

Appendix A – Term Lengths

Texas Theatre Adjudicators and Officials (TTAO) Terms

Name	Position	Email	Region	Institution	Term
Board of Directors					
Mark Pickell	Past Chair	markpickell@gmail.com	3	Capital T Theatre	2019-2021
Carrie Klypchak	Chair	Carrie.Klypchak@tamuc.edu	2	TA&M Commercial	2019-2021
Craig Hertel	Chair-Elect	craighertel@gmail.com	2	Lindsey ISD	2019-2021
Cathy Huvar	Communications Director	cfhswt@yahoo.com	4	Retired	2018-2020
Jill Ludington	Communications Director-Elect	jj98@suddenlink.net	1	WTAMU	2018-2020
Rachel Mattox	Treasurer	rachelmattox@comcast.net	3	Retired	2018-2020
Billy Dragoo	Treasurer-Elect/Historian	billydragoo@yahoo.com	4	Austin HS	2018-2020
Rick Garcia	Director-At-Large	rgarcia200@yahoo.com	4	Independent	2018-2020
Yvonne Phillips-Dupre	Director-At-Large	phillipsdupreeyvonne@gmail.com	2	Independent	2019-2021
Deb Shaw	Director-At-Large	deb.shaw@midlandisd.net	1	Midland ISD	2018-2020
Paula Rodriguez	UIL State Theatre Director	prodriguez@mail.utexas.edu		UIL	On-Going
Standards & Practices Committee					
Cy Scroggins	Region 1-CM	brenton.scroggins@canyonisd.net	1	Independent	2018-2021
Larry Carpenter	Region 2-CM	larry.carpenter@wacoisd.org	2	Waco ISD	2019-2022
Gary Cooper	Region 3-CM	cgcooper@Central.UH.EDU	3	University Of Houston	2017-2020
Carla Schuman	Region 4-CM	carla.schumann1@gmail.com	4	Comal ISD	2019-2022
Allana Patterson	Region 1-Adj	allanapat@msn.com	1	Independent	2018-2021
Rachel Harrah	Region 2-Adj	rharrah@dallasisd.org	2	DISD	2019-2022
Phillip Morgan	Region 3-Adj	Phillip.Morgan@gccisd.net	3	Goose Creek ISD	2017-2020
Kelsey Kling	Region 4-Adj	kelseykling@gmail.com	3	Independent	2019-2022
Stephen Crandall	Appointed At Large-Region 1	scrandall@wtamu.edu	1	WTAMU	2017-2020
Missey Head	Appointed At Large-Region 2	HeadJ@lisd.net	2	Lewisville ISD	2017-2020
Phillip Taylor	Appointed At Large-Region 3	pjtaylor254@gmail.com	3	AISD	2018-2021
Jim Mammarella	Appointed At Large-Region 4	jimmammarella@outlook.com	4	Retired	2017-2020

Texas Theatre Adjudicators and Officials (TTAO)

By-Laws

(Revised 1/13/2015 2:12 PM)

Article I: Name

This organization shall be known as the Texas Theatre Adjudicators and Officials: henceforth referred to in these By-Laws as TTAO.

Article II: Purpose

The purpose of this organization shall be to provide a group of experienced theatre adjudicators and contest managers for educational theatre competitions in Texas through coordination of appropriate certification and training for new officials as well as to provide ongoing professional development for members as necessary.

Article III: Membership

Section 1. Membership will be made up of active certified adjudicators, active certified contest managers, and emeritus members. The U.I.L. State Theatre Director will serve as the ex-officio non-voting member.

Section 2. The Board of Directors may set and change the amount of an initiation fee, if any, and the annual dues payable to TTAO by members. Annual dues are payable in advance of the first day of each fiscal year.

Article IV: Government

The government of the TTAO shall be vested in its Board of Directors and approved by the membership as provided for in these By-Laws.

Article V: Board of Directors and Terms of Office

Section 1. Officers of TTAO shall be a Chair, a Chair-Elect, a Treasurer, a Treasurer- Elect/Historian, a Secretary/Communications, three Director-At-Large Positions and an Immediate Past Chair who shall execute the duties as provided for in the Manual of Operations. Officers are elected for a two-year term and shall not succeed themselves. The UIL State Theatre Director shall serve as an ex-officio non-voting member for a term commensurate with tenure in office.

Section 2. If an officer cannot fulfill the term of office, the remaining TTAO officers shall recommend a current or former member of the Standards & Practices Committee to fulfill the vacant office. That recommendation shall be approved by a majority of the Board of Directors.

Article VI: Election of Board of Directors

Section 1. The Nominating Committee will present a slate of prospective candidates for the Board of Directors.

