

# **TEXAS EDUCATIONAL THEATRE ASSOCIATION, INC.**

## **POLICIES**

**(As amended September, 2002)**

## DUES

1. The fiscal year for TETA shall be September 1 through August 31.
2. All dues collected shall be forwarded to the Treasurer/CFO of the TETA Board of Directors. All demographical information of paid members shall be forwarded to the TETA Membership Chair for inclusion in the TETA's Directory of Members.

Individual	\$50.00
Individual Student	\$20.00
Individual Retired	\$10.00
Life	\$500.00
Organizational	\$100.00
Institutional	\$100.00

3. IM dues shall be paid by November 1 of each year.
4. IMs failing to initiate purchase order payment procedures prior to the deadline forfeit rights and privileges of membership.
5. Institutional rights and privileges may be reinstated or renewed at such time as both current and past dues are paid, in accordance with the "Policy on Institutional Representation."
6. A \$20.00 charge for all returned checks for insufficient funds shall apply.

## FINANCES

All officers, chairs and coordinators shall

1. When required, comply with any requests to provide the Federal Tax ID Number or complete tax exemption certificates. [See Payment Request Form.]
  - There shall be no reimbursement for sales tax.

2. Submit requests for payment of budgeted expenses to the Treasurer using the standard form, which requires a brief description of the intended purpose of each expenditure and the attachment of bills or receipts. [See Payment Request Form.]
3. Submit a proposed budget for the coming year to the Treasurer by May 1.

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## INSTITUTIONAL REPRESENTATION AT THE ANNUAL CONVENTION

1. An IM shall have one designated representative at the annual TETA convention.
2. Failure to provide such representation shall result in probationary status for one year, during which the member must meet all other IM obligations.
3. If the IM on probationary status does not send a designated representative to the next Annual Convention, its membership will be revoked. If justifiable cause for such an absence is submitted in writing, the TETA Board of Directors may waive revocation for a period of one year.
4. If an IM that has been placed on probationary status or has had IM revoked, the President shall notify the theatre director and the appropriate administrator of the institution affected.

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## ANNUAL CONVENTION

### Membership

1. Valid TETA membership is required for registration.
2. A designated OM/IM representative is not required to pay an individual membership.

### **Convention Registration**

1. TETA members participating in programming are required to register for the convention.
2. Non-member official guests legitimately invited to participate in programming may participate in non-ticketed convention activities without registering.
3. Convention fees may be refunded in case of emergency at the discretion of the Convention Director. All other requests for refunds shall be submitted in writing no later than two weeks prior to convention. Membership fees shall not be refunded.
4. Registration and special event fees are recommended by the Convention Director for Board approval. [See Convention Planning Guide.]

### **Lodging**

1. Complimentary rooms are provided for:
  - A. President/CEO
  - B. Programming Chair
  - C. Convention Director
  - D. Exhibits Chair
  - E. Special Guests/Workshop presenters
  - F. Other convention personnel (Based upon available complimentary rooms and at the discretion of the Convention Director.)
2. Complimentary lodging does not include bar supplies, cocktail lounge tabs, room service, dining room tabs, or phone calls. (The hotel desk shall be instructed that such charges must be placed on a personal account, not to be charged to the master convention account.)

### **Special Guests**

1. Honoraria, expenses, and services are negotiated individually with each special guest and are confirmed in writing.
2. Membership fees are not required, but are to be encouraged, if individuals wish to receive Texas Theatre Notes and other member privileges.
3. Participation in all convention workshops and activities is encouraged.
4. Performance tickets may be made available and banquet tickets may be provided.

### **In-State**

1. Educational theatre professionals residing in Texas are not normally compensated for their professional contributions to the convention and are expected to pay appropriate registration and membership fees.
2. Students or others used for performances or demonstrations are not required to pay a convention fee unless they wish to attend other convention performances, programs or workshops.
3. Other theatre professionals, at the discretion of the Convention Director, may receive
  - A. Transportation expenses [Receipts required]
    - (1) Air fare (First class may be necessary for a celebrity guest)
    - (2) Taxi to and from airport (In home town and convention city)
    - (3) Parking at airport
  - B. Lodging will be provided if schedule does not permit travel to and/or from their home on the day of their session.
  - C. Honorarium
4. Meals, drinks or room service are not provided, but banquet tickets may be made available.

