/appointing offers and rejection notices sent during a production must be approved by said production’s email approvers.
   d. Board may, by majority vote, designate any member of the company as an authorized email approver. Email approvers may not approve their own emails, and all emails must be approved by at least one board member. All other stipulation applied to board email approvers apply to other email approvers. Email approval authorization terminates at the election of the new board or may be terminated prematurely by a majority vote of the board.
2. **Logo**
   a. All official Ram’s Head emails must include the Ram’s Head logo.

3. **Solicitation of**
   a. All solicitations for staff and cast must include the following language:
      “Ram’s Head encourages people of all experience levels to apply”

4. **Posters**
   a. All posters must have the Ram’s Head logo; the name, dates, and location of the production; and any information required in the rights.

XIII. Contracts

1. **Staff Contracts**
   a. All staff members of each Ram’s head production must sign a contract that describes expected behavior and adherence to policies.

2. **Cast Contracts**
   a. All cast members must sign a cast contract that describes expected behavior and adherence to policies.

3. **Writers and Composers**
   a. Writers and composers must sign contracts acknowledging that the Board of Directors retains ultimate control over a script or score for the duration of the show.
   b. Writers and composers must also sign the staff contract.

4. **Breach of Contract**
   a. Breaches of contract must be brought to the Board of Directors, and the parties (Producer of the show in question and the Board of Directors) will work together to determine appropriate and timely repercussions.

XIV. Social Policies

1. **Drugs and Alcohol**
   a. Drugs and alcohol are forbidden under any circumstances during auditions, casting deliberations, rehearsal, load in, tech, and strike.
   b. If a company member is under the influence of drugs or alcohol in any of the above circumstances, they will be subject to immediate repercussions likely including removal from the production.

2. **Social Dues**
   a. For a given show, the total social dues collected from company members must not exceed the social expenses.
   b. If any member of the company is unable to pay social dues, the organization will cover the additional expense.

XV. 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 two years. If, at the end of two 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 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, after two years of inactivity, its property will be donated to other student theater groups on campus, as overseen by the Department of Theater and Performance Studies.
   b. Ram's Head materials in the Stanford Auxiliary Libraries (Kommissary) and Elliott Program Center will 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.