Section 2. The election of Chair-Elect, Treasurer-Elect/Historian, Secretary/Communications, and three Director-At-Large members shall occur by a vote of TTAO members. Any nominee receiving a majority of the votes cast by the members shall be elected.

Section 3. A vote may be called to begin proceedings to remove a Board member upon recommendation of the majority of the remaining Board of Directors or by a vote of 51% of a quorum of members at a regular meeting. A Board member may also be subject to removal at any time by calling a special meeting following the procedures provided in the Manual of Operations for a special meeting of the members of TTAO. The notice of the meeting will state that the issue of possibly removing a board member will be on the agenda. At the special meeting or regular meeting, the board member may present evidence of why she or he should not be removed. Also, at the meeting, TTAO members will consider possible arrangements for resolving the problems that are in the mutual interest of TTAO and the board member. Removal of a Board member requires the affirmative live vote of two-thirds of the TTAO general membership present at the meeting (electronic or proxy votes will not be considered). A quorum must be established to conduct business at either a regular or special meeting.

Article VII: Meetings

Section 1. Board of Directors Meetings: The Board of Directors shall meet bi-annually.

Section 2. General Membership Meetings: the Board of Directors shall set date, time, and place for the regular meetings of the TTAO.

Section 3. Special Meetings: Special Board of Directors meetings may be called by, or at the request of, the Chair, two or more board members, or members having not less than one-tenth of the votes entitled to be cast at the meeting.

Section 4: Notice of Meetings: TTAO shall provide written notice of date, time, and place of a meeting of the members of TTAO and, if the meeting is a special meeting, the purpose(s) for which the meeting is called. The notice shall be delivered to each member entitled to vote at the meeting not later than the 7th day and not earlier than the 30th day before the date of the meeting.

Section 5: Quorum: Ten percent of the active membership shall constitute a quorum. Only active members are eligible to vote.

Article VIII: Financial Records and Annual Reports

Section 1. (a) TTAO shall maintain current and accurate financial records with complete entries as to each financial transaction of TTAO, including income and expenditures, in accordance with generally accepted accounting principles. (b) Based on the records maintained under Subsection (a), the Treasurer and Treasurer-Elect of TTAO shall annually prepare and the Board of Directors will approve a financial report for TTAO for the preceding year. The report must conform to generally accepted accounting standards:

1. a statement of support, revenue, and expenses
2. a statement of changes in fund balances
3. a statement of functional expenses
4. a balance sheet for each fund

Section 2. Availability of Financial Information for Public Inspection. (a) TTAO shall keep records, books, and annual reports of TTAO's financial activity for at least ten years after the close of the fiscal year. (b) TTAO shall make the records, books, and reports available to the public for inspection and copying. TTAO may charge a reasonable fee for preparing a copy of a record or report.

Article IX: Application and Distribution of Property

After all liabilities and obligations of TTAO in the process of winding up are paid, satisfied, and discharged, the property of TTAO shall be applied and distributed as follows: (1) property held by TTAO on a condition requiring return, transfer, or conveyance because of the winding up or termination shall be returned, transferred, or conveyed in accordance with that requirement; and (2) unless otherwise provided by TTAO's certificate of formation, the remaining property of TTAO shall be distributed to the Texas Educational Theatre Association, Inc.

Article X: Recommendations for Amendments to the By-Laws

Section 1. Recommendations for amending the By-Laws may be made at a regular or special meeting by a two-thirds majority of votes cast. A quorum (10% of membership) must be present at a live meeting and the Board of Directors may choose to conduct an electronic vote requiring two-thirds affirmative response from the active membership for approval. A written copy of the proposed recommendation(s) must be submitted to the membership prior to the live or electronic vote. The notice shall be delivered to each member entitled to vote at the meeting not later than the 7th day and not earlier than the 30th day before the date of the meeting.

These By-Laws may be altered, amended, or repealed and new By-Laws may be adopted only by the membership. The notice of any meeting at which these By-Laws are altered, amended, or repealed or by which new By-Laws are adopted will include the text of the proposed By-Law provisions as well as the text of any existing provisions proposed to be altered, amended, or repealed. Alternatively, the notice may include a fair summary of those provisions. The notice shall be delivered to each member entitled to vote at the meeting not later than the 7th day and not earlier than the 30th day before the date of the meeting.

Article XI: Legal Construction

Miscellaneous provisions: These By-Laws will be construed under Texas Law. All references in these By-Laws to statutes, regulations, or other sources of legal authority will refer to the authorities cited, or their successors, as they may be amended from time to time.

