



**TTAO Board of Directors Meeting
June 12, 2021
10am – 5pm
Virtual Meeting**

Pre-Meeting activity: Board Training Q&A feedback

I. Call to Order

- ❖ *Dr. Carrie Klypchak called the meeting to order at 10:06am.*
- ❖ *Member present: Dr. Carrie Klypchak, Craig Hertel, Mark Pickell, Gary Cooper, Jill Ludington, Paula Rodriguez, Karen King, R. Scott Allen, Yvonne Phillips-Dupree, Jim Mammarella, Mandy Epley, Phillip Taylor.*
- ❖ *Members absent: None*

II. Changes to the Agenda

- ❖ *Add discussion topic of “Evaluations”. R. Scott Allen and Yvonne Phillips-Dupree. (added under VI, E-1)*

III. Approval of Past Minutes - for review of minutes, go to <https://www.ttao.org/wp-content/uploads/2021/01/TTAO-BOD-Meeting-Jan-2021.pdf>

- ❖ *R. Scott Allen motioned to approve the minutes from the prior board meeting. Mark Pickell seconded the motion. Motion carried.*

IV. Officer Reports

A. Chair – Dr. Carrie Klypchak

**Chair Report, Texas Theatre Adjudicators and Officials
Board of Directors Meeting – June 12, 2021; Virtual
Carrie Klypchak, PhD**

General Activities/Information:

Since the January Board Meetings, a great deal of my time has been spent in meetings and communication with multiple people via phone, email, zoom, text, messaging, etc. regarding managing and adjusting for the ever-changing COVID dynamics affecting the One-Act Play Contest,

trouble-shooting issues with TTAO Connect and the renewal process, and working with members of committees, officers, employees, etc. to complete tasks and answer questions. I also vetted many concerns/points of confusion from general membership regarding the above and sent numerous emails as points of clarification.

Additionally, I worked with staff and membership on initiating and implementing our Demographics Survey, which began in May. Special thanks to Mandy and Scott for the help with this. In a decision with Craig Hertel, as the incoming Chair, the results of that survey will be shared in January 2022 in order to have a firmer grasp of our overall membership dynamics in 2021.

I have also been working with TxETA for TTAO to co-sponsor a Keynote Speaker at the upcoming convention who will focus on Diversity, Equity, Inclusion, and Accessibility; I will begin to allow Mr. Hertel, as the new Chair, to assume leadership of this planning. As well, I have begun to explore options at TxETA to honor our Legacy and Service Awards recipients whom we have not been able to formally honor at the State Meet for the last two years due to COVID. I continue to develop plans for that, as I will be assuming responsibility for Awards in my new role of Past-Chair. I have also worked with Gary Cooper to schedule our upcoming TxETA sessions and will pass along this planning to Mr. Hertel's leadership from here.

I also communicated with the Diversity and Resiliency Institute of El Paso to attempt to arrange some Board and Standards and Practices Committee trainings for our organization to help hone practices focusing on diversity and inclusion in our leadership. My hope was that the training might be able to happen in conjunction with the current summer meetings. However, unfortunately, we were unable to arrange that timing. I have respected colleagues from other national theatre organizations who have worked with DRIEIPaso and have positive things to say about the training. As such, I will pass the contact information along to Mr. Hertel in case he would like to continue trying to secure training from them in the future.

Also, I spent a good deal of time vetting and responding to Grievances and Issues and negotiating payment challenges, per the usual.

Further, I worked with Gary Cooper to send a spray of flowers from TTAO to C Lee Turner's Memorial Service (thank you for your help, Gary). I would like to note this here, as TTAO received a very nice thank you note from Mr. Turner's wife, and I believe it meant a great deal to her.

All of the above was in addition to the general management of the organization, as currently falls to the Chair. As I pass the gavel to Mr. Hertel with a very happy heart, I look forward to all of the wonderful strides forward that our organization can continue to make. I have been working with Mr. Hertel to make the transition as seamless as possible. And I know that our leaps forward in the organization will happen at an accelerated pace when we are not dealing with the types of extreme and unprecedented circumstances that we have had to negotiate over the last two years.

It has truly been an honor to work with the TTAO Board during my time as Chair; thank you to you all for your help and work along the way. Onto the joy of continuing to work hard together for the continued growth of education theatre in the state of Texas...

Respectfully Submitted,

Carrie Klypchak, PhD
Chair, TTAO

B. Chair Elect – Craig Hertel

Chair-Elect Report – Craig Hertel

Conducted 2 Adjudicator Trainings—used the same basic methods that were developed for the virtual training last December and updated for a session on April 9-10 (where 18 new judges were certified), and another on May 14-15 (where 14 were certified). For these, we replicated a contest day experience-- including a director's meeting, evaluating plays, ranking plays, choosing acting awards and giving written and oral critiques.

