

Texas Theatre Adjudicators and Officials (TTAO) Manual of Operations (Amended 6/12/22)



Article I: Name

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

Specifically, TTAO will provide the University Interscholastic League (U.I.L.) 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 roles of the adjudicator and contest manager in the U.I.L. 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 U.I.L.

Article III: Membership

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 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 year college/university or conservatory degree or teaching certification in Theatre Arts and one or more of the following.
 - a. Advanced degree in Theatre
 - b. Five or more years of educational theatre experience post degree

c. Five or more years of professional theatre experience post degree
Or, an adjudicator may possess an application that demonstrates satisfactory practical experience with the U.I.L. One-Act Play contest as determined by the Standards and Practices Committee.

3. Agree to become familiar with the rules of the One-Act Play contest as outlined in the most recent U.I.L. Handbook for One-Act Play.
4. Agree to serve as a single or panel adjudicator and abide by the guidelines for adjudicators in the U.I.L. Handbook for One-Act Play.
5. Pay annual TTAO dues as prescribed by the Board of Directors, complete the online renewal process, and provide an updated profile on or before December 31 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 the most recent U.I.L. Handbook for One-Act Play.
3. Pay annual TTAO dues as prescribed by the Board of Directors, complete the online renewal process, and provide an updated profile on or before December 31 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 – A retired contest manager or adjudicator may be awarded Emeritus status as a result of outstanding service to the organization. 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. Emeritus members are not required to pay annual dues. Should an Emeritus member choose to actively resume adjudication or contest management, dues would be reinstated, along with all other active adjudicator and/or contest manager requirements as outlined in this Manual of Operations.

Section 2. Membership Dues

A. Annual Dues – The Board of Directors may set and change the amount of an initiation fee, if any, and the annual dues payable by TTAO by members. Annual dues are payable in advance of the first day of each fiscal year. As of the writing of this document, annual dues of \$50.00 must

be paid each year by December 31. Annual dues may be adjusted by recommendation of the Board of Directors.

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.

Section 3. Adjudicator/Contest Manager Limitations

A. Adjudicators shall accept only six official U.I.L. contests unless the State Theatre Director approves additional contests for just cause. A district's zone contests are considered one official contest. (Note: This maximum number of contests does not restrict the number of workshops, clinics, or festivals in which the adjudicator participates, and it does not include junior high/middle school contests, non-U.I.L. contests, or the U.I.L. State Meet.)

B. There are no limitations on the number of contests allowed for contest managers.

C. A contest manager shall not contact an adjudicator before August 15, or the official date as determined and allowed by U.I.L., about serving as a first judge at a zone or district contest. Furthermore, an adjudicator shall not discuss the possibility of serving as a first judge at a zone or district contest before that date.

D. A contest manager shall not contact an adjudicator before November 2, or the official date as determined and allowed by U.I.L., about serving as 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 U.I.L. One-Act Play entry at the high school or middle school level.

F. A contest manager may not serve as the contest manager for a One-Act Play entry that they may adjudicate at a higher level for that year.

G. Failure to comply with the above 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

1. Annually, adjudicators are required to complete a renewal process that includes payment of dues, updating profile information, and providing contest availability. In addition, adjudicators may be required to acknowledge changes and/or reminders for One-Act Play policies and procedures through an online verification process.

2. The Board of Directors may require completion of an additional certification workshop for individuals adjudicating fewer than five contests in their first five years of certification.
3. May 1 through June 1 is the window for renewal to be considered for area, region, or state assignments each year.
4. If an adjudicator misses the renewal window, they may still pay dues and meet renewal requirements until December 31. If they have not renewed by December 31, they will be removed from the judging list and will have to reapply and recertify.
5. If an adjudicator 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

1. Contest managers must complete an online certification annually to be recertified.
2. May 1 through June 1 is the window for renewal for TTAO contest managers.
3. If a TTAO contest manager misses the renewal window, they may still pay dues and meet renewal requirements until December 31 of the following year. If they have not renewed by December 31, they will be removed from the TTAO contest managers list.

