



Texas Theatre Adjudicators and Officials (TTAO)

Manual of Operations Amended 6/16/20 MP

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 Standards and Practices Committee

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.
6. Complete a TTAO certified in-person contest management training before December 31, 2025. If a TTAO member fails to attend an in-person training before the deadline the member will lose their designation as a TTAO certified contest manager.

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 Meet.)
- 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 the contest manager 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. TTAO Adjudicators
 - a. 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.
 - b. 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.
 - c. May 1st through June 1st is the window for renewal to be considered for Area, Region, State assignments.
 - d. If an adjudicator misses the renewal window they may still pay dues, and meet renewal requirements until April 30th of the following year. If they have not renewed by April 30th they will be removed from the judging list and will have to reapply and recertify.
 - e. If a judge would like to remain on the list, but not judge during a contest season they must still pay dues, and meet renewal requirements for that season to stay current. If they are a lifetime member, they must still meet renewal requirements including accepting renewal statements and marking availability.
- B. TTAO Contest Managers
 - a. Contest Managers must complete an online certification annually to be recertified.
 - b. May 1st through June 1st is the window for renewal for TTAO Contest Managers
 - c. If a TTAO Contest Manager misses the renewal window they may still pay dues, and meet renewal requirements until April 30th of the following year. If they have not renewed by April 30th they will be removed from the judging list and will have to reapply and recertify.

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 agreements, 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 potential conflict of interest as defined in Article 3 Section 6 of the TTAO MOO.
 - 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 agreements, 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 – Adjudicator's Conflict of Interest Policy

TTAO Adjudicators shall not accept a judging assignment at a contest that would cause a legitimate conflict of interest. TTAO considers the following to officially constitute an Adjudicator conflict of interest for a One-Act Play contest:

1. The Adjudicator has familial relations (by blood, marriage, or other legal arrangement, either current or previous) to any person directly associated with a participating school's company, directing team, or administration.
2. The Adjudicator knowingly accepts money, gifts, favors, or bribes in exchange for preferential treatment of a contest production.
3. The Adjudicator has worked on or viewed a school's specific production of a contest play in any capacity before judging it on the day of the contest.

4. The Adjudicator judges a contest for which the school district of their current employment competes.

TTAO recognizes that some other activities in which an Adjudicator engages, beyond the above outlined restrictions, could lead to a situation where students, school staff members, and/or the general public may wrongly perceive a potential conflict of interest on the Adjudicator's part. An important note regarding conflicts of interest is that the perception of a potential conflict of interest, does not in itself, provide evidence of an actual conflict of interest or wrongdoing. Given the relatively small size of the educational theatre community in the state, as well as the collaborative nature of educational theatre in and of itself, it proves natural that interactions between judges and representatives from competing schools exist outside of the One-Act Play contest. As long as the above, declared restrictions have not been violated, TTAO does not view these other, outside relationships to constitute conflicts of interest on the Adjudicator's part. Some examples that do not constitute a conflict of interest might include, but are not limited to, social relationships, former co-worker statuses, and/or other educational or organizational associations.

TTAO trusts its Certified Adjudicators as accomplished professionals with integrity who practice the highest the highest ethical standards in One-Act Play adjudication. Thus, it is the responsibility of the Adjudicator to notify the UIL State Theatre Director immediately if any relationship exists that the Adjudicator feels would impair their ability to fairly and impartially adjudicate an assigned and/or contracted contest.

1 See more on affinity or consanguinity as defined in Government Code 573, Subchapter B

Section 7 - 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 8-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.

Section 9 - Payment Issues Process

TTAO has created a step-by-step process for officials to deal with issues relating to non-payment.

1. If adjudicator is not paid after 30 days or not paid fully, contact the contest manager.
2. If after 7 days the contest manager does not resolve the issue or doesn't respond the adjudicator should contact the District Executive Committee Chair or administrator responsible for payment. The contact information for the administrator responsible for payment should be found on the agreement. (Day 37)
3. If after 7 days the District Executive Committee Chair or administrator responsible for payment does not resolve the issue or doesn't respond then the adjudicator may file a grievance with TTAO. (Day 44)
4. If the grievance is found to have merit by the TTAO Chair then TTAO will send a letter to the District Executive Committee Chair or administrator responsible for payment (Day 51) asking for prompt payment.
5. If the District Executive Committee Chair or administrator responsible for payment does not resolve the issue or doesn't respond then TTAO will send a letter to all superintendents of the district and ask for prompt payment. A warning will be given that all schools in the district will be flagged for payment issues within TTAO in the following year if payment is not rendered in full. Any future invitation from any school in the district will be accompanied by a note to the prospective adjudicators that their district failed to pay fully or on-time the previous year.