Examined ways to potentially hold Contest Manager trainings in a virtual format. Decided—in consultation with the Executive Board—that we would not hold any on-site Contest Manager trainings this year.

Looking forward to (hopefully) moving back to in-person format next year or both Adjudicator Training and Contest Manager Training, and working with the new Chair-Elect on coordinating those sessions.

Responded to questions on email, social media, etc.—many about trainings and certification.

Met virtually with the TTAO Executive Board about other issues.

C. Past Chair – Mark Pickell

Past-Chair Report

Board Members,

It is with a heavy (and slightly relieved) heart that I write this final report for TTAO. It turned out to be a busy final few months in the position of Past-Chair. Below is a list of the business I conducted on behalf of TTAO.

- Contacted 2020 and 2021 award recipients and communicated changes to honor them at TxETA Theatrefest instead of state meet.
- Updated awards with new logo and ordered all awards for both 2020 and 2021 to be presented at TxETA Theatrefest
- Created Past-Chair Manual
- Chaired Awards Committee meeting- see report
- Chaired Area/Region/State Recommendation Committee - see report. I conveyed results directly to the UIL State Theatre Director.
- Reviewed Manual of Operations and made sure it was completely up to date before rolling off of the board.
- Met with executive committee and treasurers and made recommendations to protect our financial accounts from fraud
- Worked with the chair and web developer to implement fixes to TTAO connect
- Cancelled my TTAO zoom account

As I roll off after over a decade of serving and growing with this organization I wanted to highlight some areas I believe we can continue to grow and develop as an organization.

- Communication - This role is so important and we constantly need to grow and adapt as the social media landscape and members attentions shift. We need to continue to build on the success Cathy, Jill, Mandy and Tayler have had in transforming this role. Our success as an org will be tied directly to our ability to communicate with our membership.
- Evaluations - We need more data to help make recommendations and decisions. **We need to think outside the box.** We have tried the beg and plead method and that method results in, at best, 20% of the evaluations returned. We need 100% to make the best decisions. We also need some type of committee to read the CM evals and make recommendations.
- Refine CM training - Continue to improve our contest manager training and the policies and procedures around it that support the contest.
- Balance Workload - Probably the most important. There is a lot of work happening at the top of this org and we need to displace some of that to allow leadership to balance their own work and personal life with the demands of TTAO.

- A trained, healthy, and diverse board - We need to continue to transition from our mindset as a committee and continue our journey as a non-profit. We need board members who are VERY well informed about the policies of TTAO and UIL as well as non-profits. We need a board where our differences are celebrated and where all voices have a seat at the table. We need a board who understand the weight, liability, and responsibility of serving on a non-profit board and is committed to following policy and procedure. Submitted reports should be thorough so there is an archive of information for current members to understand what is happening in their org but also these reports serve as an archive for future board members to understand changes that took place in the past.
- Finally, If you are planning on changing policy at a board meeting craft the language of that policy before the board votes on it (preferably before the board meets). You can always edit it before adopting, I believe we waste a lot of time in meetings crafting language for things we agree on in principle. If you know me, you know it is true when I say that it has been an absolute highlight of my educational career to serve the many adjudicators and contest managers across the state as a leader of TTAO. I have served alongside some amazing people in the last decade that really believed in me and the organization, and built a vision for its future.

The one thing I am most proud of from my time on the board was participating in developing the core values for our organization alongside my fellow judges and contest managers. Education. Diversity. Integrity. Transparency. Service. If we make every decision with these core values in mind our organization will become a model for educational service non-profits across the country.

As I leave a very different organization from when I joined leadership, I am absolutely thrilled to see the future that Carrie, Craig, and Yvonne carve out for this organization. Thank you for trusting me to lead the organization. TTAO will always have a very special place in my heart.

Respectfully Submitted,

Mark Pickell

Past-Chair

D. Treasurer – Gary Cooper

Treasurer Report

- Each month I have downloaded the monthly statements from our Wells Fargo Checking, Wells Fargo Savings Accounts and our Paypal account. Each statement has been sent to Anna Swenson, our accountant. They have also been saved in our TTAO financial folder and hard-copies have been printed and saved in the treasurer's lock box.
- As needed, I have transferred money from our Paypal account into our Wells Fargo Checking account.
- In May, as membership fees came in, I transferred money from our Wells Fargo Checking account into our Wells Fargo Savings account in order to keep our Checking account near 5000.00.
- In May, I refunded several duplicate membership fees due to a glitch in the TTAO Connect site.
- When requested by Karen King, I created reports for the C. Lee Turner Real Change Award campaign.
- I worked on creating the Treasurer's manual and, in June due to recent financial fraud that occurred in another theatre organization, I included information about safeguarding user ID's and passwords.
- Little to no reimbursements were requested during this period, because no requests were submitted to me. I assume this is due to no in-person trainings occurring due to Covid-19.

