

**COMMITTEES
AND
PROJECTS**

POLICIES

1. Standing projects and committees, along with additional committees established by the Board of Directors, shall carry on the activities and programs of TETA.
2. Project coordinators and committee chairs shall maintain the established work of the project or committee as set forth in this manual, and implement new activities according to TETA principles.
3. The terms of office for outgoing project coordinators, committee chairs, and members end with the term of the President that appointed them and the new project coordinators, committee chairs, and members take office at the end of the Annual Convention.

OPERATING PROCEDURES

1. At the Annual Convention following appointment, incoming coordinators, committee chairs and members shall attend and actively participate in scheduled meetings with current members to facilitate continuity of work.
2. Each committee shall
 - A. Review the aims and objectives of the committee.
 - B. Outline a long-range plan of objectives and developmental activities.
 - C. Reaffirm and refine existing projects for the next year.
 - D. Develop new projects for the next year.
 - E. Finalize a budget request for the next year.
 - F. Recommend necessary changes in the operating procedures.
 - G. Submit reports to the designated Board member.
3. Project coordinators, committee chairs and members shall meet and/or communicate during the year as needed to accomplish their objectives.

ADVOCACY COMMITTEE

Policies

The Advocacy Committee shall keep the Board of Directors and membership informed regarding proposed legislative, SBOE actions, SBEC, TEA, and CEDFA that affect educational theatre.

(See Section C for duties of Advocacy Chair)

The Advocacy Committee shall

1. Maintain the established advocacy procedures, and implement new activities according to TETA principles.
2. Inform and advise TETA of proposed legislative, SBOE, SBEC, TEA, and CEDFA actions that affect educational theatre.
3. Testify and/or arrange for testimony from appropriate individuals on governmental matters affecting educational theatre.
4. Coordinate activities for increasing membership with the Membership Chair and the K-12 and CU Sections.
5. Promote educational theatre by
 - A. Initiating involvement in political organizations and obtaining position statements from politicians.
 - B. Getting involved in the election process of the SBOE.
 - C. Interacting with elected officials.
 - D. Being aware of issues and positions of candidates, which impact the arts.
 - E. Sending organizational publications as appropriate to the Texas Commission on the Arts (TCA), the SBOE, legislators and the Governor.
 - F. Offering teacher training in public relations through workshops and in-services.
 - G. Inviting members of state and local governments to the Annual Convention to conduct programs dealing with current issues affecting theatre.
 - H. Inviting members of state and local governments to attend the convention as special guests.
 - I. Verifying and publicizing that theatre positively affects local economy.
 - J. Interacting effectively with other arts, political, and educational organizations.
 - K. Coordinating strategies for advocacy of national and state educational theatre programs and curricula with national theatre organizations.
6. Increase public respect and support for TETA by

- A. Maintaining a high profile.
- B. Continuing to promote organizational activities.

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- C. Publicizing the availability of materials and resources to the Education Service Centers.
- D. Establishing a plan of interaction with other arts related organizations.
- E. Appointing a liaison to develop programming for and to providing information to the American Association for Curriculum Development, Texas Association of Secondary School Principals, Texas Association of Elementary School Principals, Texas Association of School Administrators, and Texas Association of School Boards.
- F. Encouraging and recognizing civic involvement of individual members.

<p style="text-align: center;">COMMITTEE ON ACADEMIC AND PRODUCTION STANDARDS (CAPS)</p>

By-Laws

1. There shall be a CAPS whose principal duty shall be to administer the “TETA Minimum Criteria Policy” and to recommend to the Board of Directors membership for those institutions, which meet the minimum criteria of their respective classifications.
2. In addition, the 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.
3. There shall be twelve (12) members whose three (3) year terms shall revolve so that four (4) new members shall be appointed annually by the President from representative IMs with Board of Director’s approval. Members may serve consecutive terms on the committee.

General Policies

1. CAPS should meet, with at least four (4) or more members present, a minimum of once a year in addition to the Annual Convention.
2. Members who are absent from more than two (2) consecutive meetings without good cause shall be replaced.
3. The committee shall have three (3) officers.
 - A. The Chair of the committee shall be appointed by the President.
 - B. The other officers, elected by the committee, shall include a Secretary/Historian and an Assistant Chair.
4. The duties of CAPS shall include the following:
 - A. Supervision of action concerning minimum criteria and IM.
 - (1) Review the “TETA Minimum Criteria Policy” a minimum of every six (6) years. [See Calendar in CAPS “Operating Procedure 1.”]
 - (2) Review of applications for IM.
 - (3) Review of IM renewals.

- (4) Verify IM dues.
 - (5) Verify IMs convention attendance.
 - (6) Verify IM status (As needed.)
 - (7) Collect and compile information and publish the TETA Directory of Institutional Members.
- B. Review the administration of the TETA “Play Selection Policy” and List of Approved Publishers.
- (1) Review a minimum of every six (6) years the “TETA Play Selection Policy” in TETA, Inc. Manual of Operations
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cooperation with the UIL Advisory Committee.

- (2) Review requests by play publishers for inclusion in the TETA List of Approved Publishers.
 - (3) Review the status of currently approved publishers if requested by the TETA Board of Directors or UIL Administration.
5. The work of the committee shall be financed by a budget allotment from the TETA Board of Directors.

Specific Policies

1. Minimum criteria for the teaching of theatre
- A. The CAPS shall establish minimum criteria policies relating to the teaching of theatre in the following areas:
 - (1) Universities, senior colleges, and upper division programs
 - (2) Community/ junior colleges and lower division two-year programs
 - (3) Secondary schools
 - (4) Accredited Independent Theatre Schools (AITS)
 - B. These policies shall establish minimum criteria in, but not limited to, the following areas:
 - (1) Curriculum
 - (2) Staff
 - (3) Production
 - (4) Library
 - (5) Facilities
 - (6) Equipment
 - C. The committee shall encourage all schools to strive to achieve more than the minimum and shall recognize achievement with the granting of IM status.
 - D. The committee shall review the minimum criteria a minimum of every six (6) years to keep pace with changing education needs.

- E. "Minimum Criteria for Universities, Senior Colleges, and Upper Division Programs" [See D3h]
 - F. "Minimum Criteria for Community/ Junior Colleges and Lower Division 2-Year Programs" [See D3j]
 - G. "Minimum Criteria for Secondary Schools" [See D3k]
 - H. "Minimum Criteria for Accredited Independent Theatre Schools"[See D3m]
2. Institutional Membership
- A. On the basis of provisions of the "Minimum Criteria Policies" the committee shall devise a method whereby a Texas school, college, and university or AITS may apply for IM in TETA.
 - (1) The application shall include questions concerning curriculum, staff, production, library, facilities, and equipment.
 - (2) The minimum criteria and application forms should be reviewed and updated by the committee a minimum of every six (6) years.