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 U.I.L. Constitution and Contest Rules and current edition of the Handbook for One-Act Play published by the U.I.L. 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 One-Act Play contests.
2. Adjudicators shall maintain an ethical code of conduct which will not impair or prejudice effectiveness as an 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 negatively discuss other adjudicators or fellow panelists with directors or school officials. Such criticism of other adjudicators shall be made in writing through the Grievance Process of TTAO.
6. Adjudicators should use discretion by avoiding repeated judging in their immediate vicinity. Adjudicators shall not judge the same zone, district, bi-district, area, or region

contest more than two consecutive years, unless specifically requested by the U.I.L. State Theatre Director.

7. 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 III Section 6 of this Manual of Operations.

8. Adjudicators shall present critiques and attendance should be open to anyone who wants to listen.

9. Adjudicators shall not announce or distribute the awards, serve as the timekeeper, perform any of the tasks of the contest manager, or become openly involved in interpreting the rules of the contest.

10. Adjudicators shall immediately correct mistakes.

11. 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.

12. An adjudicator shall not confer with another member of the judging panel about the productions at the contest before they have made their independent decision.

13. An adjudicator shall not contact students from any production they have judged, unless contacting the student falls under their official duties for an institution of higher learning; this is not intended to limit recruitment.

14. Adjudicators shall not use social media to announce results from contests and should refrain from commenting on any contest that they have adjudicated or could possibly adjudicate in the future.

15. Adjudicators may not critique a One-Act Play entry in a festival, clinic, or contest or watch as an audience member any production that they may adjudicate in a future contest that year.

16. Adjudicators shall respect the confidentiality of information that is privileged or that if disclosed may needlessly injure individuals or schools.

17. Adjudicators shall only use TTAO Connect to accept agreements for official U.I.L. contests.

B. Contest Managers

1. Contest managers shall be physically, emotionally, and mentally fit to discharge their duties at One-Act Play contests.

2. Contest managers shall maintain an ethical code of conduct which will not impair or prejudice effectiveness as a contest manager before, during, and immediately following competition dates.

3. Contest Managers shall honor all agreements, assignments, and duties.

4. Contest managers shall not negatively discuss adjudicators with directors or school officials. Such criticism of adjudicators shall be made in writing through the Grievance Process 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 immediately correct mistakes. If a contest manager misreads or incorrectly gives awards, the contest manager should stop the process before the situation becomes more complicated. The contest manager should “speak up” and not wait. As well, 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 U.I.L. Constitution and Contest Rules and current edition of the Handbook for One-Act Play published by the U.I.L.
9. Contest managers shall be onsite and available during all rehearsals and performances, as well as during 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 contract judges for official U.I.L. 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 ethical standards in One-Act Play adjudication. Thus, it is the responsibility of the adjudicator to immediately notify the U.I.L. State Theatre Director if any relationship exists that the adjudicator feels would impair their ability to fairly and impartially adjudicate an assigned and/or contracted contest.

*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 President or President-Elect feels it is time sensitive, these submissions would be taken up by the Executive Committee at their next meeting.
- b. If the President or President-Elect believes 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 then be made aware of the allegations against them and invited to give a formal written response due within one week of notification.
- d. Any potentially discipline-based grievance would be brought before the Executive Committee, and with a majority vote, the committee can choose to take no action or choose from a range of discipline as outlined below.

e. Range of Discipline

- (1) Level 1 – Take No Action. The grievance will be kept in the custodial care of the current President. If additional complaints are received, action may be taken at a later date.
- (2) 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 President.
- (3) 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 the following. (Note that the below are meant to be examples and not limitations of prospective disciplinary actions.)
 - (a) Probationary period of up to three years and may include any reasonable conditions which, if not fulfilled, may result in a more stringent penalty.

- (b) Removal from Area/Region/State Recommended List.
- (c) Requiring the member to go through the certification process again or other professional development.
- (d) Any other reasonable penalty short of expulsion that the committee chooses.

(4) Level 4 – If the investigation results show a complaint is of a serious nature (this could also include repeated complaints of Level 2 or Level 3 violations or failure to complete a probationary period or actions taken), the member can be expelled from TTAO membership.

f. After adjudicating the issue and determining the course of action, the Executive Committee would respond to the initial submitter – if the submitter be a member of TTAO in good standing – with an update of whether action had been taken, but not the specific nature of the action.

B. Non-Discipline Grievance – Issues, Concerns, Recommendations

1. If a 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. The President-Elect must provide a written response to the original submitter within thirty days of decision to take any action.
2. If a non-discipline submission is from a non-member, the President-Elect will determine whether or not to include the issue on the Standards and Practices Agenda during their next meeting.