Texas Theatre Adjudicators and Officials Financial Report

	As of 5/31/2021
Cash on Hand:	
Wells Fargo Checking	17,869.23
Wells Fargo Savings	42,139.10
Pay Pal	1,924.97
	<u>61,933.30</u>
	For the Five Months Ended 5/31/2021
Receipts	
Membership Dues	16,727.00
Donations	560.00
Real Change Campaign	1,765.00
Interest Income	1.74
Total Revenue	<u>19,053.74</u>
Disbursements	
Program Expenses	
Travel and Meetings	
Operations	
Bank and PayPal Fees	649.32
Books, Subscriptions, Online Software	658.80
Supplies	71.38
Virtual Assistant	2,000.00
Total Expenses	<u>3,379.50</u>
Receipts in Excess of Disbursements	<u>15,674.24</u>

Respectfully submitted,
Gary Cooper
Treasurer- TTAO

E. Communication Director – Jill Ludington

June 3, 2021

TTAO Board Meeting

Report of the Communications Director

I am grateful to have Mandy Epley on the Communication Team. She has continued to provide a wealth of knowledge, creativity, and ideas. Thank you, Mandy.

TTAO Membership

TTAO Membership	Current Members	Lapsed Members	Lifetime Members
Adjudicators	242	257	46
TTAO CMs	101	145	23
Non-TTAO CMs	12	351	2
Total Current Members	277	744	55

Since this is early on in our renewal process, we expect that the membership numbers will continue to increase. The Communications Team worked diligently through the Smore Newsletter and TTAO Facebook pages to help relate to our membership that renewal was open. An automatic email was also sent out on May 1st cueing our membership to renew. I received many questions from our membership on how to renew. They seem confused. This is something that Tayler Gill probably use to take care of. I spoke with Tayler. Tayler communicated that she would like to create a tab that people can click on to renew on the TTAO website easily renew from there as well. I think this is worth consideration. It takes quite a bit of time for the person in this role to answer these questions.

There was a bit of an issue with Connect and renewal. Carrie worked diligently with our specialist to correct this issue. I worked on trying to answer questions that were brought to my attention by membership during this time on Facebook Messenger, text, or the TTAO Facebook pages. Members were asked to hold tight for a bit through posts until the problems were resolved. Problems were resolved quickly, and members could renew without further issue. Thank you, Carrie, for your work on this with Tim.

Thanks to Craig for his work on training our new adjudicators. Both groups of new adjudicators certified through the online training were emailed a welcome email and invited to join the TTAO FB page once their dues were paid. We worked on promoting these trainings through our social media and newsletter as well.

Mandy Epley and I continue to work on keeping our membership updated and informed through social media, email, and newsletters. I post on our TTAO Adjudicator and TTAO Contest Manager Facebook pages and continue to manage the membership requests to join the pages and answer membership questions. The pages are continuing to grow! We get a lot of people that request to join that are not TTAO members. Many are wanting to get certified (great news), or they are CMs that do not want to join TTAO and pay dues. I have been contacting each of these personally. This has gone very well. All seem very appreciative. We need to work on getting the word out that only TTAO paid members can be on the pages to save the future Communications Director time. Mandy works on organizing and formatting information for our quarterly newsletter.

I promoted the TTAO scholarship on the UIL One-Act Play Director's Facebook page and TTAO Facebook pages and Mandy promoted through the Smore newsletter. We celebrated our Legacy and Service Award Winners as well as our State Contest Managers and Adjudicators as well.

As the updates from UIL office came concerning the OAP contest, our membership was advised to be sure to check their emails, so they were up to date with all the information. Members were asking questions on the TTAO Facebook pages and through messenger. The reply was that with was not a TTAO question, and to please contact Paula or wait for UIL to make an announcement.

We worked on updating our Communications Calendar and Mandy will be creating our Summer Newsletter to go out in July following our June Board Meeting to keep our membership up to date.