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- B. Upon CAPS review of a properly executed IM application, the CAPS Chair appoints a visitation team.
- C. The visitation team shall preferably consist of two (2) or more members of CAPS representing different IMs, and either a TETA member on the faculty of an IM, or an officer of TETA. Team members shall not have been employed nor have any vested interest or nepotistic relationship with the department.
- D. Following visitation the CAPS Team shall submit a "Visitation Team Report" to the chair who shall circulate it at the next CAPS Meeting. The chair shall make a recommendation to the TETA Board of Directors reflecting the majority opinion of the CAPS.
- E. If B and C above are impossible to accomplish within a timely fashion prior to the fall CAPS Meeting, the CAPS Chair, with committee approval, may recommend to the TETA Board of Directors IM approval "pending visitation."
 - (1) Committee knowledge shall constitute reasonable assurance that approval will be possible.
 - (2) The CAPS Chair shall report the visitation team findings to the full committee and report to the TETA Board of Directors as the next Board Meeting following the visitation.
- F. Upon review of the CAPS report(s), the TETA Board of Directors shall accept/reject.
- G. The CAPS Chair then notifies applicants of the action taken.
 - (1) CAPS Chair sends a letter of acceptance or rejection,
 - (2) A dues assessment for the current year, and

- (3) A copy of the visitation team's report.
- H. Upon receipt of dues for the current year, the CAPS Chair sends the new IM a certificate of recognition.
- I. At the next Annual Convention awards banquet, the CAPS Chair presents all new IM a framed Institutional Membership plaque.
- J. IM must be renewed every three (3) years.
 - (1) The CAPS Chair shall send renewal forms every third year in September.
 - (2) Completed forms shall be returned to the CAPS Chair by December 1 of the same year. Schools not meeting the deadline will be contacted by phone.
 - (3) Renewal shall be approved by CAPS during the following year. Failure of IM to follow the renewal process will result in probation.
 - (4) Failure of IM to follow the renewal process will result in probation for one year. If, after one year, the renewal process has not been completed, the IM status will be revoked.
 - (5) College and university IMs shall be required to file renewal applications every three (3) years unless the IM has been placed on probation or its membership has been revoked in accordance with the policies set forth in this manual. AITS renewals shall run concurrently with college and university renewals. (1995, 1998, etc.)
 - (6) Secondary school IMs shall be required to file renewal applications every three (3) years beginning in 1993 unless the IM has been placed on probation or its TETA, Inc.

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membership has been revoked in accordance with the policies set forth in this manual. (1993, 1996, etc.)

- K. Applications for renewal shall be circulated for evaluation by CAPS.
 - (1) The majority recommendation shall be reported to the TETA Board of Directors for action.
 - (2) Application for renewal of IM does not require a visitation.
- L. Application for renewal of all IMs following probation shall be circulated to all CAPS members.
 - (1) The majority recommendation shall be reported to the Board of Directors for action.
 - (2) Application for renewal of IM does not require a visitation.
- M. Application for reinstatement of IM that has expired or been revoked shall be circulated by to all CAPS members.

- (1) The majority recommendation shall be reported to the TETA Board of Directors for action as deemed necessary.
- (2) Application for reinstatement of IM requires full CAPS visitation procedures.
- N. IM seeking reinstatement or renewal will not be considered if any annual dues are in arrears at the time of application.
- O. When major changes in the nature of a theatre program occur at an IM, the member shall be re-evaluated by the CAPS.
- P. IM Policies (To be reprinted in the IM Handbook.)
 - (1) Representation at the Annual Convention
 - a) An IM shall have one designated representative at the annual TETA convention.
 - b) Failure to provide such representation shall result in probationary status for one (1) year, during which the member must meet all other IM obligations.
 - c) If the IM on probationary status does not send a designated representative to the following Annual Convention, its membership will be revoked. If justifiable cause for such an absence is submitted in writing, the TETA Board of Directors may delay revocation for a period of one (1) year.
 - d) 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.
 - e) An IM on probation or whose IM has been revoked should contact the CAPS Chair to develop a plan for reinstatement.
 - (2) Dues and Finances
 - a) College, university, AITS and Secondary School dues for IM shall be \$100.00 annually.
 - b) IMs shall be billed in September, and payment shall be made through the Executive Director by November 1.
 - c) A copy of a payment voucher or similar document that reflects the initiation of an authorization for payment from the IM may be submitted to the Executive Director in order to retain membership privileges. The actual payment should be made

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prior to the Annual Convention.

- d) IMs failing to initiate payment procedures as per 3.b. and 3.c. above forfeit rights and privileges of membership.

- e) Such rights and privileges may be reinstated at such times as the IM submits both current and past dues, provided that IM shall not have lapsed in accordance with P. (1) above.
- f) An IM on probation or whose IM has been revoked should contact the CAPS Chair to develop a plan for reinstatement.

(3) Renewal

- a) See 2. J. (1)-(6) above.
- b) CU and AITS renewals are timed to coincide with the publication of the TETA Directory of Institutional Members which is sent to all Texas secondary school directors and senior counselors. CU and AITS members are asked to supply the directory information with the renewal; failure to do so may result in the omission of the IM from the directory.
- c) If an IM does not file the renewal request by the deadline, the institution will be placed on probation and rights of membership will be suspended until such time as the renewal is filed and accepted.
- d) An IM on probation or whose IM has been revoked should contact the CAPS Chair to develop a plan for reinstatement.

3. Standards, Play Selection and Approved Publisher Policy

- A. The CAPS shall encourage and support quality theatre as an art and shall promote academic and production standards in every way possible, including the monitoring of plays encouraged for production.
- B. CAPS shall review and administer the TETA "Play Selection Policy" and the List of Approved Publishers.

(1) TETA Play Selection Policy

- a) The CAPS will work with the UIL Advisory Committee to encourage production and teaching of quality dramatic literature.
- b) The CAPS will make available to all members a recommended criteria for play selection.
- c) The CAPS will, when needed, review plays presented, answer questions, or perform other duties related to play selection.
- d) The CAPS will review the "Play Selection Policy" a minimum of every six (6) years.

(2) TETA List of Approved Publishers

- a) The CAPS will review requests by publishers for inclusion in the TETA list.
- b) The CAPS will establish application forms, which elicit the philosophy of the publisher as well as the content of its catalog. [See Operating Procedures.]
- c) The CAPS will review the application and, on its approval, will call for sample scripts from the publisher.

- d) The CAPS will establish a check list to evaluate the scripts using the "Play Selection Policy" critic's list to evaluate publishers' scripts.
- e) The CAPS Chair will notify the publisher of the majority vote of the committee.
- f) The CAPS will establish a procedure for publishers to appeal rejections.
- g) The CAPS Chair will report the recommendations of the committee to the TETA Board following both initial and appeal votes.

4. Officers and Committee Members

A. Qualifications

- (1) When appointed to the CAPS, members shall be employed by or be retired from an IM school.
- (2) CAPS members who change employment may be retained on CAPS by approval of the TETA Board.
- (3) CAPS Members should be able to travel to meetings and visitations; therefore, their school systems must be willing/able to grant them release time.
- (4) CAPS Members shall be TETA members in good standing or experienced as officers or committees with a minimum of six (6) years participation.
- (5) The CAPS Chair should have served two (2) terms on the CAPS so that she/he is familiar with the methods and policy of CAPS and TETA.

