

Article 1 - Name

The name of this group is the Stanford Light Opera Company, abbreviated as SLOCo.

Article 2 - Purpose

SLOCo is a group of musicians dedicated to the exploration and production of opera, operetta, and lyric theatre. Its mission is to:

- Maintain a robust network of Stanford student singer-actors, instrumentalists, directors, technical designers, and opera enthusiasts
- Provide opportunities and resources for these students to practice and perfect their craft in an inclusive, supportive, and nurturing environment
- Explore creative avenues for ensuring that opera remains fresh, relevant, and accessible to modern audiences, especially the Stanford community
- Promote fellowship and collaboration within the student community of classical musicians, both singers and instrumentalists

Article 3 - Activities and Scope

The activities of SLOCo fall into three categories:

- **Performances** - at least once a year, SLOCo mounts a production of an opera, operetta, or classically-orchestrated stage musical. SLOCo productions support the mission of revitalizing the operatic tradition in a campus context. They aim to be of high artistic caliber, but not at the cost of inclusivity and opportunity for student artists. SLOCo may also provide other operatic performance opportunities for student musicians, such as showcases or scenes.
- **Community Building** - SLOCo's student members include classical singer-actors, instrumentalists, and other artists interested in opera. SLOCo aims to provide these students with events and resources that will further their education, experience, and professional development within the realm of classical musicianship, especially opera. Whenever possible, SLOCo collaborates with and supports the efforts of the Stanford Department of Music to this end. Some examples of activities within this category include panels, field trips, career workshops, master classes, talkbacks, and networking with the local performing arts community.
- **Education/Outreach** - In order to ensure that opera on campus can survive and thrive, SLOCo provides opera-related educational opportunities for the Stanford community.

Article 4 - Membership Requirements

Eligibility

Any Stanford undergraduate or graduate student is eligible to become a member of SLOCo, so long as they understand the group's mission and are willing to support the group.

In compliance with Stanford's non-discrimination policy, SLOCo welcomes members of all skill-levels and backgrounds.

In accordance with SAL policy, non-students may participate in SLOCo productions and events, but cannot be formally recognized as members of the organization.

Membership

Any currently-enrolled Stanford undergraduate or graduate student who has participated in or is currently participating in a SLOCo-sponsored production is considered a member of SLOCo.

General members do not possess board voting rights, however, all members are encouraged to attend

All board meetings are open for general members to attend and participate in discussions. Attendance at board meetings for non-members is at the discretion of the board.

Board Membership

The board consists of officers and board members at-large. The number of board members should not exceed 15 individuals.

The board meets once a week when classes are in session at a time determined by the Secretary.

The board may also meet electronically (over video chat or online text chat) once a month during the period between the end of spring quarter and the beginning of fall quarter.

Board positions will primarily be filled during spring quarter (for the upcoming academic year). Additional members at-large may be added during the year via a majority vote of the membership.

The only formal requirements for becoming a member of the SLOCo board are familiarity with the group's mission and a commitment to fulfill the duties listed below. However, current members of the group should receive preference during board selection.

Board members are expected to:

- Dedicate themselves to the SLOCo mission.

- Regularly attend weekly board meetings, barring academic or other unavoidable conflicts.
 - Inform the co-directors at least 24 hours prior to missing a meeting to explain their conflict.
- Participate actively in leadership of SLOCo productions and events by taking a significant role in at least one event or production each year
 - For each production that they are not involved in, commit a minimum of three hours to build, load-in, strike, publicity, or ushering

Board Membership Resignation/Removal Procedure

In the event that a board member is not fulfilling their responsibilities as an officer or as a general member, it is the responsibility of the Co-Directors to meet privately with the board member in question to address the group's concerns. Board members may also request to resign at their own discretion at any point, the guidelines for which are outlined below:

1. Responsible Resignation Procedure

- a. In the event that a board member feels that they can no longer uphold their officer duties, they may responsibly resign from the officer position or group.
- b. If a board member chooses to resign, they must inform the Co-Directors beforehand.
- c. If possible, the board member should continue to fulfill their duties until a replacement has been appointed.
- d. If a board member resigns, the Co-Directors will notify the rest of the board during a meeting.

2. Dismissal Procedure

- a. It is the responsibility of board members to notify the Co-Directors if they notice another member is neglecting their duties.
- b. The Co-Directors should then privately speak with the board member in question.
- c. In extreme circumstances, board members may be asked to step down, at the discretion of the remainder of the board.
- d. In the case that a Board member is dismissed, the Co-Directors will directly notify the rest of the Board at the next meeting.