Respectfully submitted,

Jill Ludington

TTAO Communications Director

V. Reports of Select Committees/UIIL

A. State Theatre Director - Paula Rodriguez

June 7, 2021

UIIL Theatre Report- State Theatre Director

1. **Meetings-** Met (via ZOOM or telephone) with Theatre Advisory Committee, Fine Arts Director groups such as TMAAC and other state leaders in NFHS to discuss programs, advocacy, COVID-19 safety as well as share information on spring events. Conversations with Dr. Klypchak, Chair of TTAO, to share updated information related to the contest.
2. **Planning Guide- Created the spring planning meeting guide for organizing the spring OAP contest, its addendums and FAQ sheets.** Information included schedule options and up to date information on facial coverings and other UIL COVID-19 Risk Mitigation Guidelines and contest modifications.
3. **Served as a resource** for directors, judges and contest managers on contest day and rehearsals.
4. **Daily Correspondence-** emails and telephone calls with school administrators, directors, adjudicators, contest managers and many parents regarding COVID-19 concerns and the OAP contest.
5. **OAP State Meet 2021-** Organized the 6 state meet conferences. This includes arranging selecting contest sites, accommodations for judges, assigning and hiring contest managers, arranging some staffing, working with ticketing services, arranging payments, mailing awards. 6 State meet sites included organizing 6 company meetings and traveling to 3 of the 6 state conferences.
6. **Evaluations-**organized and submitted adjudicator evaluations from 2020-21 to Mark Pickell, chair of the area, region, state selection committee.
7. **New Proposal-**H. Russ Brown, TTAO Adjudicator, is submitting a proposal to ban contact hits, slaps or kicks to the head in the OAP contest.
8. **New proposal** from Theatre Advisory Committee- A proposal to allow critiques to be held either before or after results. **Handbook proposal Clinics/Festivals-** Not an official proposal, but to remove the minimum number of schools required at a host site. A school may bring a critic to their home campus. A school's session may not exceed more than 2 hours this includes the performance of the contest entry and critique. The host school must submit a Festival

Form to state office that includes name of school, administrator, play title and clinician's name.

9. **Film and Theatrical Design Contest-** Organized the virtual awards ceremonies. Facilitated the State ZOOM sessions and awards.

Announcements:

- Legislative Council meets on June 15- AT&T Conference Center- Austin

- Calendar changes
 - a. August 12, first day to contact judges and draw for performance order.
 - b. August 31, deadline for Bi-District Information.
 - c. November 7, first day to contact 2nd & 3rd judges for panels.
 - d. All levels of competition to be scheduled
 - e. State OAP is scheduled for May 5-7 in Austin area.

Respectfully submitted,
Paula Rodriguez

B. Awards and Scholarships Committee – Mark Pickell

Awards Committee Meeting Report

Virtual

June 8, 2021

3:30pm-4:21pm

Members in Attendance: Mark Pickell (Chair), Scott Allen, Yvonne Phillips-Dupree, Jim Mamarella, Karen King

The committee opened the meeting with concern about the low amount of applications we received this year. We decided to spend most of the meeting brainstorming ideas to present to the board to increase scholarship participation as well as make recommendations for scholarships.

The committee discussed possible causes unique to this year that might have impacted applications:

- Enrollment at universities is down in the fall
- Continued disengagement from students affected by the pandemic

We discussed the application Form

- The committee was strongly satisfied with the form. It seems challenging enough, but not asking too much. We recommend no change to the application. We also note that TTAO has revised the scholarship form recently to make it more streamlined.

The committee discussed new communication strategies to promote the scholarship

- Partnering with TxETA - newsletter, stuff flyers, table at audition with scholarship info and staffed?
- video for marketing - possibly with past winners for social media
- offer incentives to schools or directors whose students submit the most apps
- Multiple Virtual interest meetings for students
- host a scholarship workshop TxETA - students and teachers
- place scholarship info on the UIL playbill info - for parents
- Contest managers blurb to read about the scholarships -
- advertise on social media - expanding to instagram-tik Tok where kids are
- Partner with regional auditions sites to spread info
- Partnering with Thespians - newsletter
- pushing info to esc counselors - or principals/counselors group (maybe Mandy epley)
- asking adjudicators to promote the scholarship at clinics and workshops

- possible mailing flyer or pdf flyer to all schools or directors
- promotion on general scholarship newsletters and websites that list scholarship opportunities

The committee also thought of some out of the box ideas to transform the scholarship -

- Opening it up to ongoing students (community college and students already at university)
- Convert to a graduate school scholarship - to help create more judges
- Partner with individual members who might want to match funds to increase scholarship amount
- TTAO increase scholarship funds (we have done this before) to make the amount more attractive

The committee also felt strongly that the treasurer should provide information to scholarship winners to send a thank you note to the board when they are awarded in an effort to encourage good manners.