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. Reviews Adjudicator Evaluations
 10. 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. Reviews Adjudicator Evaluations
5. Other powers and duties as assigned by the Board of Directors or Chair.
6. 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. 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. Other powers and duties as assigned by the Board of Directors or Chair.

E. Communications Director

1. 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. Maintains TTAO's social media accounts.
6. Remove all TTAO Adjudicator and TTAO Contest Manager profiles that are not current on April 30th each year.
7. Provides the Area/Region/State Selection Committee with lists of membership needed to complete their selection duties.
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 as TTAO's Conference Workshop Planner
7. Other powers and duties as assigned by the Board of Directors or Chair.

G. Directors-at-Large

1. Serve on the Awards Committee.
2. 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. Maintains and updates the TTAO By-Laws and Manual of Operations as needed.
4. Chairs the Awards Committee.
5. Orders TTAO Service Award, TTAO Legacy Award, Special Recognitions, and State Officials recognition awards.
6. Reviews Adjudicator Evaluations.
7. Chairs the Area/Region/State Selection committee as a non-voting member.
8. 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 and Scholarship Committee

Made up of the Past Chair, Treasurer Elect, and the at-large Directors, this Committee considers all award nominations for the TTAO Service Award, the TTAO Legacy Award, and any other special recognitions:

1. TTAO 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. The name of the recipient will be added to the TTAO Website and they will be presented the award at a public gathering.

- 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. The name of the recipient will be added to the TTAO Website and they will be presented at a public gathering. While this award may be given posthumously it is intended to honor living distinguished members.
 - c. Special Recognitions may be recommended by the Board or Standards and Practice Committee. This award is intended to give a small symbolic thanks 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. Special Recognition awards will not be added to the TTAO website and the award does not have to be presented at a public gathering.
2. TTAO Awards Selection Process
 - a. The Awards Committee considers and votes on each suggested award. A simple majority of the Awards Committee vote will suffice for nominating each award to the TTAO Board.
 - b. Nominations may come from the committee or be solicited by the Past-Chair from other members.
 - c. The Past Chair will report the award recipients' names to the Board of Directors and to the membership in a report.
 - d. The Awards and Scholarship committee will meet before January 1 to determine award recipients nominations. The awards will be voted on by the board at the next board meeting. Awards will be handed out in conjunction with the State OAP Contest or TETA Theatrefest.
 - e. Recipients of the TTAO Service and TTAO Legacy Award may not be current Board or Standards & Practice Committee members in the year the award is bestowed. However, current S&P and Board members may receive Special Recognition awards.
 3. TTAO Scholarships and Criteria
 - a. TTAO provides undergraduate scholarships to graduating high school seniors to further their studies in theatre.
 - b. The number of scholarships and amounts will be determined by the board and included in the annual budget approved by the Board.
 - c. Any student majoring in theatre at college, university, or conservatory may apply.
 - d. To apply, the student must complete a scholarship form provided by TTAO (See MOO appendix). The application form will include the following
 - i. Contact information
 - ii. College they are attending in the fall
 - iii. Name and nomination letter from HS theatre director
 - iv. Answer three short essay questions
 - v. High School Transcript
 - vi. Theatrical resume
 - e. Applications will be due no later than May 1st at 11:59pm and no earlier than January 1st 12:01am.
 4. TTAO Scholarship Selection Process
 - a. The Awards and Scholarship Committee will review all applications
 - b. Using the scholarship rubric (see MOO appendix) the committee will rank the applications.
 - c. The chair of the committee will tabulate the rankings and confirm with the committee the final results.
 1. The Past Chair will present the selections to the Chair of TTAO for the Board's consideration at the TTAO Summer Meeting.

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.
2. 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.

D. Executive Committee

The executive committee is composed of the top leadership of TTAO and adjudicates grievance issues. The committee may also be called to assist the Chair in decision making, planning, and important updates about the organization and the UIL One-Act Play contest.

