

**TEXAS EDUCATIONAL  
THEATRE ASSOCIATION, INC.**

**CONSTITUTION  
AND BY-LAWS**

**(As amended September, 2002)**

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**Texas Educational Theatre Association, Inc.**

**Constitution and By-Laws**

(As amended September, 2002)

**Constitution**

**Article I**

**Name**

The name of this organization shall be the Texas Educational Theatre Association, Inc. (TETA).

**Article II**

**Mission**

The mission of TETA shall be to support, promote and expand educational theatre at all levels by providing the following:

1. Quality educational opportunities,
2. A network for resources, support, and expansion,
3. An advocacy base, and
4. A forum for establishing standards, programs, and projects in order to celebrate the importance of the theatre in the human experience.

**Article III**

**Objectives**

The objectives of TETA shall be the following:

1. To promote the development and continuation of high quality theatre programs in Texas schools, colleges, and universities.
2. To cooperate with appropriate agencies in obtaining further recognition of theatre as an essential art and an invaluable part of the curriculum in Texas educational institutions.
3. To encourage the development of qualified theatre programs at all levels to include employment of qualified theatre teachers and the establishment of dynamic departments with administrative support for the development of high standards in curricula and productions.
4. To nurture and develop future theatre artisans, including playwrights, directors, actors, dramaturgs, theorists, designers, technicians, critics, historians, teachers, and administrators.
5. To exchange theories and practices about producing plays, organizing theatre departments and curricula, and constructing efficient theatre buildings.

6. To promote the appreciation and importance of quality theatre in celebrating cultural heritages.
7. To encourage the growth of TETA through the increase of contributing memberships.
8. To secure funds vital to the support of TETA's growth and development.
9. To support TETA's fundamental role as an arts education advocate in Texas and the world.

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#### **Article IV**

##### **Memberships**

1. Individual membership is open to all individuals interested in educational theatre.
2. Student membership is open to all students interested in theatre and who are enrolled in high schools, colleges, or universities.
3. Organizational Membership (OM)
  - A. OM is open to schools, colleges, and universities that support the objectives of TETA.
  - B. OM is open to businesses and other organizations that support the objectives of TETA.
  - C. OM entitles the member to one designated representative who shall be an individual member of TETA but for whom annual membership dues shall be waived during one's tenure.
4. Institutional Membership (IM)
  - A. IM is open to those Texas secondary school, college, university Theatre departments, and accredited independent theatre schools (AITS) which have met and continue to meet minimum criteria as set forth by TETA in the "Minimum Criteria Policy."
  - B. Institutional Members shall adhere to the TETA "Official Policy on Institutional Membership Representation at the Annual Convention.
  - C. IM entitles the member to one designated representative who shall be an individual member of TETA but for whom annual membership dues shall be waived during one's tenure.
5. "Honorary Membership" or "Membership Emeritus" may be conferred by the Board of Directors upon those individuals of acknowledged service or eminence in the area of TETA where such designation is appropriate.
6. Life membership is open to all individual members.

#### **Article V**

##### **Administration**

1. TETA shall be governed by a Board of Directors comprised of the elected officers and designated and appointed members.
2. The administration of TETA shall be under the direction of an Executive Committee as set forth in the TETA By-Laws.
3. The operation of TETA shall be administered by an Executive Director who shall be chosen by the Board of Directors, when appropriate. The Executive Director's duties and responsibilities shall be determined by the Board of Directors. The Executive Director shall be directly responsible to the President.
4. In the event that the position of Executive Director is vacant the President/Chief Executive Officer will assign the duties and responsibilities of the Executive Director to other TETA officers, chairs and members.