COMMITTEE RECOMMENDATIONS TO THE BOARD

The committee recommends awarding two scholarships

\$1500 Harper LaRouche

\$500 Jessica Dawn Frasier

The committee recommends enhancing and prioritizing our communications strategy for scholarships for 2022 to increase participation.

The committee recommends TTAO consider allowing a larger pool of applicants (ongoing students and graduate students) to apply for the scholarships to increase participation.

Respectfully Submitted on behalf of the committee,

Mark Pickell

Chair - Awards Committee

C. **A/R/S Committee – Mark Pickell**

TTAO Area/Region/State Recommendation Committee

Virtual Meeting
June 2nd 8pm-9pm

Members Present: Mark Pickell (Chair), Alison Frost, Cathay Huvar, Deb Shaw, Freddie Buckner, Mariana Jones-Meaders, Scott Allen, Terri Castleberry, Yvonne Phillips Dupree, Lisa Hale, Kim Frederick, Kelsey Kling, Kathy Harvey, Kim Hines, Margaret Valenta Davis, Phillip Morgan, Travis Springfield.

The meeting was called to order and we went over the new procedure of recommending Area/Region/State adjudicators. Confidentiality of evaluations was stressed. Questions from committee members were answered. The committee unanimously elected Alison Frost to the role of Tabulation Manager. The members were sent the 2021 Adjudicator evaluations provided by UIL electronically and an individual ballot to select 75 top judges. They were also asked to review a list of judges eligible to be elevated to the Area/Region/State List and asked for nominations. We closed the meeting with the understanding that all of the work would happen virtually over the next week including reviewing evaluations and recommending judges.

On June 8th I combined the ballots of the committee and came up with a master ranking list of all 212 Area/Region/State Judges and the votes they received. I sent the combined rankings to Alison Frost, the tabulation manager, who checked and confirmed the results of combining rankings. Per our new policy, I transmitted the final list directly to the UIL State Theatre Director, Paula Rodriguez in confidence and reminded her that TTAO recommends that judges do not adjudicate state in consecutive years.

I also compiled the nominations I received from the committee for Area/Region/State adjudicator designation listed below.

Recommendations for additions to the Area/Region/State List

Without objection (and after each person is vetted as far as eligibility) the Committee recommends the following members receive Area/Region/State adjudicator designation.

Mikey Abrams
Missy Arnold
Aaron Brown
Karyn Brown
Vicki Dillard
Adriana Dominguez
Laurie Durrett

Timothy Estelle
Sherran Geistmann
Jacob Layton
Suzanne Martin
Susan McCarson
Sandra Mullenax
Patrick Ralls
Dana Riggins
Patricia Roberson
Chuck Roe
Sharna Shirl
Rebecca Walters
Tamera Young
Adam Zaraowski

Respectfully Submitted on behalf of the committee,

Mark Pickell
Past-Chair

D. Real Change Committee – Karen King

REAL CHANGE COMMITTEE REPORT

June 7, 2021

Committee Chair – Karen King;

Members: Freddie Buckner, Kim Hines, Luis Munoz, Gary Cooper



Formed at the annual Summer Meeting, Real Change is a fund-raiser

REAL CHANGE STATEMENT: WHAT IS REAL CHANGE: TTAO's fund-raising campaign to place needed dollars in our socio-economically disadvantaged communities. Money raised will be used to fund TETA convention attendance, summer camp tuitions, clinics, and guest artists.

A trip to TETA, the Thespian Convention, tuition for a Summer Drama Camp changes lives and helps expand theatre in our communities, which affects our society as a whole. Be part of the real change, and as you accept your contracts for this upcoming UIL OAP season, think about donating and be the difference in implementing Real Change.

- Since the launch – from 8/15/20 – 6/7/21 – TTAO's PayPal Donation account reflects 22 members donating and a donation from BTEC with a net receipt after fees of, \$4, 985.00
- According to the last report, 45 out of 367 members have donated. This equates to about 12% of our current membership.

Next Actions:

- Form an “awards” committee to create parameters and submission requests for funding.
 - A draft application is currently being developed.
 - Have the application checked for legal and tax compliances?
 - Develop, promote and publish application process
 - Review and recommend awards for year beginning 9/1/2021 – 8/31/2022
- Create a Memo for all CM's to hand to adjudicator's at the contest for donations
- Request weekly blasts on our social media accounts to continue to promote campaign.
- Explore seeking donations other than those of traditional monetary.