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 of the Executive Committee. If the decision is appealed, the TTAO board would adjudicate the appeal at their next scheduled meeting.
- b. The President would preside over the appeal and 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 seven days of the board's decision.
- f. If the member does not appeal, the accuser would be notified within thirty 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 President-Elect would preside over the appeal and would provide 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 seven days of the Standards and Practices Committee's decision.

e. The accuser would be notified within thirty 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 1.

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 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 with U.I.L. rules, that member may be suspended and will be notified of their status by July 1.

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.

A. If an adjudicator is not paid after thirty days or not paid in full, they should contact the contest manager.

B. If after seven days the contest manager does not resolve the issue or does not 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)

C. If after seven days the District Executive Committee Chair or administrator responsible for payment does not resolve the issue or does not respond, then the adjudicator may file a grievance with TTAO. (Day 44)

D. If the grievance is found to have merit by the TTAO President, then TTAO will send a letter to the District Executive Committee Chair or administrator responsible for payment asking for prompt payment. (Day 51)

E. If the District Executive Committee Chair or administrator responsible for payment does not resolve the issue or does not respond, then TTAO will send a letter to all superintendents of the district and ask for prompt payment.

Article IV: Government

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

Article V.: Board of Directors, Duties, and Terms of Office

Section 1. Board of Directors

Officers of TTAO shall be a President, President-Elect, an immediate Past-President, a Treasurer, and a Communications Director, all of whom shall execute the duties of their office as provided for in this Manual of Operations. Additional voting board members include a Treasurer-Elect/Historian, a Communications Director-Elect, a Core Values Director, and three At-Large Directors. The U.I.L. State Theatre Director shall serve as an ex-officio non-voting member for a term commensurate with tenure in office.

Section 2. Duties

A. President

1. Creates the agendas 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 U.I.L. Theatre Office, TxETA, Inc., Texas Thespians, and other relevant educational theatre organizations.
4. Serves as the primary contact for TTAO and copies the Chair-Elect on all digital 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 or approve purchases under \$500 in coordination with the Treasurer without board approval.
9. Reviews adjudicator evaluations.
10. Reviews all submitted grievances, concerns, issues, and recommendations.
11. Chairs the Executive Committee.
12. Other powers and duties as assigned by the Board of Directors or as needed for the optimal functioning of the organization.

B. President-Elect

1. Serves in the place of the President in their absence.
2. Chairs and presides over the Standards & Practices Committee.
3. Coordinates adjudicator and contest manager certification workshops and provides reports to the President and Communications Director following each event.
4. Maintains and updates adjudicator and contest manager training curriculum.
5. Selects Adjudicator and Contest Manager Trainers (ideally not already a member of the Board of Directors, Standards and Practices Committee, or Core Values Committee) to serve for a term of two years in aiding the practical execution of trainings and then presents these individuals to the board for approval.
5. Reviews adjudicator evaluations.
6. Serves on the Executive Committee.
7. Other powers and duties as assigned by the Board of Directors or President or as needed for the optimal functioning of the organization.

C. Past-President

1. Serves as an advisor to the President 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 Scholarships and Awards Committee.
5. Orders and coordinates distribution of TTAO Service Awards, Legacy Awards, Special Recognition Awards, and State Officials Recognition Awards.
6. Reviews adjudicator evaluations.
7. Chairs the Area, Region, State Recommendation Committee as a non-voting member.
8. Serves on the Executive Committee.
9. Other powers and duties as assigned by the Board of Directors or President or as needed for the optimal functioning of the organization.

D. 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 President, President-Elect, and Treasurer-Elect as needed and/or requested.
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 President 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. Maintains records and distributes funds to TTAO scholarship recipients and C. Lee Turner Real Change Award winners.
10. Other powers and duties assigned by the Board of Directors or President or as needed for the optimal functioning of the organization.

E. Treasurer-Elect/Historian

1. Serves in the place of the Treasurer in their absence.
2. Actively assists the Treasurer in the performance of their duties.
3. Collects reports and records from board members/committee chairs when appropriate and maintains a digital archival history of the organization.
4. Provides archives to incoming Treasurer-Elect/Historian upon transition to Treasurer.
5. Serves on the Scholarships and Awards Committee.
6. Coordinates and publicizes TTAO's Real Change Campaign.
7. Develops, coordinates, and collects applications for the C. Lee Turner Real Change Award, communicates with applicants and recipients of the award, collects summaries of undertaken activities with awarded funds by the winners, and arranges for summaries of these activities made possible by the award to be posted on the TTAO website.
8. Other powers and duties as assigned by the Board of Directors or President or as needed for the optimal functioning of the organization.