To the greatest extent possible, these By-Laws construed to conform to all legal requirements and all requirements from obtaining and maintains all tax exemptions that may be available to non-profit corporations. If any By-Law provision is held invalid, illegal or unenforceable in any respect, the invalidity, illegality, or unenforceability will not affect any other provision, and the By-Laws will be construed as if they had not included an invalid, illegal or unenforceable provision.

Texas Theatre Adjudicators and Officials (TTAO)
Manual of Operations
Amended 10/1/18

Article I-Name

This organization shall be known as the Texas Theatre Adjudicators and Officials henceforth referred to in this Manual of Operations as the TTAO.

Article 2-Purpose

The purpose of this organization shall be to provide The UIL One Act Play contest with a group of experienced, active, and competent Theatre Adjudicators and Contest Managers. TTAO will certify and train new officials, and provide ongoing professional development for members. TTAO will actively collaborate with the State Theatre Director to review the role of the adjudicator and contest manager in the UIL One Act Play competition, and will make recommendations as warranted. This organization, for educational theatre professionals, will foster high standards of ethics, provide supplemental professional training for its members, encourage the development of theatre in the schools, and will work in cooperation with school administrators, theatre directors, student participants, and the University Interscholastic League (UIL).

Article 3-Membership

Section 1. Membership Types and Qualifications

A. Adjudicator- Active TTAO Adjudicators *shall*:

1. Attend an initial new adjudicator certification workshop and meet renewal requirements annually.
2. Have a four (4) year college/university or conservatory degree or certification in Theatre Arts AND and one or more of the following
 - a. Advanced degree in Theatre
 - b. Three or more years of educational theatre experience post degree
 - c. Three years of professional theatre experience post degree

Or an application that demonstrates satisfactory practical experience with the UIL One Act Play contest, as determined by the Committee on Standards of Adjudication Practices.

3. Agree to become familiar with the rules of the One-Act Play Contest as outlined in the most recent UIL Handbook for One-Act Play.
4. Agree to serve as a single or panel adjudicator and abide by the guidelines for adjudicators in the UIL Handbook for One-Act Play.
5. Pay annual TTAO dues as prescribed by the Board of Directors and provide an updated educational profile on or before June 1st of each year.
6. Participate in elections and organizational business in person, or through digital correspondence, as required.
7. Agree to follow the TTAO Code of Ethics and Professional Standards when serving as an official at a contest.

B. Contest Manager- Active TTAO Contest Managers *shall*:

1. Complete online Contest Manager certification requirements annually.
2. Agree to become familiar with the rules of the One-Act Play Contest as outlined in of the most recent UIL Handbook for One-Act Play.
3. Pay annual TTAO dues as prescribed by the Board of Directors and provide an updated educational profile on or before June 1st of each year.

4. Participate in elections and organizational business in person, or through digital correspondence, as required.
5. Agree to follow the TTAO Code of Ethics and Professional Standards when serving as an official at a contest.

C. Emeritus

1. A retired contest manager or adjudicator may be awarded Emeritus status as a result of outstanding service to the organization.
2. Emeritus members may participate in all aspects of TTAO business and serve in any capacity of leadership, but will not be listed as active Adjudicators or Contest Managers.
3. Emeritus members are not required to pay annual dues. Should an Emeritus member choose to actively resume adjudication or contest management, dues requirements would be reinstated.
4. Agree to follow the TTAO Code of Ethics and Professional Standards when serving as an official at a contest.

Section 2-Membership Dues

- A. Annual Dues-Annual dues of \$50.00 must be paid by June 1st. Dues may be adjusted by recommendation of the Board of Directors and approval of the membership.
- B. Lifetime Dues-Members may choose to pay lifetime fees of \$500.00 at any time. Lifetime dues may be adjusted by recommendation of the Board of Directors and approval of the membership.

Section 3-Adjudicator/Contest Manager Limitations

- A. Adjudicators shall accept only six (6) official UIL contests unless the State Theatre Director approves additional contests for just cause. A district's zone contests are considered one (1) official contest (Note: This does not restrict the number of workshops, clinics, or festivals in which the adjudicator participates, AND does NOT include junior high/middle school contests, non-UIL contests or the UIL State Contest.)
- B. There are no limitations on the number of contests for Contest Managers
- C. A Contest Manager shall not contact an Adjudicator before August 15 about judging a Zone or District contest. Furthermore, an adjudicator shall not discuss the possibility of judging a Zone or District contest before that date.
- D. A Contest Manager shall not contact an Adjudicator before November 2 about being a second or third panel member for a Zone or District contest. Furthermore, an Adjudicator shall not discuss the possibility of serving as a second or third panel member for a Zone or District contest before that date.
- E. Adjudicators may not be involved in the production, direction, or critique of an official UIL one-act play entry at the high school or middle school level.
- F. Contest managers may not serve as adjudicators for one-act play entries that they may adjudicate at a higher level for that year.
- G. Failure to comply with these limitations and guidelines will be considered an ethics violation and may result in suspension or removal from TTAO.