B. Duties

- (1) CAPS Chair (See Section C)
- (2) Assistant Chair
 - a) Serve in the absence of the chair at the CAPS Meetings.
 - b) In the absence of the chair, report at TETA Board Meetings.
 - c) Assist the chair with formal mailings of dues, renewals, etc. to IM.
 - d) Perform other duties required by the office.
- (3) Secretary/Historian
 - a) Record the minutes of all meetings of the CAPS and keep a book of notes and records.
 - b) Send the minutes to all CAPS members within one month of each meeting.
 - c) Compile and update the official CAPS Handbook of Standard Forms. (HSF)
 - d) Perform other duties required by the office.
- (4) CAPS Members
 - a) Attend meetings and contribute to the work of the CAPS.
 - b) Serve on visitation teams as appointed by the chair.

- c) Review applications and visitation reports and vote on acceptance/denial of IM.
- d) Assist with updating of the TETA Directory of Institutional Members.
- e) Assist with the review of minimum criteria for all IM categories.
- f) Assist with review of all renewal applications and of all action concerning probation and revocation of IM status.
- g) Participate in the review of the TETA "Play Selection Policy" and with the application of that policy to the works presented by publishers requesting TETA

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- approval.
- h) Perform tasks assigned by the chair.

**TETA INSTITUTIONAL MEMBERSHIP
MINIMUM CRITERIA POLICY**

for

UNIVERSITIES, SENIOR COLLEGES, and UPPER DIVISION PROGRAMS

1. **CURRICULUM:** Not fewer than thirty (30) semester hours, or equivalent in quarter hours, of drama/theatre courses. Only two (2) semester hours of course credit for any type of student rehearsal, performance, or production type activity may be included in this total. In official college or university catalogs or bulletins, drama/theatre content courses must be labeled "Drama" or "Theatre".
 - A. The total of thirty (30) semester hours will be exclusive of dramatic literature, broadcasting or film, public speaking, and forensic courses.
 - B. Courses shall be offered regularly and taught by qualified instructors who are regular members of a theatre or theatre/speech department faculty.
 - C. The thirty (30) semester hour curriculum to include not fewer than three (3) semester hours in each of the following:
 - (1) Introduction to Theatre
 - (2) Introduction to Technical Production
 - (3) Theatre Speech
 - (4) Drama/Theatre History
 - (5) Directing
 - (6) Beginning Acting
 - (7) Technical Production
 - (8) Stage Makeup
 - (9) Elective: Nine (9) semester hours of advanced drama/theatre courses (Playwriting, Dance, Costume, History, Criticism, Drama Education, Creative Dramatics, Theatre for Children and Youth, etc.)
2. **LIBRARY:** Adequate reference materials, to include audio visual materials, in all phases of drama/theatre.
3. **STAFF:** A minimum of two (2) full-time qualified drama/theatre instructors or equivalent in charge of this program and enough student assistants, supported by scholarships or work-aid programs, to carry on the recommended production program outlined below.
 - A. **Training:** Drama/theatre instructors will have an MA or MFA degree or equivalent, with not fewer than eighteen (18) semester hours of graduate level drama/theatre content courses from an accredited college. Professional training

or experience as approved by individual institutions may be substituted for degree requirements.

B. Teaching Load: Not to exceed fifteen (15) semester hours of classroom instruction per semester which will be reduced at least three (3) semester hours for faculty responsible for production as designer, director, or technician.

4. PHYSICAL PLANT: Adequate physical plant and production facilities to present open stage, arena, and/or proscenium style productions.

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5. PRODUCTION: Four (4) long plays annually or the equivalent. Three (3) short plays or an interdepartmental production are satisfactory equivalents for one (1) long play. All plays to be directed by regular faculty members.

6. WAIVER: (For upper division programs only.) The lower division minimum course requirements as specified by the state coordinating Board are waived.

7. Maintenance of IM Status: IM will be maintained, assuming there is no change in the status of the program, by

A. Completion of a renewal application every three (3) years,

B. Completion of a yearly update report,

C. Payment of annual dues, and

D. Representation by one (1) designated theatre faculty delegate at the annual TETA convention.

**TETA INSTITUTIONAL MEMBERSHIP
MINIMUM CRITERIA POLICY
for
COMMUNITY/JUNIOR COLLEGES THEATRE
AND LOWER DIVISION TWO (2) YEAR PROGRAMS**

1. **CURRICULUM:** Not fewer than twelve (12) semester hours, or equivalent in quarter hours, of drama/theatre content courses. In official college catalogs or bulletins, drama/theatre content courses must be labeled "Drama" or "Theatre." (Example: Drama 236: Introduction to Technical Production; or: Theatre 236: Introduction to Technical Production.)
 - A. No fewer than two (2) of the courses below may be offered annually.
 - B. The twelve (12) semester hour curriculum to include the following:
 - (1) Introduction to Theatre
 - (2) Introduction to Technical Production
 - (3) Theatre Speech
 - (4) Acting
 - (5) Stage Makeup
2. **LIBRARY:** Adequate reference material, to include audio visual materials, for all phases of drama-theatre.
3. **STAFF:** A minimum of one (1) full-time qualified drama/theatre instructor or the equivalent and enough student assistants, supported by scholarships or work-aid programs, to carry on the recommended production program.
 - A. **Training:** Drama instructors will have an MA or MFA degree or equivalent, with not fewer than eighteen (18) semester hours of graduate level drama/theatre content courses from an accredited college. Professional training or experience as approved by individual institutions may be substituted for degree requirements.
 - B. **Teaching Load:** Not to exceed fifteen (15) semester hours of classroom instruction per semester which will be reduced at least three semester hours for drama instructors responsible for production as designer, director, or technician.
4. **PHYSICAL PLANT:** Adequate physical plant and production facilities to present open stage, arena, and/or proscenium style productions.
5. **PRODUCTION:** Three (3) long plays annually, or the equivalent. Three (3) short plays or an interdepartmental production are satisfactory equivalents for one (1) long play. All plays to be directed by regular faculty members.

6. MAINTENANCE OF IM STATUS: IM will be maintained, assuming there is no change in the status of the program, by
 - A. Completion of a renewal application every three (3) years,
 - B. Completion of a yearly update report,
 - C. Payment of annual dues, and
 - D. Representation by one (1) designated theatre faculty delegate at the annual TETA convention.

**TETA INSTITUTIONAL MEMBERSHIP
MINIMUM CRITERIA POLICY
for
SECONDARY SCHOOLS**

1. CURRICULUM: A required number of state approved theatre arts courses are dependent on the size of the school.

<i>UIL conference</i>	<i>Recommended #</i>	<i>Minimum #</i>
AAAAA	Five (5) courses	Three (3) courses
AAAA	Four (4) courses	Two (2) courses
AAA	Three (3) courses	One (1) course
AA	Three (3) courses	One (1) course
A	Three (3) courses	One (1) course

- A. These courses must be selected from the following state approved theatre courses:

- (1) Theatre Arts I-IV
- (2) Technical Theatre I-IV
- (3) Theatre: Honors I-IV (Special TEA permission required)
- (4) Theatre Production I-IV

- B. Course content is to adhere to state mandated TEKS/TAKS.