F. 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 Board of Directors and general membership at board meetings and the annual membership meeting and provides a copy to the Historian.
3. Submits a copy of meeting minutes to the President, President-Elect, Historian, and State Theatre Director within seventy-two hours of adjournment for approval and arranges for the approved minutes to be posted on the website in a timely fashion.
4. Supervises the maintenance and upkeep of the TTAO website.
5. Maintains TTAO's social media accounts.
6. Removes all TTAO adjudicator and TTAO contest manager profiles that are not current.

7. Provides the Past-President with lists of membership needed to complete the Area, Region, State Recommendation Committee's duties.
8. Procures and distributes gifts to TTAO members who win significant awards from TxETA, Inc., Texas Thespians, and other relevant educational theatre organizations.
9. Other powers and duties as assigned by the Board of Directors or President or as needed for the optimal functioning of the organization.

F. Communications Director-Elect

1. Assists Communications Director with all duties.
2. Serves as TTAO's Conference Workshop Planner.
3. Maintains a master list of TTAO sponsored workshops to be presented at various conferences.
4. Submits the workshop information to different conferences on behalf of presenters.
5. Sends reminders to workshop presenters regarding their obligations.
6. Maintains procedural calendar and sends reminders to the board of important dates.
7. Other powers and duties as assigned by the Board of Directors or President or as needed for the optimal functioning of the organization.

G. Core Values Director

1. Chairs the Core Values Committee.
2. Advises on the impact and adherence to TTAO's Core Values on any motion put before the board.
3. Other powers and duties assigned by the Board of Directors or President or as needed for the optimal functioning of the organization.

H. At-Large Directors

1. Serve on the Scholarships and Awards Committee.
2. Other powers and duties as assigned by the Board of Directors or President or as needed for the optimal functioning of the organization.

Section 3. Terms

A. Officers and all board members are elected for two-year terms. Officers 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.

B. If an officer or any other board member cannot fulfill their term, 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

A. 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 meeting.

B. 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 VIII, 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.

C. At the meeting, the board member in question may present evidence as to why they should not be removed.

D. A Board Director may be removed by the affirmative live vote of a two-thirds majority of the TTAO general membership present (proxy votes will not be considered).

Article VI: Committees

Section 1. Standing Committees

A. Standards and Practices Committee

The Standards and Practices (S&P) Committee is made up of certified TTAO adjudicators and contest managers and will have the directive of discussing and making recommendations to the Board of Directors about all items concerning the U.I.L. One-Act Play contest. The President-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 U.I.L. region will be elected by the membership to serve a staggered term of three years.

b. Contest managers – Four TTAO contest managers representing each U.I.L. 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 U.I.L. region, but equal representation from each region may be a consideration for the appointments.

2. Responsibilities

a. An agenda generated by the President and President-Elect will be given to the S&P Committee.

b. Meets at least once per year.

c. As determined by the President-Elect, the four adjudicators and four contest managers may split into two smaller reporting committees to discuss agenda items specific to their areas if needed. At-Large members during these times will divide equally between the two groups.

- d. Serves as a nominating committee for incoming Board of Directors and committee members.
- e. Reviews training curriculum as needed.
- f. Reviews TTAO adjudicator and TTAO contest manager certification applications as needed.

B. Scholarships and Awards Committee

The Scholarships and Awards Committee is made up of the Past-President, Treasurer-Elect, and the At-Large Directors. This committee considers and makes nominations/recommendations to the TTAO board regarding any TTAO awards or scholarships. Awards include, but may not be limited to, the TTAO Service Award, the TTAO Legacy Award, and any other special recognitions. The committee also adjudicates and ranks applicants for the C. Lee Turner Real Change Award to determine winners.