Respectfully submitted,

Karen King

E. Standards and Practices Committee – Craig Hertel

Standards and Practices Committee

June 11, 2021

Members attending: Tana Howard, Larry Carpenter, Aimee Kasprzyk, Carla Schuman, Kathy Harvey, Rachel Harrah, Freddie Buckner, Kelsey Kling, Lou Lindsey, Aquilla Aubrey, Yvonne Phillips-Dupree (incoming Chair-Elect), Paula Rodriguez (UIL State Theatre Director), Craig Hertel (Chair-Elect)

1. S&P submitted a slate of nominees for the open positions.
2. Issues relating to 2021 OAP Contest
 - a. Critiques
 - i. Supports Critiques before awards
 - ii. Critiques “immediately” after vs. “buffer zone” of unloading, etc
 - iii. Judges should not be allowed to listen to other critiques (could bias ranking/awards)
 - b. Clinics at Individual School (Travelling Clinic)
 - i. Support if UIL allows
 - ii. Support all four may be done this way
 - c. Two-Day Contest/Schedule C
 - i. Time to consider (more notes)
 - ii. Payment difference
 - iii. Additional costs of rooms, meals, etc.
 - iv. Schools that have to travel (urban/rural split)
 - v. Schedule C with Too Many Schools
3. Contractual Agreements
 - a. Dietary Requirements
 - b. Separate Checks for Contest and Expenses
 - i. TTAO’s Responsibility
 - ii. Checkboxes
 - iii. Communication on Social Media
4. Adjudication
 - a. UIL Film and Design Contests
 - i. Too much to take on
 - ii. Payment of these Judges
 - iii. Workshops/Training
 - b. Clinics
5. Support and Recruitment to Increase Diversity
 - a. Ways to Encourage
 - b. Go to/Wait to Come
 - c. Special Funds

V. Old Business

- A. Dormant Judges' Profiles – Timeline/Deadline (could affect overall dues statement in By-Laws - highlighted)
- ❖ *Mark Pickell motioned to allow the executive committee the authority to research and designate a beginning and end to the fiscal year to be presented as a bylaw change to our membership at the September board meeting. Jim Mammarella seconded. The motion carried.*
- B. TTAO Membership: Contest Manager – Timeline Goals
- ❖ *Craig Hertel motioned that in order to be a TTAO contest manager, in-person training must have been completed by May 31, 2026. Yvonne Phillips-Dupree seconded. Motion carried.*
- C. Final Approval of Addition of Area, Region, State Committee into By-Laws. See Appendix A (highlighted areas)
- ❖ *Mark Pickell motioned to recommend to include the addition of the language in Section 7 (see Appendix A, highlighted "Section 7") concerning Area, Region, and State committee into the by-laws to be presented as a by-law change to our membership at the September board meeting. Craig Hertel seconded. Motion carried.*

OFFICER CHANGEOVER

- ❖ *Dr. Carrie Klypchak addressed the board and thanked them for the opportunity to serve and expressed her confidence in the new leadership. The "virtual gavel" was passed over to Craig Hertel as the new Chair, and Yvonne Phillips-Dupree welcomed as the new Chair-Elect.*
- ❖ *Craig Hertel expressed his thanks and gratitude to Carrie for her leadership during especially trying times.*
- ❖ *Yvonne Phillips-Dupree expressed her gratitude for Craig and Carrie's time and expertise. She read "Thank You for Your Kindness" to the board.*

- ❖ *Carrie recognized Mark Pickell as he rotates off of the board as Past-Chair. Mark has given over a decade of his life to this organization and the board thanks him for his service and dedication. Carrie, Jill, Paula, Craig read special haikus for Mark.*
- ❖ *Mark communicated the joy and pleasure he received from the service he was able to give over the years, and expressed his excitement for the new leadership and overall direction of TTAO.*

The board recessed from 12:35pm until 1:30pm.

VI. New Business

A. Adopt New Chair Goals

- ❖ *To strengthen the ability of our membership to positively impact UIL's One-Act Play contest.*
- ❖ *To strengthen the organization's outreach to the theatre community.*
- ❖ *Jim Mammarella motioned that these two goals be adopted. Karen King seconded. The motion carried.*

B. Scholarships

1. New Recipients

- ❖ *Yvonne Phillips-Dupree motioned to approve and accept the two scholarship recipients. Mandy Epley seconded. Motion carried.*

2. Scholarship Future

- ❖ *Past-Chair will call a meeting with the scholarship committee to discuss a plan for a TTAO student scholarship workshop at TxETA and other scholarship communication.*