- C. There should be a balanced curriculum including acting, technical theatre, and production.

- D. It is strongly recommended that academic credit be given for theatre production activities by offering the TEA-approved Theatre Production Course.

2. STAFF: A minimum of one (1) TEA-certified theatre arts instructor is required.

- A. Instructors will have theatre certification with not less than twenty-four (24) semester hours of drama-theatre content courses.

- B. A minimum assignment of theatre classes is required dependent on the size of the school.

<i>UIL conference</i>	<i>Minimum theatre class assignment</i>
AAAAA	One (1) teacher with four (4) class periods
AAAA	One (1) teacher with three (3) class periods
AAA	One (1) teacher with one (1) class period

AA	One (1) teacher with one (1) class period
A	One (1) teacher with one (1) class period

3. TEACHER WORK LOAD: The total class load should be reduced for teachers involved in theatre production with the maximum student/teacher ratios per class as introductory levels thirty to one (30:1) and advanced levels of twenty-five to one (25:1).

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4. PRODUCTIONS: For class AAAAA and AAAA schools, there must be at least three (3) public theatre productions per school year, one (1) of which may be the UIL OAP. For class AAA, AA, and A schools, there should be at least two (2) public theatre productions per school year, one (1) of which may be the UIL one-act play.
5. LIBRARY: The school and/or classroom library should contain adequate reference materials, including audio/visual materials, for all phases of theatre. For a list of basic library holdings, see the bibliography section of the UIL Handbook for One-Act Play Directors, Critic Judges, and Contest Managers.
6. FACILITIES AND EQUIPMENT: A theatre space suitable for public performance under the control of the theatre arts specialist must be provided, with guaranteed availability of at least two (2) calendar weeks immediately prior to production for set construction and rehearsal.
 - A. Where the theatre specialist does not have scheduling control over the public performance space, a guaranteed and suitable set construction and rehearsal space should be provided.
 - B. A budget should be provided for theatre production/laboratory experience and for the director to attend theatre workshops and professional conventions.
 - C. Safe scenic laboratory and storage space should be provided. The recommended facilities listed in the current "UIL One-Act Play Handbook" should be provided. These include a minimal stage, draperies, lighting, sets, properties, and dressing rooms.
7. MAINTENANCE OF IM STATUS : IM will be maintained, assuming there is no change in the status of the program, by
 - A. Completion of a renewal application every three (3) years,
 - B. Completion of a yearly update report,
 - C. Payment of annual dues, and
 - D. Representation by one (1) designated theatre faculty delegate at the annual TETA convention.

**TETA INSTITUTIONAL MEMBERSHIP
MINIMUM CRITERIA POLICY
for
ACCREDITED INDEPENDENT THEATRE SCHOOLS (AITS)**

1. OPERATION: The school should be in operation more than three (3) years and the total theatre program enrollment should include a minimum of ten (10) students.
2. CURRICULUM: A comprehensive theatre program will include not fewer than thirty (30) semester hours, or equivalent leading to an accredited associates degree or certificate of program completion.
 - A. The total of thirty (30) hours or the equivalent of four (4) semesters of concentrated study.
 - B. Courses shall be offered regularly and taught by qualified instructors who are regular members of the program. These instructors may have professional as well as academic backgrounds and experiences.
 - C. The curriculum shall include courses with the following content areas:
 - (1) Script analysis
 - (2) Dynamics of collaborative art
 - (3) Current trends in professional theatre
 - (4) Audition or interview techniques
 - (5) Genres and styles of discipline
 - (6) Skills of the profession
 - (7) Methods of "showcasing" talent
 - (8) Introduction and appreciation of the discipline
3. STAFF: There shall be a minimum of two (2) full-time qualified drama/theatre instructors or the equivalent in charge of the program and enough staff to carry on the recommended program.
 - A. Fifty percent (50%) of the drama/theatre instructors shall have an MA degree or equivalent, with not fewer than eighteen (18) semester hours of graduate level drama/theatre content courses from an accredited college. Professional training or experience may be substituted for the degree requirements for the remaining fifty percent (50%).
 - B. Professional training or experience as approved by individual institutions must accompany academic training. At least one (1) member of the faculty should be a member of the professional union associated with the discipline.

4. PRODUCTION: Workshops and showcase production experiences must be included in acting and directing programs. Internships are required for design, tech, stage management and arts administrator's professional schools. These experiences should provide the student with professional contacts outside the school experiences.
5. LIBRARY: There shall be adequate reference for all phases of drama/theatre and to meet the goals of the institution. Schools should have an audio visual library.

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6. FACILITIES AND EQUIPMENT: There should be adequate physical plant and production facilities to accommodate the production programs.
 - A. Current professional equipment peculiar to the needs of the program must be available on a daily basis for instructional use.
 - B. Professional internship opportunities should be made available for non-acting programs.
7. MAINTENANCE OF IM STATUS: IM will be maintained, assuming there is no change in the status of the program, by
 - A. Completion of a renewal application every three (3) years,
 - B. Completion of a yearly update report,
 - C. Payment of annual dues, and
 - D. Representation by one (1) designated theatre faculty delegate at the annual TETA convention.

OPERATING PROCEDURES (OP)

OP 1. Yearly Calendar

A. IMs

- (1) September 1 -- Dues assessments and renewals be in the mail
- (2) November 1 -- Dues deadline
- (3) December 1 -- Renewal deadline
- (4) January-All IM send registered delegate to the Annual Convention

B. CAPS

- (1) January-Convention Meetings
 - a) Wednesday prior to convention opening
 - b) Second meeting after outgoing Board Meeting
- (2) April or May-CAPS spring meeting on the day prior to the TETA Spring Board Meeting
- (3) September -- CAPS fall meeting on the day prior to/of the TETA Fall Board Meeting

C. Regular (using 1992 as a starting point)

- (1) Year 1 --- CU and AITS renewal and directory information 1992, 1998, etc.
- (2) Year 2 --- SS renewal 1993, 1999, etc.
- (3) Year 3 --- Review "Minimum Criteria "for all schools 1994, 2000, etc.
- (4) Year 4 --- CU and AITS renewal and directory information 1995, 2001, etc.
- (5) Year 5 --- SS renewal 1996, 2002, etc.
- (6) Year 6 --- Review play selection and publisher approval policies 1997, 2003, etc.

OP 2. Minimum Criteria Review

A. The minimum criteria policy for senior colleges/universities, community/junior colleges, secondary schools, and AITS must be reevaluated every six (6) years by the CAPS.

- (1) In the event that special circumstances or general curriculum changes occur prior to the sixth year, the committee shall reevaluate and make such changes in the "Minimum Criteria Policy" as deemed necessary.
- (2) The process used for this evaluation will be the same as that used in the prescribed six (6) year cycle.