1. TTAO Awards and Criteria

- a. Service Award – 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 for 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. Legacy Award – The TTAO Legacy Award shall be bestowed upon a member/former member or members/former members in recognition for substantial history of contributions and advocacy for educational theatre in Texas and particular support and development of the U.I.L. One-Act Play competition. Recipients may not be current Board of Directors or Standard and 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 the award at a public gathering. While this award may be given posthumously, it is intended to honor living distinguished members.
- c. Special Recognitions – Special Recognitions may be recommended by the Board of Directors or Standards and Practice Committee. These awards are intended to give a small, symbolic thanks for individuals completing terms in office, donation of time or services to TTAO, and/or completion of specific tasks or other achievements. Recipients may be current Board of Directors or Standards and Practices 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.
- d. C. Lee Turner Real Change Award – The C. Lee Turner Real Change Award consists of grant(s) awarded to public school(s) in Texas which qualify and identify as Title 1 or Socioeconomically Disadvantaged. Grant applications may be in any amount up to \$5,000. Grants can be used for any project which allows for the pursuit of experiential theatre education activities. These activities may include, but are not limited to: Attending the TxETA Theatrefest or Summerfest Convention and memberships, attending the Texas Thespians Convention and

memberships, summer theatre camp tuitions, One-Act Play clinic fees, and/or funding guest artist workshops. The name of the recipient(s) will be added to the TTAO website and announced at a public gathering. The activities undertaken from the awarded monies will be summarized by the recipients and posted on the TTAO website as well: Thirty days after the completion of the grant activity or no later than January 31 following the grant year expiration, the grantee shall submit a report of approximately 300 words describing how they used the award within the previous year.

2. TTAO Awards Selection Process

a. The Scholarships and Awards Committee considers and votes on each suggested award. In the cases of the TTAO Service, Legacy, and Special Recognition Awards, a simple majority of the Scholarships and Awards Committee vote will suffice for nominating each award to the TTAO board.

b. For the TTAO Service Award, the TTAO Legacy Award, and Special Recognition Awards, nominations may come from the committee or be solicited by the Past-President from other members. The C. Lee Turner Real Change Award candidates will come from the list of submitted applications each year.

c. The Past-President will report the award nominees' names to the Board of Directors for approval and offer the opportunity for the board to add other nominees for the Service, Legacy, and Special Recognition Awards. The board will vote on the winners of the awards. The C. Lee Turner Real Change Award nominees as determined from a rubric completed by a panel of adjudicators on the Scholarships and Awards Committee will also be offered to the board for approval. (Rubric may be found in TTAO's shared Google Drive.) The board will vote on acceptance of the C. Lee Turner Real Change Award nominees. All award winners' names will be offered to the membership after notification of the winners.

d. The Scholarships and Awards Committee will meet and/or formally conduct a virtual communication process before TTAO's January board meeting to determine nominations for Service, Legacy, and Special Recognition Award recipients. The committee will also meet before the fall board meeting to determine the nominations for the C. Lee Turner Real Change Award winners. All awards will be voted on by the board at the following board meeting.

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 a college, university, or conservatory may apply.

d. To apply, the student must complete a scholarship form provided by TTAO. (Application may be found in TTAO's shared Google Drive.) The application form includes the following.

(1) Contact information

- (2) College the applicant is attending in the fall
- (3) Nomination letter from the applicant's high school theatre director
- (4) Answers to three short essay questions
- (5) High school transcript
- (6) Theatrical resume

e. Applications will be due no later than June 1 at 11:59 p.m. and no earlier than January 1 at 12:01 a.m.

4. TTAO Scholarships Selection Process

- a. The Scholarships and Awards Committee will review all applications.
- b. Using the scholarship rubric, the committee will rank the applications. (Rubric may be found in TTAO's shared Google Drive.)
- c. As Chair of the committee, the Past-President will tabulate the rankings and confirm with the committee the final results.
- d. The committee will meet if necessary to determine recommendations for awarded amounts to the top applicants given budgetary allocations.
- e. The Past-President will present the selections to the Board of Directors for consideration and approval at the TTAO Summer Meeting.

C. Executive Committee

The Executive Committee is comprised of the top leadership of TTAO. The Executive Committee shall be the first body to review and adjudicate grievances. This committee shall also advise the President on day-to-day activities, decision making, immediate and time-sensitive issues that must be addressed, and planning for the organization and the U.I.L. One-Act Play contest that does not require a board vote.