Section 4-Annual Renewal Process

- A. Adjudicators
 1. Annually, adjudicators are required to complete a renewal process that includes payment of dues, updating profile information and providing contest availability. In addition, adjudicators may be required to acknowledge changes in one-act play policies and procedures through an online verification process.
 2. The Board of Directors may require completion of an additional certification workshop for individuals adjudicating fewer than five contests in their first five years of certification.
 3. Adjudicators who do not pay dues or adjudicate a contest for more than three years will be required to complete a full certification workshop to renew their certification.
- B. Contest Managers
 1. Contest Managers must complete an online certification annually to be recertified.

Section 5 - Code of Ethics and Professional Standards

Adjudicators and Contest Managers shall know and uphold all rules for one-act play competition as stated in the current editions of the UIL Constitution and Contest Rules and current edition of the The Handbook for One-Act Play published by the University Interscholastic League. Failure to comply with TTAO's Code of Ethics and Professional Conduct will be considered an ethics violation and may result in range of penalties including suspension or removal from TTAO.

A. Adjudicators

1. Adjudicators shall be physically, emotionally and mentally fit to discharge their duties at OAP contests.
2. Adjudicators shall maintain an ethical code of conduct which will not impair or prejudice effectiveness as a adjudicator, before, during and immediately following competition dates.
3. Adjudicators shall honor all signed contracts, assignments and duties as prescribed in writing by the contest manager. Prompt notification of the contest manager regarding emergency situations is required.
4. Adjudicators shall avoid any behavior that might be interpreted as favoritism by contest participants.
5. Adjudicators shall not discuss negatively other adjudicators or fellow panelists with directors or school officials. Such criticism of other adjudicators shall be made in writing to Chair of TTAO.
6. Adjudicators should use discretion by avoiding repeated judging in their immediate vicinity. Do not judge more than two years consecutively in the same zone, district, area, or region.
7. Adjudicators currently employed in Texas public schools shall not accept judging assignments in which said schools could potentially compete.
8. Adjudicators are expected to use discretion in accepting assignments at sites that would likely be considered a violation of good common sense or a potential conflict of interest.
9. Adjudicators shall present critiques after awards and attendance should be open to anyone who wants to listen.
10. Adjudicators shall not announce the awards, distribute the trophies, serve as the timekeeper, perform any of the tasks of the contest manager, or become openly involved in interpreting the rules of the contest.
11. Adjudicators shall correct mistakes immediately. When contest managers misread or give awards incorrectly, stop the process before the situation becomes more complicated. Speak up. Don't wait. Mistakes discovered during critiques should be corrected.
12. Adjudicators shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the adjudicator's discharge of assigned duties and responsibilities
13. Adjudicators shall not confer with anyone before they have made their decision.
14. Adjudicators shall not contact students from any production they have adjudicated unless contacting the student falls under their official duties for an institution of higher learning. This is not intended to limit recruitment.
15. Adjudicators shall not use social media to announce results from contests and should refrain from commenting on any contest they have adjudicated or could possibly adjudicate in the future.
16. Adjudicators may not critique a one-act play entry in festival, clinic or contest or watch as an audience member any production that they may adjudicate in a future contest that year.
17. Adjudicators shall respect the confidentiality of information that is privileged or that, if disclosed, may needlessly injure individuals or schools.
18. Adjudicators shall only use TTAO Connect to accept agreements for official UIL Contests.

B. Contest Managers

1. Contest Managers shall be physically, emotionally and mentally fit to discharge their duties at OAP contests.
2. Contest Managers shall maintain an ethical code of conduct which will not impair or prejudice effectiveness as a Contest Managers , before, during and immediately following competition dates.
3. Contest Managers shall honor all signed contracts, assignments and duties.
4. Contest Managers shall not discuss negatively adjudicators with directors or school officials. Such criticism of adjudicators shall be made in writing to Chair of TTAO.