B. The evaluation process should be as follows:

- (1) The minimum criteria must be distributed to each committee member for study.
- (2) Each minimum criteria must be studied and compared to current curriculum standards, including those established by the Texas Education Agency (TEA), the National Association of Schools of Theatre (NAST), and other groups, which affect the institution's curricula and operation.
- (3) The CAPS shall meet and evaluate each area of the minimum criteria and make recommendations for criteria changes as deemed necessary.
- (4) Each criteria change must be approved by a majority vote of the CAPS.

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- (5) The CAPS recommendations approved are submitted to the TETA Board of Directors by the CAPS Chair or designated representative.
- (6) The recommendations are accepted or rejected by the TETA Board.
- (7) If accepted, the changes become the new criteria for evaluation, including, IMs' renewal. All IMs affected should be immediately notified.

OP 3. IM Approval

A. One (1) year Application to Acceptance Process

- (1) The interested school requests an application form from the CAPS Chair or at the CAPS table at the Annual Convention.
- (2) The chair sends the application and its accompanying information; the chair records the request and response. [Form in Operating Procedure (OP) 14 below]
- (3) The school completes the application form and returns it to the CAPS Chair.
- (4) At the next meeting, the CAPS reviews the application-checking for complete and correct form and the minimum criteria.
- (5) If the application is incorrect, the CAPS Chair returns it for further information.
- (6) If the application is acceptable, a two (2) member visitation team is selected by the CAPS Chair.

[See Policy for composition of Team under CAPS Specific Policies 2.C.]

B. Visitation

- (1) The lead team member arranges a visitation schedule with the school and the fellow team member.
- (2) The lead team member sends a written confirmation of the visitation.
[See form in HSF]
- (3) The team carries out the on-site visitation, talking to administration and students whenever possible and investigating theatre and library facilities.
- (4) The host school arranges for reimbursement of team expenses after team members submit a reimbursement request form. [See form in HSF]

C. Post Visitation

- (1) The team meets to discuss and evaluate the program, deciding jointly whether or not to recommend IM according to the minimum criteria.
- (2) Immediately after the visit, the team leader writes a follow-up letter to the administration with copies to the theatre department chair and other appropriate people. [See sample letter in HSF]
- (3) The team leader completes the report forms according to team recommendations. [See form in HSF]
- (4) The team leader reports on the visit to CAPS, recommending or withholding recommendation of acceptance as an IM.
- (5) CAPS recommendation of approval must be by majority vote.
- (6) If the CAPS withholds approval, the chair should explain the difficulties in a letter.
- (7) The CAPS may recommend acceptance pending specified changes and reassessment of the application.

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- (8) The CAPS Chair takes the committee recommendation to the Board for action.
- (9) The CAPS Chair notifies the school of TETA's official approval or rejection
- (10) The CAPS Chair sends a dues statement to the applicant school and acceptance is complete when dues are received.
- (11) Schools accepted as IMs will be recognized and presented an Institutional Membership plaque at the Annual Convention.

OP 4. Dues and Yearly Update

- A. The CAPS Chair shall prepare and mail dues assessment statements and update forms for all IM by September 1 of each year using forms in HSF.
- B. The TETA Executive Director shall
 - (1) On receipt of dues payment and update, send copies to the CAPS Chair.
 - (2) Send dues payment to the TETA Treasurer/CFO.
 - (3) Send update copy to the Membership Chair.
- C. CAPS Chair, on receipt of the above information, shall
 - (1) Update IM dues records.
 - (2) Update IM delegate and phone records.
- D. If substantial changes are noted in the update, the CAPS Chair shall
 - (1) Determine whether renewal forms, consultation with IM delegate, visitation, or other reassessment is needed.
 - (2) Consult by phone with committee members and Executive Director concerning action and assign CAPS members to visit as necessary.

- E. If dues are not paid before the convention, CAPS Chair shall
 - (1) Request probationary status for IM through CAPS vote.
 - (2) Notify the IM of status change.
 - (3) Notify the Auditions Coordinator of the suspension of IM privileges.
- F. The CAPS Chair shall report to the TETA Board of Directors the status of members following the dues and update deadline.

OP 5. Representative at Convention

- A. The CAPS Chair will use the "IM Dues and Update Notification Form" to make a list of current IM representatives.
- B. After the convention, the CAPS Chair will
 - (1) Make a record of IM schools that did not have a representative registered and present at the convention.
 - (2) Send written notification to any IM member that has not had a representative registered and present at the convention for two (2) consecutive years. This written notification shall indicate that the school is on probation and that it must have a representative registered and in attendance at the next convention or its IM will be revoked.
 - (3) Send written notification to any IM school that has not had a representative at the convention for three (3) years that its IM has been revoked.

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OP 6. Renewal of IM Status

- A. The CAPS Chair shall send renewal applications to IM every three (3) years on the schedule established in the CAPS calendar.
 - (1) CU and AITS -- 1992, 1995, etc.
 - (2) SS -- 1993, 1996, etc.
- B. IMs shall return the completed application to the chair by December 1 of that same year.
- C. Renewals will be circulated and reviewed by the members of the CAPS at the regular convention meeting. Special attention must be given to the maintenance of minimum criteria in each institution.
- D. The Assistant Chair will notify each institution of the acceptance of its renewal as soon as possible after the review. [See sample letter in HSF]
- E. If there are questions concerning the renewal, the CAPS Chair will confer with the representative and arrange a visitation or resubmitting the necessary documentation.

- F. All adjusted or revisited renewals will be reviewed by the CAPS at the spring meeting. The chair will notify those IMs of their status.
- G. The chair will report to the TETA Board of Directors after each review meeting of the status of the IM.
- H. See OP 8 below for methods of reinstating IM status.

OP 7. Directory of Institutional Members

- A. Every three (3) years, the committee updates and publishes the TETA Directory of Institutional Members. The necessary information is collected with the renewal forms. (See form HSF)
 - (1) The directory form and a copy of the IMs most recent entry in the Directory is sent to each CU and AITS at renewal time.
 - (2) The completed form is returned by the IM to the CAPS Chair who collects the information and with the assistance of the committee, prepares the directory for publication.
- B. The Directory is distributed free of charge to all SS theatre arts teachers and all senior counselors in Texas secondary schools.

OP 8. Probation, Revocation, and Reinstatement of IM Status

- A. IMs may be placed on one (1) year probation for the following reasons:
 - (1) Failure to maintain minimum criteria standards for one (1) year.
 - (2) Failure to pay dues for one (1) year.
 - (3) Failure to send a registered convention representative for two (2) years.
 - (4) Failure to follow the renewal process,
 - (5) Other just and sufficient reasons as evaluated by the CAPS and the TETA Board of Directors.
- B. If probationary status occurs, the CAPS Chair notifies the IM.
- C. At the end of one (1) year, CAPS should review the probation and recommend reinstatement or revocation.