1. Membership

- a. The committee will be made up of the current President, President-Elect, and Past-President of TTAO.
- b. The current President will also serve as Chair of the Executive Committee.
- c. If there is a grievance, issue, or concern that is directed toward a member of the Executive Committee or toward 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 committee, then the committee member(s) will remove themselves from the committee during review of that issue.
- d. If a committee member removes themselves from reviewing an issue, the following succession order of other board members will be used to temporarily replace the removed member; they will serve on the committee until the issue is resolved.
 - (1) Communications Director
 - (2) Treasurer
 - (3) Communications Director-Elect
 - (4) Treasurer-Elect
- e. If the President, President-Elect, and Past President all remove themselves from the committee, the issue should be presented to the full board for review.

2. Responsibilities

- a. Adjudicate grievances that have been filed with TTAO as appropriate via the above outlined grievance process.
- b. Represent TTAO at official meetings.
- c. Report to the full board any action taken by the Executive Committee.
- d. Review all submitted Adjudicator Evaluations to maintain an up-to-date knowledge of adjudication practices and to determine appropriateness and if any action should be taken.
- e. Advise the President as needed.

D. 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.

1. Membership

a. Membership of the Core Values Committee will be comprised of the following TTAO members.

- (1) Core Values Director (Elected and serves as Chair of the committee)
- (2) Region I Representative (Elected)
- (3) Region II Representative (Elected)
- (4) Region III Representative (Elected)
- (5) Region IV Representative (Elected)
- (6) Board Appointed Member
- (7) Board Appointed Member

b. Members of the Core Values Committee will serve in staggered two-year terms.

2. Responsibilities

- a. Make recommendations to the board of TTAO on all matters regarding the organization's Core Values via the Core Values Director's reports.
- b. As the Chair of the committee, the Core Values Director will also report to the general membership the state of TTAO's Core Values at the annual business meeting.
- c. Develop programs, workshops, service projects, resources, etc. to continue honing the Core Values in the organization.
- d. The Core Values Committee will meet as needed before each board meeting or as deemed appropriate by the Chair of the committee.

E. Contest Manager Review Committee

1. Membership

- a. The Contest Manager Review Committee is comprised of the contest managers on the Standards and Practices Committee.
- b. This committee is chaired by the Contest Manager Trainer.
- c. Members of the Contest Manager Review Committee will serve for the duration of their tenure on the Standards and Practices Committee.

2. Responsibilities

- a. Reviews submitted evaluations of TTAO Contest Managers.
- b. Makes recommendations to the President-Elect and board regarding Contest Manager Training.
- c. The Contest Manager Review Committee will meet during the summer after having received and reviewed TTAO contest manager evaluations. The meeting will be called by the Chair of the committee and a report will be generated and offered to the board at the fall board meeting.

F. 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 upcoming year, and make recommendations to the TTAO Board of Directors for newly qualified members to receive area, region, and state judging designations.

1. Membership

- a. Adjudicators shall be automatically appointed to the recommendation committee after serving as a state adjudicator in the previous contest season should they choose to participate in the committee.
- b. The committee will be chaired by the Past-President of TTAO, who will serve as a non-voting manager of the process.

2. Responsibilities

- a. Members will read Adjudicator Evaluations from the previous contest year with a professional understanding of confidentiality of these records.
- b. Committee members will report any accusation of ethics violations found in the evaluations to the President-Elect of TTAO to share with the Executive Committee.
- c. The committee will nominate new area/region/state adjudicators who are eligible according to TTAO's criteria and following the process laid out in Article XI of this Manual of Operations.
- d. The committee will produce a list of ranked area/region/state adjudicators with vote totals to be delivered directly to the state U.I.L. Theatre Director.
- e. The committee shall meet once either in-person or virtually before balloting. The Past-President will schedule and lead the meeting. The meeting will be used to go over process, review Core Values, reinforce the importance of confidentiality as an ethical requirement, arrange for distribution of evaluations and ballots, and elect a Tabulation Manager.
- f. The committee will only be granted access to Adjudicator Evaluations and ballots for a limited window of time as designated by the Past-President.
- g. The Past-President and Tabulation Manager shall meet to tabulate the ballots in person or virtually.
- h. 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 President may create temporary Ad-Hoc Committees. These committees must be temporary in nature and will not continue after the designated task is complete.

Article VII: Elections

Section 1. Nominations

A. The Standards and Practices Committee will present a slate of prospective candidates for the Board of Directors, elected members of the Standards and Practices Committee, and elected members of the Core Values 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 forty-five days prior to the election.