5. Contest Managers are expected to use discretion in accepting assignments at sites that would likely be considered a violation of good common sense or a potential conflict of interest.
6. Contest Managers shall correct mistakes immediately. When contest managers misread or give awards incorrectly, stop the process before the situation becomes more complicated. Speak up. Don't wait. Mistakes discovered during critiques should be corrected.
7. Contest Managers shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the contest manager's discharge of assigned duties and responsibilities.
8. Contest Managers shall uphold all rules for one-act play competition as stated in the current editions of the UIL Constitution and Contest Rules and current edition of the The Handbook for One-Act Play published by the University Interscholastic League.
9. Contest managers shall be onsite and available during all rehearsals and performances as well as the directors meeting.
10. Contest Managers shall respect the confidentiality of information that is privileged or that, if disclosed, may needlessly injure individuals or schools.
11. Contest Managers shall only use TTAO Connect to accept agreements for official UIL Contests.

Section 6 - Grievance Process

To afford members and concerned parties a platform to share concerns and grievances TTAO has adopted a formal grievance policy. While TTAO respects the need for privacy, and will keep matters confidential, the board will not accept any anonymous grievances.

A. Discipline Grievance

1. Poor performance or unprofessional behavior
 - a. Unless the chair or chair-elect feels it is time sensitive these submissions would be taken up by the Executive Committee at their next meeting.
 - b. If chair or chair-elect believe there is sufficient evidence of wrongdoing they would gather any information needed and refer the grievance to the Executive Committee.
 - c. The official in question would be made aware of the allegations against them and invited to give a formal written response due within one week of notification.
 - d. Any grievance would be brought before the Executive Committee and with a majority vote the the committee can choose to take no action or choose from a range of discipline outlined below.
 - e. After adjudicating the issue and determining the course of action the Executive Committee would respond to initial submitter with an update of whether action taken, but not the specific nature of the action.
2. Range of Discipline
 - a. Level 1 - Take No Action - The grievance will be kept in the custodial care of the current Chair. If additional complaints are received action may be taken at a later date.
 - b. Level 2 - A private letter of reprimand will be sent to the adjudicator only and a copy kept in the custodial care of the current Chair.
 - c. Level 3 - If the issue is more serious and/or the member has shown a pattern of level 2 behavior a level 3 penalty may include:
 - i. probationary period of up to three years and may include any reasonable conditions which, if not fulfilled, may result in a more stringent penalty.
 - ii. Removal from Area/Region/State Recommended list.
 - iii. Requiring the member to go through the certification process again or other professional development
 - iv. Any other reasonable penalty short of expulsion that the committee chooses. These are meant to be examples and not limitations.
 - d. Level 4 - If the Investigation results show a complaint is of a serious nature, (This could also include repeated complaints of a Level 2 or Level 3 violations or failure to complete a probationary period or actions taken) the member can be expelled from TTAO membership.

B. Non-Discipline Grievance - issues, concerns, recommendations

1. If non-discipline submission is from member in good standing then it is automatically put on the Standards and Practices Committee agenda for their next meeting.
2. If non-discipline submission is from a non-member the Chair-elect will determine whether or not to include the issue on the Standards and Practices Agenda during their next meeting.
3. The chair-elect must provide a written response to the original submitter within 30 days of decision to take any action.

C. Appeals Process

In order to allow for due process, if action has been taken against a member they may appeal that decision up to two times. Only members who have had action taken against them by the Executive Committee may appeal.

1. First Appeal

- a. The member has seven days from being notified of any action taken against them to appeal the decision by the Executive Committee. If the decision is appealed the TTAO board would adjudicate the appeal at their next scheduled meeting.
- b. The chair would preside over the appeal and will provide the board with the relevant information to adjudicate the appeal.
- c. The member appealing may submit a letter or appear before the board in person.
- d. A majority vote of the full board may uphold the decision with the possibility of changing the range of discipline or reverse the decision.
- e. The member who has appealed would be notified within 7 days of the board's decision.
- f. If the member does not appeal the accuser would be notified within 30 days that action was taken.

2. Final Appeal

- a. The member has seven days from being notified of any action taken against them to appeal the decision by the TTAO Board. If the member appeals the decision of the Board of TTAO then the Standards and Practices Committee would adjudicate the appeal at their next scheduled meeting.
- b. The chair-elect would preside over the appeal and will provide the the Standards and Practices committee with the relevant information to adjudicate the appeal.
- c. A majority vote of the Standards and Practices Committee may uphold the decision with the possibility of changing the range of discipline or reverse the decision.
- d. The member who has appealed would be notified within 7 days of the board's decision.
- e. The accuser would be notified within 30 days that action was taken.
- f. The decision of the Standards and Practices Committee is final. There is no avenue to appeal the decision after it has been made.