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## By-Laws

### Article I

#### TETA Officers and Board Members

#### Terms of Office, Methods of Election, and Duties

1. TETA Officers and Board Members as follows:
  - A. Executive Committee
    - (1) President and Chief Executive Officer (President/CEO) (1)
    - (2) President-Elect (1)
    - (3) Immediate Past President (4)
    - (4) Vice-President, K-12 (2)
    - (5) Vice-President, CU (2)
    - (6) Secretary/ Historian (1)
    - (7) Treasurer/CFO and Chief Financial Officer (Treasurer/CFO) (1)
  - B. Executive Director, (3), when appropriate
  - C. Chair, Advocacy Committee (3)
  - D. Chair, Committee on Academic and Production Standards Committee (CAPS) (3)
  - E. Chair, Communications Committee (3)
  - F. Convention Committee
    - (1) Convention Director (3)
    - (2) Exhibits Chair (3)
    - (3) Programming Chair (3)
  - G. Chair, Curriculum Committee (3)
  - H. Chair, Membership Committee (3)

- I. TEA Director of Fine Arts (4), when appropriate
- J. UIL Theatre Director (4)
- K. Three (3) At-Large Members (1)
- L. Vice-President Elect, K-12 (2) (5)
- M. Vice-President Elect, CU (2) (5)
- N. Treasurer-Elect (1) (5)

**KEY**

- (1) Elected/At Large
- (2) Elected by Section
- (3) Appointed
- (4) Designated
- (5) Ex Officio

2. Terms of Office

- A. The President/CEO, President-Elect, and Immediate Past President shall serve for a two-year (2) term.
- B. The Secretary/Historian and Treasurer/CFO shall serve for a three -year (3) term.

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- C. The Treasurer-Elect shall serve for a one-year (1) term. That year will coincide with the Treasurer's/CFO's final year in office.
- D. Three (3) at-large members shall serve staggered a three-year (3) term.
- E. The following Board members shall serve terms commensurate with the tenure of their respective positions:
  - (1) Texas Education Agency (TEA) Director of Fine Arts.
  - (2) University Interscholastic League (UIL) Drama Director.
- F. All other Board members shall serve terms of office determined by the Board of Directors.
- G. In the event that the President/CEO is unable to complete the term of office, the President-Elect shall assume the duties of President/CEO. In the event that both the President/CEO and President-Elect are unable to complete their terms of office, the Vice-President CU shall assume the duties through the next Annual Convention.
- H. In the event any other member of the Board is unable to complete the term of office, the President/CEO, with the approval of the Executive Committee, shall appoint a replacement to fill the vacancy until the next Annual Convention.
- I. The offices of those Board members, who fail to attend two (2) consecutive regular meetings of the Board of Directors without reasonable cause, as determined by the Executive Committee, shall be considered vacant.

3. Duties

- A. Specific duties of the Executive Committee and Board members of TETA shall be delineated in the TETA Manual of Operations.

- B. The President/CEO shall
- (1) Preside at all meetings of the Board of Directors, at the Annual Business Meeting, and at such other meetings as deemed necessary.
  - (2) Serve as chair of the Executive Committee and shall enforce the TETA Constitution and By-Laws.
  - (3) Make appropriate appointments with the approval of the Board of Directors.
  - (4) Succeed to the office of Immediate Past President of TETA upon completion of the term of office.
  - (5) With the Treasurer /CFO and/or Executive Director review, approve and execute all contracts.
  - (6) Review the Executive Director's "Annual Performance Report" submitted by August 1 and make recommendations to the Executive Committee for renewal/non-renewal.
  - (7) Serve as or appoint a TETA liaison to other theatre/fine arts organizations.
- C. The President-Elect shall
- (1) Assume, in the absence of the President/CEO, the authority and duties of the President/CEO.
  - (2) Assume such other administrative duties as assigned by the President/CEO for the Board of Directors of TETA.
  - (3) Administer and coordinate all TETA programs.
  - (4) Upon completion of the term of office, succeed to the office of President/CEO.
- D. The Immediate Past President shall
- (1) Coordinate the revisions of the TETA Constitution, TETA By-Laws and the TETA Manual of Operations.

- (2) Report, for approval, proposed amendments to the Board of Directors and the general membership.
- E. The Secretary/Historian shall
- (1) Take minutes of all Meetings of the Board of Directors, the Annual Business Meeting, and of the Meetings of the Executive Committee and distribute such minutes to each member of the Board of Directors.
  - (2) Compile the annual proceedings and distribute the reports to all Board members. Institutional Members may receive copies upon request.
  - (3) Upon the approval of the Board of Directors, publish or post a summary of Board Meeting action items in Texas Theatre Notes and the TETA web site.
  - (4) Serve as historian for the Board.
- F. The Treasurer/CFO shall
- (1) Keep accurate records of all dues and funds received and disbursed by TETA.