E. Additional nominations may be made by membership from the floor at the annual meeting.

F. Nominees must submit required information for the website and be present at the annual meeting.

G. Nominees for the President-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 must be currently serving a term on the Standards and Practices Committee or the Core Values Committee.

I. After completing their tenure on the board, an individual must wait two years prior to being nominated to another position on the Board of Directors, except in the case of a nomination for the position of the President-Elect.

J. If more than one At-Large position is being elected at the same time, then the slate of nominees for those positions will be grouped into one pool of nominees with the highest vote earners winning the positions. Members will be asked to vote for the appropriate number of nominees from the pool to fulfill the number of available positions during the election.

Section 2. Voting Process/Results

- A. The election of the Board of Directors and elected members of the Standards and Practices and Core Values Committees shall occur electronically after the annual meeting and during the determined voting window.
- 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 multiple At-Large positions, in which case the 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 1 and close December 14 of each year.

Section 3. Transition

- A. The official transition of Board, Standards and Practices, and Core Values Committee members shall take place at the annual summer meeting of the TTAO leadership. That is, outgoing board and committee members complete their terms the day before the summer meeting and new board and committee members will begin their terms the day of the summer meeting.
- B. The official transition from President-Elect to President shall occur at the end of Old Business at the summer meeting in a transition year. The President and President-Elect shall work together to develop the agenda for the summer meeting in any transition year with the outgoing President focusing on Old Business and the incoming President focusing on New Business.

Article VIII: Meetings

Section 1. Board of Directors

The Board of Directors shall minimally meet bi-annually, although current common practice involves three meetings per year. Additional meetings may be called as well as required by, or at the request of, the President or two or more Directors. The summer meeting will be held on

the second weekend of June, unless the board deems otherwise. Board members may participate in person or electronically for all meetings.

Section 2. Committees

Standing Committees will meet as outlined above in Article VI, Section 1 of this document. 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 TTAO. The annual TTAO membership meeting will be scheduled during the Texas Educational Theatre Association, Inc. TheatreFest Convention.

Section 4. 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 seven days prior to the meeting.

Section 5. Quorum

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

Article IX: Rules of Order

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

Article X: Recommendations for Amendments to the Manual of Operations

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

Article XI. Process for Recommending Area, Region, and State Adjudicators

Section 1. Area/Region/State Qualified Adjudicator Designation

A. Annually, the Area, Region, State Recommendation Committee will review all adjudicators with three consecutive years of judging service for addition to the approved area/region/state qualified list.

B. The Communications Director will provide to the Past-President a list of members with at least three consecutive years of adjudication service who are not currently listed as area/region/state adjudicators.

C. A single committee member may nominate any qualified adjudicator from this list. If 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 the nominee fails.

D. Nominations should be based on an adjudicator's judging and evaluation history 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 area/region/state designation.

F. Members approved by the TTAO board for area/region/state designation will not be considered for judging area, region, and/or state in the same year that they are recommended to be added to the list. Rather, that consideration will happen beginning the following year.

Section 2. Recommending Upper Level Adjudicators

A. Annually, the Area, Region, State Recommendation Committee will review Adjudicator Evaluations and produce a list of recommended adjudicators to be considered for upper level contests. Adjudicator Evaluations of current recommendation committee members will not be reviewed by the committee. The list of recommended adjudicators will be given to U.I.L. for the purpose of assisting in the placement of judges at upper level contests. The U.I.L. State Theatre Director has final determination in placement of judges for all upper level U.I.L. contests.

B. Committee members who have not reviewed all distributed evaluations and formally agreed to confidentiality requirements shall not participate in the selection process.

C. The committee will elect a Tabulation Manager by a majority vote.

D. The Past-President, 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.

E. Selections 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. Committee members may contact the State Theatre Director if they wish to review an adjudicator's evaluations from previous years in order to make selections.

F. Members must be current and in good standing to be considered for upper level judging recommendation.

G. Committee members should let the Past-President know immediately if they are unable to fulfill their duties.

H. TTAO recommends to U.I.L. that adjudicators not be assigned to judge the state meet in consecutive years.

- I. When the committee's work is complete, the Past-President will provide the following.
1. Recommendations for names to be added to area/region/state list to be delivered to the TTAO board for approval.
 2. List of recommended judges for upper level contests with compiled voting data delivered to the U.I.L. State Theatre Director.