Section 7-Suspension and Removal

A. Adjudicators

1. On the rare occasion that an Adjudicator habitually fails to complete online requirements, or does not comply with outlined limitations and expectations, or is found in violation of TTAO's Code of Ethics and Professional Standards, or demonstrates a pattern of unsatisfactory evaluations that member may be suspended and will be notified of his or her status by July 1st.
2. Suspended Adjudicators will be given a specific growth plan and must complete an additional certification workshop.
3. Failure to meet the goals of the prescribed growth plan will result in the revocation of certification and removal from the recommended Adjudicators' list.

B. Contest Managers

1. On the rare occasion that a Contest Manager fails to complete online requirements, or does not comply with outlined limitations and expectations, or is found in violation of TTAO's Code of Ethics and Professional Standards, or receives evaluations indicating non-compliance of UIL rules, that member may be suspended and will be notified of his or her status by July 1st.
2. Suspended Contest Managers will be given a specific growth plan and must complete an additional live certification workshop.

3. Failure to meet the goals of the prescribed growth plan will result in the revocation of membership and notification to UIL.

Article 4-Governance

The governance of the TTAO shall be vested in its officers and approved by the membership as provided for in this Manual of Operations.

Article 5-Officers, Duties, and Term of Office

Section 1-Officers

Officers of TTAO shall be a Chair, a Chair-Elect, a Treasurer, a Treasurer- Elect/Historian, a Communications Director, a Communications Director-Elect, three Director-At-Large Positions and an Immediate Past Chair. The UIL State Theatre Director shall serve as an ex-officio non-voting member for a term commensurate with tenure in office.

Section 2-Duties

A. Chair:

1. Creates the agenda and presides at all Board meetings.
2. Acts as ex-officio member of all standing and ad-hoc committees.
3. Serves as a liaison to the State UIL Theatre Office, TETA, Inc., Texas Thespians and other relevant educational theatre organizations.
4. Serves as the primary contact on the TTAO website and copies the Chair-Elect on all responses.
5. Creates ad-hoc committees as needed.
6. Reviews reports from officers and committee chairs.
7. Calls additional Board meetings as needed.
8. May make purchases under \$500 in coordination with the Treasurer without Board approval.
9. Serves on the Awards Committee.
10. Reviews Adjudicator Evaluations and makes recommendations for UIL adjudication assignments to the State Theatre Office.
11. Other powers and duties as assigned by the Board of Directors.

B. Chair-Elect

1. Serves in the place of the Chair in his or her absence.
2. Chairs and presides over the Standards & Practices Committee.
3. Coordinates adjudicator and contest management certification workshops, and provides reports to the Chair and Communications Director following each event.
4. Serves on the Awards Committee.
5. Reviews Adjudicator Evaluations and makes recommendations for UIL adjudicating assignments to the State Theatre Office.
6. Other powers and duties as assigned by the Board of Directors or Chair.
7. Maintain and update adjudicator training curriculum.

C. Treasurer

1. Oversees the collection of annual dues.
2. Supervises and serves as the liaison with the organization's bookkeeper and any external accounting services.
3. Provides financial reports to the Chair, Chair-Elect and Treasurer-Elect.
4. Prepares and presents an annual financial report to the general membership at the annual membership meeting.
5. Prepares and presents a financial report at each Board meeting.
6. May make purchases under \$500 in coordination with the Chair without Board approval.
7. Handles accounts payable in coordination with organization's bookkeeper.
8. Responsible for filing and maintaining all tax documents in coordination with the organization's bookkeeper.
9. Serves on the Awards Committee.

10. Reviews Adjudicator Evaluations and makes recommendations for UIL adjudicating assignments to the State Theatre Office.
11. Other powers and duties assigned by the Board of Directors or Chair.

D. Treasurer-Elect/Historian

1. Serves in the place of the Treasurer in his or her absence.
2. Actively assists the Treasurer in the performance of their duties.
3. Collects reports and records from all officers/committee chairs and maintains a digital archival history of the organization.
4. Provides archives to incoming Treasurer-Elect upon transition to Treasurer.
5. Serves on the Awards Committee.
6. Reviews Adjudicator Evaluations and make recommendations for UIL adjudicating assignments to the State Theatre Office.
7. Other powers and duties as assigned by the Board of Directors or Chair.

E. Communications Director

1. Takes minutes and maintains a record of all TTAO Board and Annual Meetings.
2. Prepares and presents an annual membership report to the general membership at the annual membership meeting and provides a copy to the Historian.
3. Submits a copy of meeting minutes to the Chair, Chair-elect, Historian and State Theatre Director within 72 hours of adjournment.
4. Supervises the maintenance and upkeep of the TTAO website.
5. Serves on the Awards Committee.
6. Reviews Adjudicator Evaluations and make recommendations for UIL adjudicating assignments to the State Theatre Office.
7. Maintains TTAO's social media accounts.
8. Other powers and duties as assigned by the Board of Directors or Chair.

