



# **at the fountain theatricals**

Governing Constitution – June 6, 2013

At the Fountain Theatricals  
Governing Constitution

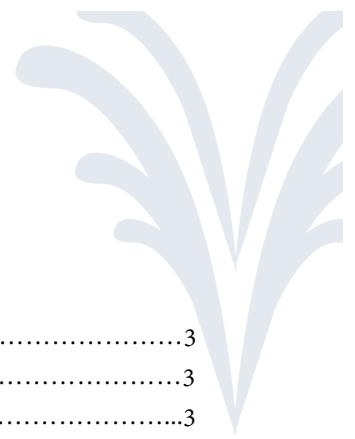


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# At the Fountain Theatricals Governing Constitution



## I. Name of the Organization

The name of the organization is At the Fountain Theatricals.

## II. Purpose

At the Fountain Theatricals is the first Stanford student group dedicated to musical theatre and performing arts education. Accordingly, we hope to enhance and expand Stanford's theatre community. Our aim is three-fold:

- (1) to create more opportunities for student performance at Stanford,
- (2) to expand theatre education by hosting workshops, master classes, and speaking events given by visiting artists and industry leaders, and
- (3) to serve as a lab theatre for professional artists to try out their work in partnership with Stanford students.

## III. Activities and Scope

Our proposed activities are:

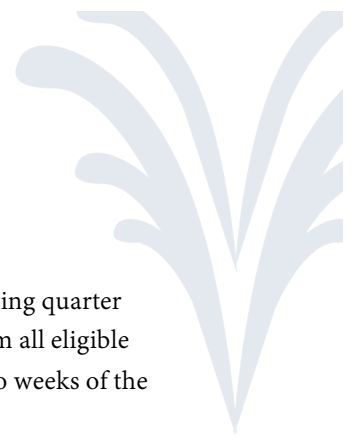
- To host master classes, workshops and talkbacks with theatre professionals
- To produce productions, such as musical revues and full-length musicals
- To host video conference discussions with theatre professionals from around the globe
- To host social events to foster an appreciation for and a sense of community around musical theatre

## IV. Membership

Any student who attends two or more ATF events (or at least half of the membership meetings) in a given quarter will be considered a member for the remainder of that quarter and the entirety of the following quarter. Any student who participates in a production will be considered a member for that quarter and the quarter that follows the production date. If students are abroad or on a leave of absence, their event attendance from the quarter before their leave will determine their membership status following it.

Membership entails voting power on leadership positions and production selections, and priority ticketing, seating and master class participation.

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## V. Leadership Structure

The term length for each position is one school year. Elections will be held around week 5 of spring quarter through a democratic voting process. Officer candidates who receive a majority of the votes from all eligible members will be appointed to their position and will take over for the previous officer within two weeks of the election. This time will allow for a smooth transition.

In order to be eligible for administrative leadership positions, students must have been members for at least two consecutive quarters immediately prior to spring elections. In order to be eligible for executive leadership positions, students must have been members for at least three consecutive quarters immediately prior to spring elections.

Neither stipulation will discriminate against students who choose to go abroad or take a leave of absence for no more than one quarter of their elected term.

### *Executive Leadership:*

#### **Executive Director**

1. Purpose: To advance the objectives of the organization
2. Duties and Responsibilities
  - a. Production and event oversight
  - b. Primary University liaison
  - c. Managing finances along with Financial Manager
  - d. Coordination of professional exchanges with the Artistic Director

#### **Artistic Director**

1. Purpose: To establish and cultivate the artistic vision of the organization
2. Duties and Responsibilities:
  - a. Artistic oversight
  - b. Planning of programming
  - c. Assembly of production creative teams
  - d. Coordination of professional exchanges with the Executive Director

#### **Managing Director**

1. Purpose: To oversee the day-to-day procedures of the organization
2. Duties and Responsibilities:
  - a. Coordination of leadership (scheduling meetings, ensuring that deadlines are met, etc.)
  - b. Scheduling of staff meetings and all-member meetings

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- c. Ombudsman for the organization
- d. Management of theatrical resources

### *Administrative Leadership:*

#### **Financial Manager**

1. Purpose: To be in charge of finances under the guidance of the Executive Director
2. Duties and Responsibilities:
  - a. General book-keeping of finances
  - b. Find grant opportunities and write applications
  - c. Help organize fundraisers with Public Relations Director

#### **Technical Director**

1. Purpose: To oversee technical aspects of all productions and events
2. Duties and Responsibilities:
  - a. Coordinating with university technicians and faculty
  - b. Setting up video-conferencing capabilities for discussions
  - c. Selecting, working with and advising technical crews on productions