- C. Adopt New Nominees for A/R/S Qualifying Adjudicators
- ❖ *Yvonne Phillips-Dupree moved to accept the recommendations for Area/Region/State judges with flexibility. Dr. Carrie Klypchak seconded. Motion carried.*
- D. Financial Protocols
- ❖ *Gary Cooper discussed current protocols and recommendations for internet security. The Board discussed and will continue to review financial protocols and additional ways to safe-guard funds.*
- E. Critiques
- ❖ *Discussion: If UIL does decide to have critiques directly following performance or load outs, it may be beneficial for TTAO to offer workshops on how adjudicators can synthesize notes quickly in order to feel more prepared for the critique.*
 - ❖ *Discussion: Are critiques best for all parties after strike, after load out, before awards, or after awards?*
 - ❖ *Craig Hertel motioned to table the discussion until the September 2021 Board Meeting. Dr. Carrie Klypchak seconded. Motion carried.*
- E-1. Evaluations (added to agenda at the beginning of the meeting by R. Scott Allen and Yvonne Phillips-Dupree)
- ❖ *Discussion: How can we ask the directors to fill out the evaluations? Could this be required before awards? UIL send an email blast once per week? Can we motivate through a possible drawing? Winner could receive a coupon for free scripts, or free workshop for their school, etc.*
 - ❖ *Yvonne Phillips-Dupree motioned to table the topic of motivating contest participants to complete evaluations. Karen King seconded the motion. Motion carried.*
- F. Clinics

- ❖ *Jill Ludington motioned that TTAO recommend that UIL consider dropping the 3 school minimum for festivals and clinics. Phillip Taylor seconded. The motion carried.*

G. Additional S&P Items for Discussion

- ❖ *Discussion: We must continue to educate our membership and continue to teach them on “Did you know?”, “What we do”, “What we don’t do”, etc. with the purpose of helping our membership differentiate what is within TTAO jurisdiction versus what is UIL jurisdiction.*
- ❖ *Craig Hertel motioned to table discussion regarding Adjudication of UIL Film and Contest Design with no action. Jill Ludington seconded. Karen King and Yvonne Phillips-Dupree opposed. The motion carried.*

H. Future of Real Change – Dynamics, Configuration, Fiscal Turnover, etc.

- ❖ *The board discussed the future of the Real Change Committee.*

The board recessed at 4:04pm, to reconvene at 2pm on June 13.

Craig Hertel called the Board into session at 2:04pm on June 13th, 2021. All members were present.

H. Future of Real Change – discussion continued

- ❖ *The Board continued discussion and the future of the Real Change Committee. Changes were fleshed out.*
- ❖ *Yvonne Phillips-Dupree motioned to permanently name the Real Change award the “C Lee Turner Real Change Award”. Karen King seconded. The motion carried.*

- I. Contest Manager Evaluations
- ❖ *The Chair will coordinate with the UIL State Director to get the Contest Manager evaluations.*
 - ❖ *TTAO will pilot getting these evaluations to Contest Manager members in May 2022.*
 - ❖ *A discussion also took place on how we could possibly get adjudicator evaluations out electronically, but this is not currently possible. They will continue to be mailed to TTAO members.*
- J. Nominations (for positions to begin June 2022)
1. Board of Directors
- a. Communications Director-Elect (Current: Mandy Epley)
Missey Head, Carla Schumann
 - b. Treasurer-Elect/Historian (Current: Karen King)
Omar Leos, Greg Arp (pending acceptance of nomination)
 - c. Director-At-Large (Current: Scott Allen)
 - d. Director-At-Large (Current: Jim Mammarella)
Kelsey Kling, Larry Carpenter, Ezekiel Morgan, Phillip Morgan
2. Standards and Practices Committee
- a. Region 2-CM (Current: Larry Carpenter)
Kelly Parker, Cade Butler, Diane Cody (pending acceptance of nomination)
 - b. Region 4-CM (Current: Carla Schuman)
Jacob Layton, Megan Thompson, Mike Doggett
 - c. Region 2-Adjudicator (Current: Rachel Harrah)
Jenae Yerger Glanton, Missy Arnold
 - d. Region 4 Adjudicator (Current: Kelsey Kling)
Scott Schumann, Lisa Herrera (pending confirmation of her location), Mark Stringham, Joel Garza
- K. Appointed positions to begin October 2021 (Pending By-Law changes by membership in Sept.)
1. Board of Directors
- a. Core Values Director (2021 Appointed New Position – Normal term of 2 Years; in this instance, appointed in October 2021, pending by-law

changes and serving until June 2023; in the future, elected by membership vote) *Primary Duties: Chairs Core Values Committee; advises on the impacts and adherence of TTAO's Core Values on any motion put before the board; other powers and duties assigned by the Board of Directors or Chair.*

Rachel Harrah is appointed.