F. Communications Director Elect

1. Assists Communications Director with all duties.
2. Maintains a master list of TTAO sponsored workshops to be presented at various conferences.,
3. Submits the workshop information to different conferences on behalf of presenters.
4. Sends reminders to workshop presenters regarding their obligations.
5. Maintains procedural calendar and sends reminders to the board of important dates
6. Serves on the Awards Committee.
7. Reviews Adjudicator Evaluations and make recommendations for UIL adjudicating assignments to the State Theatre Office.
8. Other powers and duties as assigned by the Board of Directors or Chair.

G. Directors-at-Large

1. Serve on the Awards Committee.
2. Review Adjudicator Evaluations and make recommendations for UIL adjudicating assignments to the State Theatre Office.
3. Other powers and duties as assigned by the Board of Directors or Chair.

H. Past Chair

1. Serves as an advisor to the Chair and Board of Directors.
2. Reviews organizational documents and makes recommendations for revisions as needed.
3. Chairs the Awards Committee.
4. Orders TTAO Service Award, TTAO Legacy Award, Special Recognitions, and State Officials recognition awards.
5. Reviews Adjudicator Evaluations and makes recommendations for UIL adjudicating assignments to the State Theatre Office.

6. Other powers and duties as assigned by the Board of Directors or Chair.

Section 3-Terms

- A. Officers are elected for a two-year term, and shall not succeed themselves.
- B. If an officer cannot fulfill the term of office, the remaining TTAO officers shall recommend a current or former member of the Standards & Practices Committee to fulfill the vacant office. That recommendation shall be approved by a majority of the Board of Directors.

Section 4-Removal

- Proceedings to remove a Board member may begin upon recommendation of the majority of the remaining Board of Directors or by vote of 51% of a quorum of members at a regular meeting.
- A meeting to consider removing a Board member may be called and noticed following the procedures provided for calling a special meeting found in the TTAO By-Laws and Article 8, Section 5 of this document. The notice of the meeting will state that the issue of possibly removing the director will be on the agenda.
- At the meeting, the Board member in question may present evidence of why she or he should not be removed.
- A Board of Director may be removed by the affirmative live vote of a two-thirds majority of the TTAO general membership present (electronic or proxy votes will not be considered).

Article 6-Committees

Section 1-Standing Committees

- A. Nominating Committee

Made up of the Standards and Practices Committee, this Committee will be tasked with nominating TTAO Members to fill vacant positions within the Board of Directors and the Standards and Practices Committee. Procedures for the nomination process are outlined in this document, Article 7-Elections.

- B. Awards Committee

Made up of the Board of Directors, this Committee considers all award nominations brought forth by the Standards and Practices Committee for the TTAO Service Award, the TTAO Legacy Award, and any other special recognitions recommended by the Standards and Practices committee.

1. The Awards Committee considers and votes on each suggested award. A simple majority of the Awards Committee vote will suffice for bestowing each award.
2. The Past Chair will report the award recipients' names to the Board of Directors and to the membership in a report. The Treasurer will provide the Committee a historical perspective, aid in the purchasing of the award and logging the award recipients in the historical document. The Communications Director will aid the Past Chair with contact information for each recipient.
3. The process of award nominations, recommendations and elections will take place during the summer meeting, and the awards will be presented at the TETA TheatreFest or the State UIL One Act Play Contest as determined by the Board of Directors.
4. Recipients may not be current Board or Standards & Practice Committee members in the year the award is bestowed.
5. Awards and Criteria
 - a. The TTAO Service Award shall be bestowed on a member or members in recognition for outstanding service to the organization beyond the duties of a particular office, role or assignment. The TTAO Service Award will honor a member of TTAO or continuous and significant service to the TTAO organization.

- b. The TTAO Legacy Award shall be bestowed upon a member or members in recognition for substantial history of contributions and advocacy for educational theatre in Texas and particular support and development of the UIL One-Act Play competition. Recipients may not be current Board or Standard & Practices Committee members. Recipients should be retired Adjudicators and Contest Managers.
- c. Special Recognitions may be recommended by the Board or Standards and Practice members for individuals completing terms in office, donation of time or services to TTAO, completion of specific tasks or other achievements. Recipients may be current Board or Standards & Practice Committee members.

C. Standards and Practices Committee

The S&P Committee, made up of certified TTAO Adjudicators and Contest Managers, will have the directive of discussing and making recommendations to the Board of Directors of all items concerning the UIL One Act Play Contest. The Chair-Elect will preside as Chair of the S&P Committee, and will report back to the Board of Directors.