### **Out-of-State**

1. Out-of-state educational theatre professionals may be compensated for their professional contributions to the convention and are not expected to pay registration and membership fees.
2. Guest speakers and workshop presenters may receive
  - A. Transportation expenses (Receipts required)
    - (1) Air fare (First class may be necessary for a celebrity guest)
    - (2) Taxi to and from airport (In home town and convention city)
    - (3) Parking at airport
  - B. Lodging
  - C. Honorarium
3. Meals, drinks, or room service are not provided, but banquet tickets may be made available.

### **Banquet Guests**

1. Award recipients shall receive one banquet ticket.
2. Educator of the Year and Founders' Award recipients are provided one complimentary ticket for a guest. Any additional guests must purchase a banquet ticket.

### **Exhibitors**

1. Exhibit space will be available for commercial exhibits and IMs.
2. The exhibit fee shall be determined by the Convention Director, subject to approval by the Board of Directors.
3. Payment per commercial exhibit space includes one Organizational Membership (OM) in TETA and one convention registration fee.

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4. Commercial exhibits shall be limited to companies/firms marketing performing arts related goods and services.

### **Admission to Programs and Events**

1. Admission to all programs, meetings, and events of the convention is by badge only.
2. New members, IMs, and Board of Director members shall be specially identified on the convention badge.
3. All Business Meetings, Board Meetings, and committee meetings are open to convention participants. Members are encouraged to attend.

### **Smoking Policy**

A no smoking policy shall be observed in all convention sessions and performances.

### **Bulletin Boards**

Official and personal message bulletin Boards shall be located near the registration desk.

### **Program Changes**

1. All sessions and participants announced in the convention program are subject to change and/or cancellation.
2. Changes shall be posted on the official bulletin Board.

### **Additional Convention Information**

Additional information regarding TETA Convention Policies can be found in the TETA's Convention Director's Guide.

## AUDITIONS

1. Only IMs and out of state colleges and universities approved by the Auditions Coordinator shall be allowed the privilege of conducting student auditions during the Annual Convention.
2. Participation is open to graduating high school seniors, and students enrolled in 2-year and 4-year colleges, universities, and AITS. The number of participating students from any one school is limited. The current limitation allows three (3) students for IMs, two (2) for OMs, and one (1) for all others. The theatre arts teacher/sponsor/director of theatre shall sign a student's application certifying that the student has been chosen as one of the school's auditionees.
3. All audition applications shall be postmarked by November 1.
4. Priority for filling audition slots is given to IM schools according to the postmark date. The remaining audition slots shall be given to non-IM schools based on the postmark date.
5. Participating students shall be required to pay either an audition application fee or a convention registration fee and a TETA student membership.

## TETA ENDORSED SCHOLARSHIPS

1. TETA awards the following scholarships:
  - A. Founders' Scholarship for Acting: High School
  - B. Founders' Scholarship for Design Tech: High School
  - C. Founders' Scholarship for Acting: College/University
  - D. Founders' Scholarship for Design Tech: College/University
  - E. Founders' Scholarship for Upper Division/Graduate Theatre
  - F. Founders' Scholarship for Educational Theatre
  - G. Lynn Murray TETA Continuing Education Scholarship
2. For scholarship criteria see TETA Manual of Operations, D11

## HONORING OF DECEASED MEMBERS

Deceased members of the organization shall be recognized for their contributions to educational theatre.

### Operating Procedures

1. Upon learning of the death of a TETA member, the President/CEO or designee shall contact the individual's place of employment (or the family if the person is retired) and request career-related information and a photograph.
2. The President, working with the Communications Chair, shall develop a tribute to be printed along with a picture in an issue of Texas Theatre Notes.
3. The President shall send a letter of condolence to the family along with a copy of the tribute.

## GRAPHICS AND LOGOS

Any affiliated or sponsored program of the TETA shall denote TETA's affiliation or sponsorship by stating, in advance of the affiliation or sponsorship of said program or activity, the name of this association in printed type (font) of a size equal to or greater than any other printed type (font) that may appear on any written materials.

A trademark or logo may be displayed and, while recognizable as a trademark or logo of TETA, it shall not satisfy the IRS requirement stated above.