2. Core Values Committee Members (2021 Appointed New Committee – Normal term of 2 years with staggered terms amongst committee members; in this instance, all will be appointed to begin October 2021, pending By-Law changes. Appointments will be staggered in one and two year terms to get the committee started. Elections to fill the initially appointed one-year terms in Region I and III will happen in December 2021; those elected members will then begin in June of 2022. And the following year, remaining elections will happen for Region II and IV.)

a. Region I (current one-year appointment)

Zachery Kocurek-Gentry is appointed.

b. Region II (current two-year appointment)

Amy Jordan is appointed.

c. Region III (current one-year appointment)

Norma Thomas is appointed.

d. Region IV (current two-year appointment)

Rosendo DeLeon is appointed.

e. Board Appointed (current one-year appointment)

Kim Hines is appointed.

f. Board Appointed (two-year appointment)

Aaron Brown is appointed.

Committee Functions: *Created to make recommendations to the Board of TTAO on all matters regarding our Core Values. The committee will also report to the general membership the state of TTAO's Core Values at the annual business meeting and develop programs, workshops, service projects, resources, etc. to continue honing the Core Values in the organization.*

3. Adjudicator Trainer (Appointed; two-year term)

4. Contest Manager Trainer (Appointed; two-year term)

- ❖ *Different nominees for Adjudicator Trainer and Contest Manager Trainer were discussed and offered to the Chair-Elect to be considered for appointment.*

L. Adjudicator and Contest Manager Trainings – Number and Sites

- ❖ *Past as well as possible future training sites were discussed.*
- ❖ *Jim Mammarella motioned that the Board give the Executive Committee the authority to determine the sites and number of trainings. Mandy Epley seconded. The motion carried.*

VII. Closed Session

VIII. Comments, Announcements, Other Business

A. Continuing of Officer Manuals Development

- ❖ *Chair reminded officers to continue to update their manuals.*

B. Next Board of Directors Meeting: Wednesday, September 29, 2021 – 5 pm-9:15 pm (Moody Gardens in Galveston during Theatrefest at the Texas Educational Theatre Association Convention)

IX. Adjournment

- ❖ *Phillip Taylor motioned to adjourn the meeting. Dr. Carrie Klypchak seconded. The motion carried.*

Appendix A

Texas Theatre Adjudicators and Officials (TTAO) By-Laws (Proposed Revisions September 2021)

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~~ **President**, a ~~Chair-Elect~~ **President-Elect**, an **immediate Past-President**, a Treasurer, and a ~~Secretary/Communications~~ **Communications Director**, all of whom shall execute the duties of their office as provided for in the Manual of Operations. Officers are elected for a two-year term and shall not succeed themselves on the Board, except in the cases of the **President-Elect and President who will assume the roles of President and Past-President, respectively, upon completion of their initial terms. Additional voting board members include a Treasurer-Elect/Historian, a Communications Director-Elect, a Core Values Director, and three At-Large Directors.** 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~~ **President-Elect**, **Treasurer-Elect/Historian**, ~~Secretary/Communications~~, and ~~three Director-At-Large members~~ **Communication Director-Elect, Core Values Director, and the three At-Large Directors** 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~~ **they** 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: Standing Committees

Section 1. Standards and Practices Committee -

The Standards and Practices Committee serves as the nominating committee for the organization. It reviews and makes recommendations to the board for changes to standards and practices of the organization. It also reviews and makes recommendations to board regarding advocating changes to the University Interscholastic League One-Act Play contests.

Section 3. Scholarship and Awards Committee

The Scholarship and Awards Committee considers and makes recommendations to the TTAO Board regarding any TTAO awards or scholarships.

Section 4. Executive Committee

The Executive Committee is composed of the President, President-Elect, and Past-President. This committee shall be the first body to review and adjudicate grievances. This Committee shall also advise the President on day-to-day activities of the organization that do not require a board vote.

Section 5. Core Values Committee

The Core Values Committee makes recommendations and offers strategic insight to the board regarding TTAO's stated Core Values: Education, Diversity, Integrity, Transparency, and Service.

Section 6. Contest Manager Review Committee

The Contest Manager Review Committee reviews contest manager feedback and makes recommendations to the board regarding contest manager training.

Section 7. Area, Region, State Recommendation Committee

The Area, Region, State Recommendation Committee is comprised of the State Meet Adjudicators from a current year who review Adjudicator Evaluations, make recommendations to the U.I.L. State Theatre Director for Adjudicator assignment

considerations at upper-level contests for the following year, and make recommendations to the TTAO Board of Directors for newly qualified members with Area, Region, and State judging designations.

Article VIII: Meetings

Section 1. Board of Directors Meetings: The Board of Directors shall **minimally** 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, President**, 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 IX: 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 X: 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 XI: 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~~ or 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 XII: 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 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.