- D. Status may be revoked for the following reasons:
 - (1) Failure of the IM to maintain minimum criteria standards after one (1) year probation.
 - (2) Failure of the IM to pay yearly dues.
 - (3) Failure of the IM to send a registered faculty representative to the Annual Meeting of TETA for three (3) consecutive years.
 - (4) Failure to follow the renewal process,

- (5) Other just and sufficient reasons as evaluated by the CAPS and the TETA Board of Directors.
 - E. When one of the above conditions occurs, the CAPS shall review each situation and take appropriate action.
 - F. The CAPS Chair shall report the majority opinion to the Board of Directors for action.
 - G. An IM on probation may be reinstated upon written request to the CAPS Chair if
 - (1) All dues in arrears and the current year are paid.
 - (2) A designated representative registers and attends the next Annual Convention.
 - (3) Minimum criteria are met.
 - (4) Reinstatement from probation may not require a visit to the IM.
 - H. An IM which has been revoked may be reinstated upon written request to the President and the CAPS if
 - (1) All dues in arrears and the current year are paid.
 - (2) A designated representative registers and attends the Annual Convention.
 - (3) A renewal application is completed and a review by CAPS finds that the minimum criteria are being met.
 - (4) Depending on the circumstances requiring the revocation, a visitation may be required.
- OP 9. Convention Activities
- A. Information booth
 - (1) Location-in or adjacent to the registration area
 - (2) Contents/exhibits
 - a) Benefits of IM
 - b) IM Brochures
 - c) CU, AITS, and SS Minimum Criteria
 - d) IM representative/delegate registration forms
 - e) Other information as deemed useful
 - (3) Management
 - a) Man the booth as much as CAPS members' scheduling permits.
 - b) Pay particular attention to the usual peak registration and passing times.
 - c) Dispense materials and register IM delegates.
 - B. Awards Banquet
 - (1) Present IM plaques to new members.
 - (2) Recognize renewing members with certificates.

OP 10. TETA Play Section Policy Review

- A. The CAPS reviews the “TETA Play Selection Policy” a minimum of every six (6) years (see calendar) in collaboration with the UIL Advisory Committee.
 - (1) The Committee reviews the existing policy and, if necessary, recommends changes or adjustments.
 - (2) At the Annual Convention of the TETA an ad hoc committee of two (2) CAPS and two (2) UIL Committee members will meet to discuss the policy and report to their committees.
 - (3) The two (2) chairs will report to the TETA Board and explain the changes and the decisions of the two (2) committees.
 - (4) Any revision accepted by the TETA Board will be published in the next Texas Theatre Notes and the TETA website.
- B. The following criteria for play selection are recommended:
 - (1) General: In order to strive for a theatre program of the highest quality and provide students with a comprehensive and wide-ranging exposure to outstanding dramaturgy, plays for production should be considered which will fulfill the following criteria:
 - a) Enrich and support curriculum.
 - b) Be appropriate for the varied interests, abilities, and maturity levels of the cast, production staff, and audience.
 - c) Stimulate growth in factual knowledge, literary and dramatic appreciation, aesthetic values and ethical standards of the cast, production staff, and audience.
 - d) Provide opposing viewpoints on important issues in order that the cast, production staff, and audience may develop critical standards for making judgments.
 - e) Provide information reflective of the many and various religious, ethnic, and cultural groups.
 - (2) Specific: To make the best possible choice of play, each title should be evaluated with the following consideration in mind:
 - a) Characters worth doing, (Challenging to the performers)
 - b) Theme worth expressing, (Of lasting value to the audience, cast, and production staff)
 - c) Lines worth learning, (Good literary quality)
 - d) Potential for interesting technical production, (Challenging the interests and abilities of the production staff)
 - e) Suitable cast size, (Suited to the number, experience, and ability of those who may be expected to audition for roles)
 - f) Sufficiently different from other recent plays appearing locally, (Adding variety to the long-range program)

- g) Helpful in expanding this secondary schools', colleges' or universities' theatre program, (Capable of extending and enriching interest in theatre)
- h) Audience appeal, (Capable of inspiring a lively publicity campaign and bringing a suitable

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audience to the theatre)

- i) Capable of production within the budget and with the facilities, and
- j) Performable with language and action suited to the educational theatre.
(Suitable for performance with little revision)

(3) Specific to secondary school: When selecting a play for secondary school level, principle and reason will be placed over personal opinion and prejudice. Isolated lines or words taken out of context are not adequate reason for rejection of a play. Consideration will be given to:

- a) Truth and art,
- b) Factual accuracy, authoritativeness, balance and integrity, and
- c) Quality of presentation, imagination, vision, creativeness, and style appropriate to the idea.

OP 11. TETA Approved Publisher Review

A. CAPS will review requests by publishers for inclusion in the TETA List of Approved Publishers using the following steps:

- (1) Publishers desiring inclusion in the list shall request an application in writing from the CAPS Chair.
- (2) The CAPS Chair shall send the application, which includes the following information:
 - a) Philosophy of the publishing company,
 - b) List of plays including types, etc.,
 - c) Royalty ranges and adjustment policy,
 - d) Distribution record,
 - e) Cutting or adaptation policy, and
 - f) Other pertinent information.
- (3) The CAPS reviews the application at a regular meeting and votes on preliminary acceptance or rejection.
 - a) If the publisher is accepted for evaluation, the CAPS Chair requests a selection of scripts for appraisal by the committee.
 - b) If the publisher is not accepted, the chair writes an explanatory letter.
- (4) If scripts are requested, they are distributed by the committee members for evaluation, using the policy and criteria to check each script, on quality, content, and acceptability at the next regular meeting.

- (5) The consensus of the committee is then reported to the TETA Board of Directors for consideration, and the publisher is notified by the Executive Director of the Board of Directors' acceptance or rejection.
- (6) If the publisher is rejected, the company may send a representative to appear in person at the regular CAPS Meeting to request consideration and to answer the concerns of the CAPS and the TETA Board of Directors. At such a meeting, the Executive Director and any available Board Members should attend.
 - a) The CAPS then reevaluates the company and reports to the TETA Board of Directors.

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- b) The Executive Director of TETA reports the TETA Board of Directors' decision to the publisher.
- (7) Any publisher may reapply after three (3) years by submitting a new application.