Section 3. Balloting of Area/Region/State Adjudicators

A. After reviewing distributed Adjudicator Evaluations, each committee member will select up to 55 adjudicators from the current list of area/region/state judges provided by the Communications Director. Each committee member will only select up to 55 names; they will not be asked to rank judges. Each name selected will be a single vote for the adjudicator.

B. Voting members of the Area, Region, State Recommendation Committee in a given year will be removed from the list of voting considerations but will be included on the list to the U.I.L. State Theatre Director as automatically recommended for consideration to judge area and/or region in the upcoming year. As well, if the Past-President possesses area/region/state judging status, their name will also be removed from the list of voting considerations but will be included on the list to the U.I.L. State Theatre Director as automatically recommended for consideration to judge appropriate upper-level contests in the upcoming year.

C. Selection of recommendations for area/region/state judging assignments 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.

D. All voting members of the committee will formally acknowledge and agree to strict confidentiality requirements during the process before undertaking voting.

E. The Past-President and Tabulation Manager will gather each ballot and start tabulation only after all eligible ballots are returned.

F. The Past-President and Tabulation Manager will tabulate how many votes each adjudicator from the list received.

G. The Past-President 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.

H. The Past-President and Tabulation Manager will then provide the list of ranked judges and the vote totals to the U.I.L. State Theatre Director.

Article XII: Budget Policies, Expenses, and Banking Procedures

Section 1. Annual Budget Request

A. TTAO President presents the Annual Budget Request to the Board of Directors for discussion and approval at the fall meeting.

B. The Annual Budget Request should minimally include the following.

1. Adjudicator and Contest Manager Training expenses (travel, lodging, food, and materials for the President-Elect and Trainers, as well as for any adjudicators that TTAO funds on the judging panel at a contest in which an Adjudicator Training takes place.
2. Scholarships/Awards (in consultation with the Past-President).
3. Administrative overhead expenses relating to communications and secretarial duties (media, website, internet, applications and maintenance, materials, fees and business expenses relating to administration).
4. Board of Directors travel and business related expenses.
5. Operations.
6. Accounting.
7. Bank and PayPal fees.
8. Materials, postage, and mailings.
9. Business registration fees, i.e. insurance.
10. Salaries for vendors as needed.
11. Any other anticipated expense in the coming year.

C. 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 or approved by the President that is agreed to by the Treasurer.

Section 2. Procedures for Expense Reporting and Reimbursement Requests

A. Adjudicator and Contest Manager Training Expenses

1. The President-Elect and Trainers submit itemized Expense Report Form (form may be found in TTAO's shared Google Drive) and all receipts pertaining to travel, lodging, food, and materials associated with the training event to the Treasurer within thirty days of conclusion of the event.
2. The Treasurer reviews expenses and mails check to President-Elect or Trainer for all approved items on the Expense Report that are accompanied by receipts or another form of documentation. The check should be mailed within thirty days of Expense Report receipt.
3. The Treasurer reports all expenses to the bookkeeper monthly as needed for inclusion in Chart of Accounts and Financial Reports.
4. Persons receiving checks acknowledge receipt via email notification to the Treasurer.
5. The President-Elect or Trainer should notify the Treasurer when a Wells Fargo debit/credit card is used via email communication. The Treasurer should be sent all receipts with an explanation regarding each debit/credit card transaction, identifying each vendor and purpose of transaction. When possible, the submitter should use the TTAO Expense Report Form.

B. Board and Committee Expenses

1. All purchases, expenditures, and reimbursement requests must be approved by the President and the Treasurer.
2. The member submits the Reimbursement Request Form (form may be found in TTAO's shared Google Drive) and all receipts pertaining to travel, lodging, food, and materials associated with a TTAO meeting or approved expenditure within thirty days of the conclusion of the meeting or purchase to the TTAO Treasurer.
3. The Treasurer reviews expenses, tracks data, and mails a check to the member within thirty days of receiving the Reimbursement Request Form and receipts.
4. The Treasurer reports all expenses to the bookkeeper monthly as needed for inclusion in Chart of Accounts and Financial Reports.
5. All persons receiving checks acknowledge receipt via email notification to Treasurer.

Section 3. Banking Procedures

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