1. Membership
 - a. The committee will be made up of the current Chair, Chair-Elect, and Past-Chair of TTAO.
 - b. The current Chair will also chair the Executive Committee.
 - c. If there is an issue that is directed towards a member of the executive committee, a blood relative of a member of the executive committee, or the member of the executive committee feels that they cannot be an objective party in the resolution of an issue in front of the executive committee then the committee member(s) will remove him- or herself from the committee while the committee deals with that issue.
 - d. If a committee member removes themselves from an issue the following succession order of officers will be used to temporarily replace the removed member. They will serve on the committee until the issue is resolved.
 - i. Communications Director
 - ii. Treasurer
 - iii. Communications Director-Elect
 - iv. Treasurer Elect
 - e. If the Chair, Chair-Elect, and Past Chair all remove themselves from the committee the issue should be presented to the full board.
2. Responsibilities
 - a. Adjudicate grievances filed with TTAO
 - b. Represent TTAO at official meetings
 - c. Report to the full board any action taken by the executive committee

E. Area/Region/State Selection Committee

Members of this committee will be made up from the members who served as the state adjudicators in the previous contest year and will recommend adjudicators to the TTAO board for assignment at Area/Region/State contests.

1. Membership
 - a. Adjudicators shall be automatically appointed to the selection committee after serving as a state adjudicator in the previous contest season.
 - b. The committee will be chaired by the Past-Chair of TTAO who will serve as a non-voting manager of the process.

2. Responsibilities

- a. Members will read all evaluations from the previous contest year with a professional understanding of confidentiality of these records.
- b. Members will report any accusation of ethics violations found in the evaluation to the chair of TTAO using the TTAO Grievance policy.
- c. The committee will designate area/region/state adjudicators who are eligible according to TTAO's criteria and following the process laid out in Article 11 of the MOO.
- d. The committee will produce a list of ranked Area/Region/State adjudicators with vote totals to be delivered directly to the state UIL Theatre Director.
- e. The committee shall meet at the beginning of balloting to receive instructions and be reminded of the core values of TTAO.

3. Meetings

- a. The committee may meet in-person or virtually
- b. The selection committee should only need to meet once a year. The meeting will be used to go over process, review core values, distribute evaluations and ballots.
- c. The Past-Chair and Tabulation manager shall meet to tabulate the ballots in person or virtually
- d. All of the committee's work must be completed before the annual summer TTAO board meeting.

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.
- J. If two at-large positions are being elected then the slate of nominees for those two at-large positions will be grouped into one pool of nominees with the two highest vote earners winning the position. Members will be asked to vote for two nominees from the pool during the election.

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 unless the election is for two at-large positions, in which case the two highest vote earners will be 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.
- G. The voting window for elections will open December 1st and close December 14th of each year.

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 weekend 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 30 days prior to a called meeting.

Article 11 - Process For Recommending Area, Region, State Adjudicators

Section 1 - Area/Region/State Qualified Adjudicators Designation

Annually the Area/Region/State Selection Committee will review all adjudicators with 3 consecutive years service for addition to the approved Area/Region/State list.

- A. The Communications Director will provide to the committee and Past-Chair a list of members with 3 consecutive years of service who are not currently listed as an Area/Region/State adjudicator.
- B. A single committee member may nominate any qualified member from this list. The nomination is made and without objection that adjudicator will be recommended to the TTAO board to be added to the Area/Region/State list. If there is an objection by any committee member then the motion to recommend them fails.
- C. Nominations should be based on an adjudicator's judging and evaluation history and consideration should be given to geography and TTAO's core values.
- D. Members must be current and in good standing to be considered for the Area/Region/State recommendation.
- E. Members recommended to the TTAO board for Area/Region/State designation will not be considered for the Region and State in the same year as they are recommended to the Area/Region/State adjudicator list.

Section 2 - Recommending Upper Level Adjudicators

Annually the Area/Region/State Selection Committee will review all adjudicator evaluations and produce a list of recommended adjudicators for upper level contests. This data will be given to UIL for the purpose of assisting in the placement of judges at upper level contests. The UIL State Theatre Director has final determination in placement of judges for all upper level UIL contests.