- (2) Upon request, shall submit a financial report in writing to the Executive Committee and/or Board of Directors.
  - (3) A financial report shall be given at the Annual Business Meeting.
  - (4) TETA's financial records shall be audited annually by an outside professional auditor.
  - (5) With the President/CEO and/or Executive Director review, approve and execute all contracts.
- G. The Treasurer-Elect shall perform all duties, as assigned by the TETA Treasurer/CFO that will facilitate a smooth transition when the Treasurer-Elect becomes Treasurer/CFO.
- H. The Executive Director shall
- (1) Fulfill the responsibilities of the office as determined by the President/CEO, Executive Committee and/or Board of Directors.
  - (2) Maintain a position of advocacy for the organization.
  - (3) Maintain the central office of the organization.
  - (4) With the President/CEO and Treasurer /CFO review, approve and execute all contracts.
- I. The Board of Directors shall
- (1) Serve as assigned by the President/CEO.
  - (2) Recommend programming to the Convention Programming Chair for each Annual Convention.
4. Election of Officers
- A. The President/CEO shall, with the approval of the Board, appoint a nominating committee of five members from IM schools.
- B. Methods of Election
- (1) After the report of the Nominating Committee to the membership at the Annual Business Meeting, further nominations may be made from the floor.
  - (2) Election shall be by a simple majority.
  - (3) The election shall take place during the Business Meeting at the Annual Convention.

## **Article II**

### **Dues and Finance**

1. Dues in each category of membership shall be established by the Board of Directors, with the TETA, Inc. Manual of Operations A1g  
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approval of the general membership.

2. TETA membership is contingent upon the payment of such dues annually.
3. The Treasurer/CFO shall prepare the annual budget based on budget requests submitted and approved by the Board of Directors. The budget shall be reviewed by the Executive Committee and approved by the Board of Directors.
4. All TETA financial records shall be audited annually by an outside professional auditor selected by the Treasurer/CFO with the approval of the Board of Directors.
5. TETA's fiscal year shall be September 1 to August 31.

**Article III**  
**Voting Procedures**

Each TETA member in good standing shall have one vote on all matters, which require a vote of the membership.

**Article IV**  
**Amendments**

1. All proposed amendments to the Constitution and By-Laws or to any official TETA policy must be presented to the Immediate Past-President, who shall in turn submit it to the Board of Directors for approval.
2. All proposed amendments to the Constitution and By-Laws or to any official policy of TETA must be approved by the Board of Directors at an official Board Meeting.
3. All proposed amendments to the TETA Constitution and By-Laws must be published in Texas Theatre Notes and posted on the TETA web site at least one month prior to the Annual Convention.
4. Amendments presented for consideration at the Annual Business Meeting must be approved by a three-fourths majority of qualified voters in attendance for adoption.

**Article V**  
**Operating Procedures**

1. All TETA Meetings shall be conducted according to the rules of parliamentary procedure as set forth in the most recent edition of Robert's Rules of Order.
2. Executive Committee, Board members, committee chairs, and coordinators shall perform their duties in accordance with the TETA Manual of Operations.

**Article VI**  
**Time and Place**

The Annual Meeting of TETA shall be held at a time and place determined by the TETA Board of Directors.

**Article VII**  
**Standing Committees, Continuing Committees and Coordinators**

1. Specific duties of committee chairs and coordinators shall be delineated in the TETA Manual of Operations.
2. The President/CEO shall with the approval of the Board of Directors appoint the chairs and members of the following Committees:

A. Standing Committees: There shall be

- (1) The Committee on Academic and Production Standards (CAPS). CAPS's principal duty shall be to administer TETA's Institutional Member (IM) "Minimum Criteria Policy" and to recommend for membership to the Board of Directors those institutions which meet the minimum criteria of their respective classifications.
  - a) There shall be twelve (12) members from representative IM schools whose three (3) year terms shall revolve so that four (4) members shall be appointed annually by the TETA President/CEO with approval of the Board of Directors. There is no limit to the number of terms a member may serve.
  - b) The CAPS Chair shall serve as a member of the TETA Board of Directors and be appointed by the President with the approval of the Board of Directors.
  - c) The CAPS Chair shall provide the Convention Director, Auditions Coordinator, Scholarship Chair, and Membership Chair a current list of IMs and designated representatives.
  - d) CAPS shall, in cooperation with the TETA UIL Advisory Committee, review the TETA "Play Selection Policy" and apply that policy to the plays published by the companies seeking inclusion in the TETA "List of Approved Publishers."
- (2) The Communications Committee. The Communications Committee's principal duties shall be to supervise publications designed to promote TETA programs.
  - a) The Committee shall consist of six (6) members plus the chair appointed by the President/CEO with the approval of the Board of Directors. The term of committee membership shall be two (2) years.
  - b) The Communications Chair shall serve as a member of the TETA Board of Directors.
  - c) The committee shall have the responsibility to publish Texas Theatre Notes and other TETA Publications as deemed necessary and shall circulate them, as appropriate, among the individual membership, IMs, schools, colleges, and universities as designated by the Board of Directors.
  - d) The Editor of Texas Theatre Notes shall be selected by the Communications Chair with the approval of the committee and the TETA Board of Directors.
  - e) The Communications Chair and/or the President/ CEO shall approve the design and content of the TETA web site.
- (3) The Executive Committee. The Executive Committee shall serve as the Finance Committee.
- (4) The Membership Committee. The Membership Committee's principal duties shall be to develop and implement strategies for maintaining and increasing TETA membership.

- a) The committee shall consist of members and a chair appointed by the President/CEO with the approval of the TETA Board of Directors.
- b) The term of committee membership shall be three (3) years.
- c) The Membership Chair shall be appointed by the President/CEO with the approval of the TETA Board of Directors and shall serve as a member of the TETA Board of Directors.
- d) The chair shall maintain records of names, addresses and other demographical

information of all members in each category of membership.

- e) The chair shall provide the Convention Director/Registrar a current membership list forty-five (45) days prior to convention.
- f) The Chair shall annually oversee the publication and distribution of the TETA's Directory of membership.

(5) The Advocacy Committee. The Advocacy Committee's principal duties shall be

to advise TETA in all matters concerning public relations and advocacy.

- a) The committee shall consist of members and a chair appointed by the President/CEO with the approval of the Board of Directors.
- b) The term of committee membership shall be three (3) years.
- c) The Chair or designee shall coordinate advocacy efforts with other fine arts organizations and agencies as directed by the President/CEO, Executive Committee or the Board of Directors.

(6) The Curriculum Committee. The Curriculum Committee's principle duties shall

be to advise TETA in all matters concerning curricula at all levels.

a) The committee shall consist of ten to fifteen (10-15) members plus the chair

appointed by the President/CEO with the approval of the TETA Board of Directors.

- b) The terms of committee membership shall be two (2) years.
- c) The committee shall include representation from
  - 1) Kindergarten - 5th Grade
  - 2) Middle School
  - 3) High School
  - 4) The College/University Section and

- 5) The Teacher Training Network (TTN) Coordinator
- d) The chair shall participate in an annual review of curricular standards and facilitate implementation of curricula for theatre arts.

B. Continuing Committees

- (1) The President/CEO shall with the approval of the TETA Board of Directors appoint the chairs and members of the following continuing committees:
  - a) Nominations (as provided in Article I-4-a of the TETA By-Laws; designated Board member; President-Elect)
  - b) Playwriting (designated Board Member: Convention Director)
  - c) Scholarship (designated Board member: President-Elect)
  - d) Designfest (designated Board member: Convention Director)
- (2) The chair of each committee shall report to the TETA Board of Directors at each meeting through the designated Board members, but shall not serve as a member of the Board.
- (3) Term of committee membership shall be for two (2) years.