OP 12. History

- A. Historian: CAPS will select a historian or a secretary/historian from among its members.
- B. Tasks: The historian shall perform the following tasks:
 - (1) Solicit, collect, and arrange all history materials for CAPS according to the following guidelines:
 - a) When possible all history materials should be on 8 1/2 x 11 white paper.
 - b) All left margins should be one and a half (1 1/2) to three-quarters (3/4) inches for binding.
 - c) All copies should be single spaced if possible.
 - d) All materials should be unbound and without notebook holes.
 - e) If conforming to the above is not possible, the pertinent brochure, pamphlet, etc. should be sent.
 - (2) Distribute all materials according to the following:
 - a) All convention-related materials should be transferred to the TETA Board Secretary/Historian for inclusion in the Annual Proceedings of TETA, (As soon as possible after each convention.)
 - b) All other materials should be transferred to the Executive Director at or near the time of the Fall Board Meeting.
- C. Materials: The materials to be included in the Annual Proceedings of TETA or the archival collection include, but are not limited to, the following:
 - (1) All forms (Executive Director)
 - (2) Minutes of all meetings (Secretary /Historian)

- (3) Criteria statements and revisions (Secretary /Historian)
- (4) Policy statements (Secretary /Historian)
- (5) Complete applications of schools seeking institutional membership (Editor)
- (6) Visitation reports (Editor)
- (7) Guidelines for evaluation (Editor)
- (8) Copies of I M and CAPS handbooks (Editor, Secretary /Historian)
- (9) All revisions to any of the above materials (Editor, Secretary /Historian)
- (10) Other pertinent information as deemed necessary.

OP 13. Finances

- A. The CAPS Chair shall maintain a financial record of budgeted funds and actual expenditures
- B. 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.
- C. Submit requests for payment of budgeted expenses to the Treasurer/CFO using the standard form which requires a brief description of the intended purpose of each

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expenditure and the attachment of bills or receipts. [See Payment Request Form.]

- There shall be no reimbursement for sales tax.

- D. Handle reimbursement for committee members.
 - (1) Collect requests for payment for budgeted expenses at committee meetings.
 - (2) Submit requests to the Treasurer/CFO using the standard form.
 - (3) Disperse the collected monies to the committee members.
- E. Submit a proposed budget for the coming year to the Treasurer/CFO by the Spring Board Meeting.

DIRECTORY OF INSTITUTIONAL MEMBERS

1. The Directory of Institutional Members is published every three (3) years (1993, 96, 99, etc.).
2. The directory includes
 - A. "The History of TETA"
 - B. "Minimum Criteria Policy, Secondary Schools"
 - C. "Minimum Criteria Policy, Community/Junior Colleges"
 - D. "Minimum Criteria Policy, Colleges/Universities"
 - E. "Play Selection Policy"
 - F. An entry for each TETA IM on the college and university level including brief notations regarding
 - (1) City and phone number
 - (2) Organization (Department of theatre, drama, etc.)
 - (3) Degrees
 - (4) Faculty and staff
 - (5) Courses
 - (6) Library holdings (Number of theatre-related volumes)
 - (7) Fax Numbers and Web sites
 - (8) Physical facilities
 - (9) Production schedule
 - G. A list of Secondary School IMs.
 - H. TETA officers, Board members, committee chairs and members.
 - I. TETA K-12 and CU Section officers and committee chairs.
 - J. Such other information as is deemed necessary by the CAPS.
3. Two (2) copies of the directory with an explanatory cover letter are sent to each high school in the state to be used by the theatre instructor and the senior counselor.
4. Copies are also sent to all IMs.

COMMUNICATIONS COMMITTEE

By-Laws

1. There shall be a Communications Committee whose principal duties shall be to supervise publications designed to promote the programs of the TETA.
2. The committee shall consist of six (6) members plus the chair selected by the President with the approval of the Board of Directors. The terms of committee members shall be two (2) years.
3. The committee shall have the responsibility for publishing official TETA publications, directories, and documents and circulating them as appropriate among members, IMs, schools, colleges, AITs and universities as designated by the TETA Board of Directors.

Policies

1. The Communications Chair is responsible for publication of the following:
 - A. Texas Theatre Notes
 - B. Such other publications for mass distribution as may be deemed necessary by the TETA Board of Directors.
 - C. Act as, or designate, a Webmaster for the TETA website.
2. The Communications Committee and chair shall assist as needed with publication of the following:
 - A. Annual Directory of Members (Material to be provided by the Membership Chair.)
 - B. Directory of Institutional Members (Material to be provided by the CAPS Committee.)
 - C. College and University Course Syllabi (Material to be provided by the CAPS Committee.)
 - D. Membership brochure (Responsibility of the Membership Committee.)
 - E. Advocacy brochures (Responsibility of Advocacy Committee.)
 - F. History of TETA (Material to be provided by Secretary/Historian.)
 - G. TETA website (www.tetatx.com)
3. The committee shall include the Membership Committee Chair and at least one (1) representative from each section.
4. The committee and the chair shall review the graphics policy found in B5 of the TETA Manual of Operations.

Texas Theatre Notes

1. The Editor of Texas Theatre Notes is appointed by the Communications Committee Chair with the approval of the President and Board of Directors.
2. Texas Theatre Notes is published four (4) times annually (October, December, March, and May). It may be printed as a newspaper in tabloid format.
3. Texas Theatre Notes serves the needs of the organization.

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4. At the direction of the Board of Directors, Texas Theatre Notes is also sent to
 - A. All individual members
 - B. TETA IMs and OMs.
 - C. All Texas university, college, and junior college theatre departments.
 - D. All Texas high school theatre departments.
 - E. Identified junior high/ middle school theatre departments.
 - F. As many not-for-profit theatres in Texas as possible.
 - G. Governor, Lieutenant Governor, and members of the Texas State Legislature, and US Legislatures from Texas.
 - H. Members of the Texas SBOE.
 - I. TEA officials: Commissioner, Deputy Commissioner for Curriculum and Program, Assistant Commissioner for Curriculum and Instruction, Director of Curriculum Development, Fine Arts Director, and Education Service Center Directors.
 - J. Director and Commissioners of the Texas Commission on the Arts.
 - K. Director of the Texas Arts Alliance.
 - L. President of the Texas Arts Education Association.
 - M. Executive Director of the Texas Music Educators Association.
 - N. President of the Southwest Theatre Association.
 - O. Executive Director of the Texas Non-Profit Theatre Association.
 - P. Journal Chairs of the Education Theatre Association.
 - Q. Executive Director of the National Association of Schools of Theatre.
 - R. Businesses and publishers advertising in association publications.
 - S. Others as specified by the Board of Directors.

Note: Names and addresses are to be updated annually.

5. Texas Theatre Notes Editor shall solicit for advertising and maintain all records.
6. Texas Theatre Notes Editor shall submit quarterly financial reports to the Treasurer/CFO of expenses and receipts.

TETA Website (www.tetatx.com)

1. TETA, Inc., through the Communications Committee, shall maintain and update a website (www.tetatx.com) for the purpose of information dissemination, networking, advocacy, and public relations.
2. The Communications Committee Chair, with the approval of the TETA Board of Directors, appoints a Webmaster.