- A. Committee Members who have not reviewed all evaluations shall not participate in the selection process.
- B. The committee will elect a tabulation manager by a majority vote.
- C. The Past-Chair in conjunction with the committee tabulation manager shall tabulate rankings from each committee member. This will ensure that there is a witness to affirm the tabulation.
- D. Selection should be based on an adjudicator's judging history, as well as their current evaluations and consideration should be given to geography and TTAO's core values.
- E. Members must be current and in good standing to be considered for upper level recommendation
- F. Members should let the Past-Chair know immediately if they are unable to fulfill their duties.
- G. TTAO recommends to UIL that adjudicators not be assigned to the state meet in consecutive years.
- H. When the committee's work is complete the Past-Chair of the committee will provide the following:
 - 1. Recommendations for names to be added to Area/Region/State list to be delivered to the TTAO Board
 - 2. List of recommended judges for upper level contests with voting data delivered to the UIL State Theatre Director

Section 3 - Balloting of Area/Region/State Adjudicators

1. After reviewing all adjudicator evaluations each committee member will select 75 adjudicators from the current list of Area/Region/State provided by the Communications Director. They will only select a name, they will not be asked to rank judges. Each name selected will be a single vote for the adjudicator.
2. Selection should be based on an adjudicator's judging history, as well as their current evaluations and consideration should be given to geography and TTAO's core values
3. The Past-Chair and tabulation manager will gather each ballot and start tabulation only after all eligible ballots are returned.
4. The Past-Chair and tabulation manager will tabulate how many votes each adjudicator received from the list of eligible adjudicators.
5. The Past-Chair and tabulation manager will rank this list of adjudicators from the highest vote total to the lowest vote total. Adjudicators who are tied in votes will be listed alphabetically by last name.
6. The Past-Chair and tabulation manager will then provide the list of ranked judges and the vote totals to the UIL State Theatre Director.

Article 12 - Budget Policies, Expenses, and Banking Procedures

Section 1 - Annual Budget Request

1. TTAO Chair presents the Annual Budget Request to the Board of Directors for discussion and approval at the Fall meeting.
2. Annual Budget Request to include:
 - a. Adjudicator Training expenses (travel, lodging, food, materials for Chair, Chair Elect, 3 Panelists)
 - b. Scholarships/Awards (in consultation with Past Chair)
 - c. Administrative Overhead expenses relating to communications and secretarial duties (media, website, internet, applications and maintenance, materials, fees and business expenses relating to administration)
 - d. Board of Directors travel and business related expenses
 - e. Operations
 - i. Accounting
 - ii. Bank & PayPal fees
 - iii. Materials, postage, mailings
 - iv. Business registration fees
 - e. Insurance
3. Once the budget is approved by the board no approval is necessary to spend the funds listed in the budget. Any expense outside the adopted budget must be approved by the board except for purchases up to \$500 by the Chair that is agreed to by the Treasurer.

Section 2 - Procedures for Expense Reporting and Reimbursement Requests

1. Adjudicator Training Expenses:
 - a. The Chair and Chair Elect submit itemized Expense Report Form (found in TTAO Google Documents) and all receipts pertaining to travel, lodging, food, and materials associated with the training event to the Treasurer within 30 days of conclusion of event.
 - b. Treasurer reviews expenses and mails check to Chair Elect for all approved items on the Expense Report that are accompanied by receipts or another form of documentation. Check mailed within 30 days of Expense Report receipt.
 - c. Treasurer reports all expenses to Accountant monthly as needed for inclusion in Chart of Accounts and Financial Reports.
 - d. Persons receiving checks acknowledge receipt via email notification to Treasurer.
 - e. Notify Treasurer when Wells Fargo Debit card used via email communication. Send Treasurer all receipts with explanation regarding each debit transaction. Identify vendor and purpose of transaction. When possible, use TTAO Expense Report form.
2. Board and S & P Expenses:
 - a. All Purchases, Expenditures and Reimbursement Requests must be approved by the Chair and the Treasurer.

- b. Member submits Reimbursement Request Form (found in TTAO Google Documents) and all receipts pertaining to travel, lodging, food and materials associated with a TTAO Board of Directors meeting within 30 days of the conclusion of the meeting to TTAO Treasurer.
- c. Treasurer reviews expenses, tracks data, and mails a check to the member within 30 days of receiving the Reimbursement Request and receipts.
- d. Treasurer reports all expenses to Accountant monthly as needed for inclusion in Chart of Accounts and Financial Reports.
- e. All persons receiving checks acknowledge receipt via email notification to Treasurer.

Section 3- Banking Procedures

- 1. Maximum Balance Policy
 - a. The Treasurer should transfer monies from Checking into Savings Account periodically in order to keep checking account balance at or below \$5000. The purpose of keeping a lower balance is to protect TTAO checking account from the loss of high amounts due to fraudulent activity.