#### **Public Relations Director**

1. Purpose: To be in charge of publicity and general communications
2. Duties and Responsibilities:
  - a. Help Show Producers with publicity
  - b. Send newsletters and updates to members and leadership
  - c. Publicize other functions (master classes, talkbacks, etc.)
  - d. Help organize fundraisers with Financial Manager

#### **Membership Director**

1. Purpose: To foster a sense of community within the organization and keep track of members
2. Duties and Responsibilities:
  - a. Organize social functions
  - b. Award and retract membership

### *Officer Replacement and Absence:*

If an officer fails to meet membership requirements for a quarter, they will be considered on probation. After a second quarter of delinquency, elections will be held for their replacement.



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A supermajority of the combined executive and administrative leadership may vote to suspend an officer if they are not fulfilling their duties. Following suspension, members will have the opportunity to vote in a new officer or keep the old one by a simple majority.

If an officer is abroad or taking a leave of absence for one quarter, they may choose to conduct their duties from wherever they may be by appointing an on campus surrogate. The surrogate must be approved by a supermajority of the leadership and must be willing to take on the on campus responsibilities of the position. The surrogate may be a current officer who is willing to assume the on campus duties of the student abroad or on leave. If an officer is planning to go abroad or take a leave of absence for more than one quarter in an academic year, he or she will be ineligible for election that year.

### *Performance Personnel:*

Producer or director positions (whichever is chosen first) on specific performances will be chosen by applications and interviews by the Executive Leadership. Subsequent positions will be appointed by the producer/director in conjunction with the Executive Leadership and relevant staff where relevant is judged at the producer/directors discretion. If a consensus cannot be reached after exhaustive discussion, disagreements about staff will be settled by a supermajority vote by the Executive Leadership and Administrative Staff. Students will receive production-specific contracts prior to rehearsals stipulating their specific responsibilities and obligations.

## VI. Decision-Making Process

1. Professional exchanges (Lab Theatre, master classes, etc.) will be conducted by the Executive Leadership under the guidance of the Advisory Board.
  - a. Before any professionals are officially contacted or given an official offer (where official is defined as an offer from which we cannot withdraw from), the majority of the Executive Leadership and Administrative Staff must approve said outreach.
  - b. Any honoraria or other stipulations must be approved by both the Executive Director and the Financial Manager. Any agreements made without prior approval by both the Executive Director and the Financial Manager may not stand.
  - c. No binding deals can be made or contracts signed without previous approval by the Executive Leadership and necessary SAL Staff.
2. Musical show selection: At the Membership meeting at least two quarters before secured performance dates, members will be asked to nominate shows. These nominations will go through a review process by the Executive Leadership and Administrative Staff and three will be selected for possible production. These shows will be selected based on goals for the organization, availability, budget and casting possibilities. Any member is welcome to come to the meeting, but the Executive Leadership and Administrative Staff will make the final decision on the slate of shows. After these three shows are

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selected, the final show will be selected through a democratic voting process by a simple majority of all members at the following Membership Meeting. Unless any problems arise with rights or finances, the voted upon show will be produced.

- a. If problems do arise, the show with the next highest vote will be produced as long as it received 15% of the votes. If no other shows received %15 or more votes, 3 new shows will be selected.
3. Funding for voted upon production:
- a. Producers must submit a line-item budget for approval by the Executive Director and Financial Manager.
  - b. Following budget submission, the Executive Director and Financial Manager will allocate funds for the production to which the producer will use for requested items. The producer will be given a cap on their funding. Should the producer wish to spend approved money for something that was not on their original budget, they must first seek approval from the Executive Director and the Financial Manager.
  - c. Should the producer of the production require more funding, they must submit an official request to be approved by the Executive Director and the Financial Manager.
4. Elections: Refer to Article V
5. Member submissions:
- a. Should a member submit a proposal for a production, the majority of the Executive Leadership and Executive Staff must approve said submission as well as a preapproved budget. Said budget must be approved by a majority of the Executive Leadership and Administrative staff under the recommendation of the Executive Director and the Financial Manager. Said budget will be bound by the same guidelines as outlined in Article VI, Section 3.

### VII. Dissolution of Organization

1. Funds: Funds will be given to the Stanford Arts Institute.
2. Property: Property will be donated to other theatrical groups at Stanford for their use.

### VIII. Procedure to Amend Constitution

There will be a meeting every spring quarter to discuss possible amendments to the constitution. Any member may propose an amendment that can be voted upon by a simple majority of member votes. The amendment must be approved by a supermajority of the Executive and Administrative leadership.