C. Coordinators/Chair

- (1) The President/CEO shall with the approval of the TETA Board of Directors appoint the following coordinators or chairs:
  - a) Awards (designated Board member: Convention Director)
  - b) Mailing (designated Board member: Executive Director/President)
  - c) Auditions (designated Board member: Convention Director)
- (2) Each coordinator shall report to the TETA Board of Directors at each Meeting

- (3) Term of coordinators or chairs shall be for two (2) years.

D. The President/CEO, with the approval of the Board of Directors, is empowered to appoint other committees and coordinators as deemed necessary to carry on the activities and programs of TETA.

## Article VIII

### Sections

- 1. Specific duties and functions for TETA sections are delineated in the TETA Manual of Operations.
- 2. There shall be a Kindergarten-Grade 12 Section (K-12) comprised of the K-6 (K-6) Interest Group, the Middle School (MS) Interest Group and the High School (HS) Interest Group.
  - A. Membership in this section shall be open to all members of TETA.

- B. The K-12 Section membership shall elect the following officers:
    - (1) Vice-President-Elect, K-12
    - (2) Secretary/Historian, K-12
    - (3) Three (3) Members At-Large, one from each interest group
  - C. The membership of each of the interest groups shall elect a chair.
  - D. The section shall be governed by the K-12 Board comprised of the Vice-President, K-12; Vice-President-Elect, K-12; Past Vice-President, K-12; Secretary/Historian, K-12 and the interest group chairs; and the members at -large.
3. There shall be a College-University Section (CU) comprised of the Community/Junior College (CJC) Interest Group and the College/University (CU) Interest Group.
- A. Membership in this section shall be open to all members of TETA.
  - B. The CU membership shall elect the following officers:
    - (1) Vice-President-Elect, CU
    - (2) Secretary/Historian, CU
    - (3) Two (2) Members-At-Large
  - C. The membership of each of the interest groups shall elect a chair.
  - D. The section shall be governed by the CU Board comprised of the Vice-President, CU; Vice-President-Elect, CU; Past Vice-President, CU; Secretary/Historian, CU; the interest group chairs and at large members.

## **Article IX**

### **Convention Director, Programming Chair and Exhibits Chair**

- 1. The President/CEO shall, with the approval of the TETA Board of Directors, appoint a Convention Director, a Programming Chair and an Exhibits Chair.
- 2. The duties of the Convention Director, the Programming Chair, and the Exhibits Chair shall be determined by the Board of Directors and shall be delineated in the TETA Manual of Operations.
- 3. The Convention Director, the Programming Chair, and Exhibits Chair shall be members of the Board of Directors for one year prior to the convention they will direct and program. They shall continue to serve through the Spring Board Meeting following the conclusion of the convention for which they are the designated Director, Programming Chair, or Exhibit chair.

## **Article X**

### **The Executive Committee**

1. There shall be an Executive Committee composed of the President/CEO, the President-Elect, the Immediate Past-President, the Vice-President - K-12, the Vice-President - CU, the Secretary/Historian, the Treasurer/CFO and the Executive Director, as appropriate.
2. The Executive Committee shall be empowered to conduct TETA business between Meetings of the Board of Directors.
3. The Executive Committee shall be responsible to the TETA Board of Directors and to the membership for its actions.
4. The members of the Executive Committee shall serve a term commensurate with their terms of office on the TETA Board of Directors.
5. The Executive Committee shall meet at such times and places as the President/CEO shall determine.
6. A majority of the members of the Executive Committee shall constitute a quorum.
7. The President/CEO of TETA shall serve as chair of the Executive Committee.
8. No two members of the Executive Committee shall be from the same institution.

## **Article XI**

### **Quorum**

A quorum shall consist of the eligible members present at a regularly scheduled Business Meeting of the TETA.

## **Article XII**

### **Dissolution and Distribution of Assets**

In the event of the dissolution of Texas Educational Theatre Association, Inc., it will be the responsibility of the Board of Directors to instruct the Treasurer/CFO to distribute all assets, after payment of debts, to certain tax exempt organizations, designated by the Texas Educational Theatre Association, Inc., Board of Directors, pursuant to the provisions of Section 1.501 c(3)-1(b)(4) of the Income Tax Regulations.