If an officer resigns from or is dismissed from their position, the board will attempt to replace them as follows:

- The Co-Directors may agree to appoint any interested general board member to the officer position.
- If the position is not filled in this way, the board will solicit applications for the position from the SLOCo general membership. From this pool of applicants, a replacement officer may be appointed by a majority vote of the board.

Article 5 - Leadership Structure/Officers

Specific leadership duties for SLOCo are allocated among a number of officer positions. This division of labor is designed to prevent the burden of running SLOCo from resting on the shoulders of only one or a few individuals. At the discretion of the board, duties may be delegated (for instance, from the Co-Directors to members at-large), but this practice should be monitored closely by the board as a whole.

Co-Directors

The two Co-Directors share the following responsibilities:

- Plan and facilitate weekly board meetings
- Keep SLOCo in alignment with its mission statement
- Ensure that officers are fulfilling their responsibilities
- Manage the SLOCo OrgSync account
- Work with the financial officer to determine budgets for events, productions, and the academic year as a whole
- Oversee the funding process for productions and events
- Facilitate the show selection process
- Acquire the rights to shows produced by SLOCo
- Hire the production staff for each show
 - May delegate the hiring of the remainder of the staff to a selected director
 - Work with the Music Director to select music-related staff members
- Oversee the producer, technical team, and development of each SLOCo production
- Serve as a liaison to other student musical and theatrical organizations and the Stanford Department of Music
- Lead the recruitment process for the subsequent year's board

Financial Officer

The financial officer is tasked with the following responsibilities:

- Ensure that the entire board is up-to-date regarding SLOCo's financial status and make sound decisions to secure the group's financial stability and growth over time
- Attend the ASSU/SSE Financial Officer workshop
- Manage SLOCo's ASSU bank account

- Process reimbursements
- Keep records of all transactions
- Create and distribute budgets for each event and production
- Maintain and update the budget for the year as a whole
- Work with the Co-Directors to prepare a budget for the upcoming year
- Seek out and work to obtain funding for SLOCo events and productions
 - Coordinate financial co-sponsorship with the Department of Music or other student groups or individuals
- Educate the incoming FO about the specifics of SLOCo's financial management

Secretary

- Schedule weekly board meetings
 - Choose a regular time for each quarter when possible
 - Reschedule meetings in the event that a majority of the board is unable to attend
- Assist the Co-Directors, if they wish, with compiling and organizing agendas for board meetings
- Take notes during meetings and distribute them to the board in a timely fashion
- Manage the group's calendar
- Facilitate communication between the board and production teams for SLOCo shows
- Manage the SLOCo Google Drive folder and the CardinalSync files archive
- Handle contact information for the board
- Keep an archival record of SLOCo productions and materials

Technical Director

The Technical Director is primarily responsible for managing the SLOCo space in the Commissary through the following items:

- Cooperate with Ram's Head regarding scheduled usage of the Comm
- Schedule Comm clean-ups
- Maintain a catalogue of all SLOCo assets stored in the Comm
- Oversee the lending of items or space to other student arts groups, ensuring that items are returned and the space is left clean

The Technical Director may or may not serve on production staff for SLOCo shows, but should regularly communicate with the team and assist with builds/load-ins/strikes, Comm scheduling, lighting, and other technical needs.

Music Director

- Conducts or vocal directs performances, as agreed upon by the board

- Hires, supervises, and mentors assistants, guest conductors, and orchestra staff
- Hears orchestral and vocal auditions
- Develops, in dialogue with the rest of the board, imaginative artistic goals as well as programming (performances as well as educational events) that achieves the SLOCo mission
- Maintains strong artistic relationships with Stanford's community of musicians and understands their various artistic interests, needs, and abilities.
 - Works with the Community Manager to promote fellowship in this network
- Collaborates with other arts groups at Stanford and beyond
- Strives to achieve exemplary skills with respect to rehearsal processes, communicating with musicians, score study, and evaluating aspects of orchestral and vocal sound in real-time (intonation, balance, color, tempo, etc.)
- Strives to achieve a deep understanding of operatic repertoire and the cultural discourses surrounding it, musical theory and analysis, the current state of opera at large, and other similar areas.

Publicity/Outreach Coordinator & Webmaster

This role may be filled by either one or two individuals, depending on the skills of applicants.

Their responsibilities are as follows:

- Update website, Facebook page, and any other social media with upcoming productions and events
- Work in collaboration with the publicity manager/producer of the current show
- Manage SLOCo email lists, drawing in subscribers and sending out emails about upcoming productions, auditions, opportunities, or events
- Imagines and develops publicity strategies to advertise SLOCo and bring opera to Stanford by increasing student participation, attendance at productions and events, and general school-wide recognition and opera appreciation
 - Increase the reach and appeal of opera at Stanford
- Understand how to best reach potential audiences and performers and contribute those findings to board discussions about short-term and long-term vision.
- Aim to increase the group's visibility
- Build relationships with musicians and music enthusiasts on campus and off campus

Community Manager

The Community Manager is responsible for the "Community-Building" component of the SLOCo statement of purpose. To this end, they will:

- Organize events and resources that provide SLOCo's members with education, experience, and professional development within the realm of classical

musicianship, especially opera.