- 1. Membership
 - a. Adjudicators – Four TTAO Adjudicators representing each UIL Region will be elected by the membership to serve a staggered term of three years.
 - b. Contest Managers – Four TTAO Contest Managers representing each UIL Region will be elected by the membership to serve a staggered term of three years.
 - c. At-Large - Four TTAO Members will be appointed by the Board of Directors to serve a term of three years. These positions are not necessarily one from each UIL Region, but equal representation from each Region may be a consideration for the appointments.
- 1. Responsibilities
 - a. An agenda generated by the Chair, Chair-Elect and the Board of Directors will be given to the S&P Committee.
 - b. The four Adjudicators and four Contest Managers may split into two smaller reporting committees to discuss agenda items specific to their area. At-Large members during these times will divide equally between the two groups.
 - c. Serves as a nominating committee for officers, incoming committee members and awards.
 - d. Reviews training curriculum as needed.

Section 2-Ad Hoc Committees

The Board of Directors and/or the Chair may create temporary Committees. These Committees must be temporary in nature, and will not continue after the designated task is complete.

Article 7-Elections

Section 1-Nominations

- A. The Standards and Practices Committee will present a slate of prospective candidates for the Board of Directors and elected members of the Standards and Practices Committee.
- B. Nominees must be active members in good standing.
- C. Individuals may not be nominated for more than one position at the same time.
- D. This slate will be made available electronically to the membership on the TTAO website 45 days prior to the election.
- E. Additional nominations may be made electronically by the membership within 14 days of the announcement of the initial slate by completing the online nomination form. Nominations will close after the 14-day open period.
- F. Nominees must submit required information for the website and be present at the annual meeting.
- G. Nominees for the Chair-Elect position must have completed or must be currently serving a term on the Board of Directors.

- H. Any nominee for the Board of Directors must have completed or currently be serving a term on the Standards and Practices Committee
- I. Former board members must wait two years prior to being nominated to another position on the Board of Directors with the exception of the Chair-Elect position.

Section 2 Voting Process/Results

- A. The election of the Board of Directors and elected members of the Standards and Practices Committee shall occur electronically after the annual meeting.
- B. A link to the electronic ballot and the deadline for submission will be clearly communicated by the Communications Director.
- C. The nominee receiving a majority of the votes cast is elected.
- D. The Communications Director will tabulate ballots and full results will be reported to the Board.
- E. Results will also be posted on the TTAO website including percentages of total votes of those elected.
- F. The board must use an election platform that is secure and allows only one vote per member.

Section 3-Transition

- A. The transition of officers and elected committee members shall take place at the annual summer meeting of the TTAO leadership. Outgoing officers and committee members complete their term at the end of the one-act play season of the current year. New officers and committee members should attend the summer meeting.
- B. The official transition from Chair to Chair-Elect shall occur at the end of Old Business at the summer meeting in an election year.
- C. The Chair and Chair-Elect shall work together to develop the agenda for the summer meeting in any transition year with outgoing Chair focusing on Old Business and the incoming Chair focusing on the New Business.

Article 8-Meetings

Section 1-Board of Directors

The Board of Directors will meet bi-annually and may call additional meetings as required. Board members may participate in person or electronically. Additional meetings may be called by, or at the request of, the Chair or two or more Directors. The summer meeting will be held on the second Friday and Saturday of June, unless the Board deems otherwise.

Section 2-Standards and Practices Committee

The Standards and Practices Committee will meet annually as determined by the Board of Directors and may call additional meetings as necessary. Ad hoc committees will meet as necessary.

Section 3-General Membership Meetings

The Board of Directors shall set the date, time, and place for the regular meetings of the TTAO. The annual TTAO membership meeting will be scheduled during the Texas Educational Theatre Association, Inc. TheatreFest.

Section 5-Notice of Meetings

For all meetings, TTAO shall provide written notice of date, time, place, and purpose. Notice shall be delivered to all voting members no later than 7 days prior to the meeting.

Section 6-Quorum

Ten percent of the active membership shall constitute a quorum. Only active members are eligible to vote.

Article 9-Rules of Order

Unless otherwise specified in the Manual of Operations and By-Laws, business meetings of the TTAO, the Board of Directors, and all committees shall be transacted in accordance with the current edition of Robert's Rules of Order.

Article 10-Recommendations for Amendments to the Manual of Operations

- A. The Board of Directors may revise the Manual of Operations as required without membership approval.
- B. A simple majority vote by the Board during a Board meeting shall amend the Manual of Operations.
- C. Recommendations for changes to the Manual of Operations may also be made by any member. The recommendation must be submitted in writing 15 days prior to a called meeting.