- Whenever possible, collaborate with and support the efforts of the Stanford Department of Music to this end.
- Some examples of activities within this category include panels, field trips, career workshops, master classes, talkbacks, and networking with the local performing arts community.
- Help shape SLOCo's culture and community as an inclusive, mutually-supportive group of artists focused on both personal growth and collaborative artistry
- Work with the Publicity Manager to:
 - Increase the reach and appeal of opera at Stanford
 - Understand how to best reach potential audiences and performers and contribute those findings to board discussions about short-term and long-term vision.
 - Aim to increase the group's visibility
 - Build relationships with musicians and music enthusiasts on campus and off campus
- Along with the Co-Directors, act as a liaison to the Stanford Department of Music

Election Process

1. Co-Directors and Financial Officer

The Co-Director and Financial Officer should be familiar with SLOCo's practices and mission. Consideration should be given to the Co-Directors' abilities to work together as a team, given that they serve as the co-chairs of SLOCo and must work in close collaboration throughout the year. For the FO, financial experience is ideal but not required.

Process

- The process will be overseen by the current Co-Directors. In the event that both are running for positions next year, the board will designate another member of the board to oversee the election process.
- Individuals interested in running for the position of CD or FO should inform the current CDs of their intent to run.
- Elections will be held at a meeting open to the entire membership.
- During elections, candidates will be asked to give a short presentation of the reasons why they are running, the qualities that they possess, the visions and goals that they have for the coming year, and any difficulties or personal challenges that they foresee.
- After each candidate speaks, those present will be permitted to ask them any questions that they may have pertaining to their candidacy.

- Candidates will then be asked to leave the room while deliberations take place.
- The CDs and FO must be elected by a simple majority of the membership.
 - The current board will also decide which Co-Director will be listed on OrgSync as the group President and which will be the Co-President. The candidate who has expressed the most interest in the logistical aspects of the position, particularly the OrgSync and myGroups portals, should be preferred as President for the sake of convenience.
- When a decision has been made, the candidates will be called back into the room, at which point, the results of the election will be revealed.

2. Other Officers and General Board Members

See Article 4 for board member eligibility requirements.

- For officer roles, the criteria vary depending on the position in question. Candidates do not necessarily have to have previous direct experience in the positions that they are applying for. Refer to list of officer responsibilities for clarification.

Process

- Online applications will be sent out to the general Stanford community, with all encouraged to apply by a set deadline.
 - Applications are meant to provide an avenue to express interest in a position rather than to vet potential board members. All who apply should be considered.
- Once all applications have been submitted, the newly elected Co-Directors will be in charge of running the selection process, which may include individual interviews the Co-Directors.
- The current board and newly elected CDs and FO will meet and choose the new board by consensus.
 - If there are 15 or fewer applicants for the board, no candidate who is willing and able to commit to board duties will be denied a spot on the board.
- Once the board has been selected, they will be individually contacted and given the opportunity to accept or decline the conditions of their membership.
- Once the board has been confirmed, an official announcement will be sent out to the current board as well as the general SLOCo membership.

Article 6 - Decision-Making Process

All decisions are made by a majority vote of the board. Votes take place at board meetings. If a member is not present for a vote, they have a period of 24 hours after meeting minutes are released to vote by emailing the board as a whole.

Article 7 - Dissolution of Organization

All property and funds left by dissolution of SLOCo are to be held in trust by the ASSU for two years for use in the formation of a new student group dedicated to opera at Stanford. After two years, said property and funds shall be transferred to the Stanford Department of Music to be used for student operas if at all possible.

Article 8 - Procedure to Amend Constitution

At the start of each spring quarter or as necessary for emergency edits, the SLOCo board designates an open board meeting as a constitutional review meeting.

- At least two weeks before this meeting, the board issues a call for proposed amendments to the general membership.
- At least one week before the meeting, all proposed amendments are distributed to the general membership.
- The meeting, led by the Co-Directors, consists of reading, discussing, and voting on each amendment in the order that they were submitted.
- Each general member or board member in attendance votes affirmative or negative or abstain from voting on each amendment.
- A simple majority of votes cast is required for an amendment to pass into effect.

All approved amendments take effect at the conclusion of the meeting.