Duties of Members

1. Communications Chair (See Section C)
2. Texas Theatre Notes Editor(s): The Editor(s) of Texas Theatre Notes, subject to the approval of the TETA President and the Board of Directors, shall:

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- A. Solicit material for each issue.
 - B. Prepare copy for each issue.
 - C. Lay out each issue.
 - D. Contract for typesetting and printing.
 - E. Proofread typeset copy.
 - F. Secure advertisers.
 - G. Mail a tear sheet and cover letter to all advertisers after each issue of Texas Theatre Notes has been published.
 - H. Bill advertisers and forward the payments to the Treasurer/CFO.
 - I. Obtain labels from the Membership Chair and mail each issue.
 - J. Send a balanced quarterly financial report of the Communications financial account with receipts, etc. to the Treasurer/CFO.
 - K. Compile a year-end financial report listing all expenditures and revenue for the committee. Distribute copies to the Board of Directors at the Annual Convention.
 - L. Prepare and periodically update the TETA complimentary and the Texas Schools mailing lists.
 - M. If co-Editors are used, job responsibilities will be decided upon by each Editor.
3. The Webmaster shall
 - A. Monitor the management of the website including postings, forwarding, troubleshooting and design.
 - B. Submit a proposed budget for the coming year to the Communications Committee Chair for submitting to the Treasurer/CFO by May 1.
 - C. Submit requests for payment of budgeted expenses to Communications Committee Chair for submitting to the Treasurer/CFO 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.]

- There shall be no reimbursement for sales tax.

D. 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.

E. Prepare periodic written report to the Communications Committee Chair for presentation to the TETA Board of Directors.

F. Solicit information for posting from the various committee chairs, Section Vice-Presidents, President of the TETA Board of Directors, Convention Director, Programming Chair, Exhibits Chair, and Coordinators.

G. Solicit for advertising and maintain all records.

H. Submit quarterly financial reports to the Treasurer/CFO of expenses and receipts.

I. Serve as a member of the Communications Committee.

J. Maintain and supervise the content of TETA's website.

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K. Serve as a clearinghouse for all material to be placed on the website.

L. Maintain regular contact with the Editor(s) of Texas Theatre Notes and/or the Communications Chair.

M. Maintain a standard of excellence in regard to the website which agrees with the mission and goals of TETA, Inc.

N. Work with the Communications Chair, the Editor(s) of Texas Theatre Notes, and the President of TETA, Inc., to encourage use of the TETA website.

4. Committee members shall

A. Attend all meetings and contribute to the work of the Communications Committee.

B. Carry out tasks assigned by the Communications Chair.

CURRICULUM COMMITTEE

By-Laws

There shall be a Curriculum Committee comprised of representatives from Kindergarten
5th Grade, from Middle School, from High School, from the CU Section, and the
Teacher
Training Network (TTN) Chair that will participate in an annual review and
facilitate
implementation of curriculum for theatre arts.

Policies

1. The Curriculum Committee shall acquire and catalogue curricula material from all levels in theatre arts that shall be accessible to the entire membership.
2. The Curriculum Committee shall annually evaluate curricula material from all levels and develop new information when deemed necessary.

Duties of Members

1. Curriculum Chair (See Section C)
2. Committee Members shall
 - A. Serve on the following sub-committees according to current areas taught and interest in other academic levels of theatre:
 - (1) Grades K -5 curriculum
 - (2) Middle School curriculum
 - (3) High School curriculum
 - (4) Freshman-Sophomore college/university curriculum
 - (5) Junior-Senior college/university curriculum
 - (6) Graduate level curriculum
 - B. Attend all meetings and contribute to the work of the Curriculum Committee.
 - C. Carry out tasks assigned by the Curriculum Chair.

Operating Procedures

1. Acquire all available curricula from kindergarten to graduate school theatre training and serve as a clearinghouse for curricula materials.
2. Catalogue existing curricula in an accessible manner.
3. Develop rationale to determine obsolescence or effectiveness of present curricula.
4. Develop and make available model lessons.
5. Interpret model curriculum through in-service and workshops.
6. Find methods to emphasize higher level thinking skills through instructional strategies.
7. Research established tests in other disciplines that can be applied to measure theatre training.

MEMBERSHIP COMMITTEE

By-Laws

1. The Membership Committee's principal duties shall be to develop and implement strategies for maintaining and increasing TETA membership.
2. There shall be a Membership Committee comprised of members appointed by the TETA President/CEO. Members will serve a three (3) year term.
3. Additional members of the Membership Committee will include the Convention Registrar (Past and Current), a member from CAPS, and a member from TETAAO.

Policies

1. The Membership Committee is responsible for publication the TETA Directory of Members.
2. The Membership Committee is responsible for upkeep on the membership database.

Duties of Members

1. Membership Chair (See Section C)
2. Committee Members shall
 - A. Coordinate lists of IMs, OMs, and TETAAO members
 - B. Proof TETA's Directory of Members with the Convention Registrar
 - C. Attend all meetings and contribute to the work of the Membership Committee.
 - D. Carry out tasks assigned by the Membership Chair.

Directory of Members

1. The Annual Directory of Members is a directory of TETA members.
2. The following information is printed in the directory
 - A. TETA officers and Board members
 - B. TETA committee chairs and members
 - C. TETA section officers and committee chairs
 - D. Adult members, including designated IM and OM representatives
 - E. Student members
 - F. IMs
 - G. OMs
 - H. TETA History, including Past Presidents, Founders' Awards recipients and Emeritus Members.

I. TETAAO Members

3. The following information is included for each adult member

A. Name

B. Code indicating association and section affiliation

C. Date membership expires

D. Home address (street, city, state, zip)

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E. Home telephone

F. Institutional affiliation

G. Business address (street, city, state, zip)

H. Business telephone

I. Fax Numbers

J. E-mail addresses

4. The Annual Directory of Members is sent only to the membership, not to the Texas Theatre Notes complete mailing list.

AUDITIONS COMMITTEE

Policies

1. Only schools, colleges, universities and Accredited Independent Theatre Schools (AITs), who are IMs and out-of-state colleges/ universities approved by the coordinator shall be allowed the privilege of conducting student auditions during the annual TETA convention.
2. Participation is open to graduating high school seniors, students enrolled in two (2) year and four (4) year colleges and universities, and AITs, hereinafter referred to as "Auditionees." The number of participating students from any one school may be limited. The theatre arts teacher, sponsor or faculty member must sign a student's application certifying that the student has been chosen as one of the school's auditionees.
3. Three (3) students from each Institutional Member (IM) high school, junior college, university, and Accredited Independent Theatre School shall be given priority in filling the audition slots through November 1. Students' applications from IM schools will be confirmed by postmark.
4. Two (2) students' applications each from Organizational Member (OM) schools shall be accepted through November 1. Students' applications from OM Schools shall be confirmed by postmark.
5. According to availability one student application from non-IM/non-OM schools will be accepted through November 1 and be prioritized by postmark.
6. Participating auditionees shall be required to pay an audition application fee which includes a TETA student membership fee. Convention registration is not required for auditioning students. Convention registration shall be required for full convention participation. [See Annual Convention Policies B3a-c.]

Auditions Coordinator(s)

The Auditions Coordinator shall

1. Maintain the established student auditions procedures and implement new activities according to TETA principles.

2. Plan the auditions and arrange for representatives from IM colleges, universities and AITs to participate.
3. Maintain regular communication with the President, President-Elect, Executive Director, Convention Director and Programming Chair.
3. Provide periodic columns about the auditions in Texas Theatre Notes and the web site.

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4. Auditions brochures and applications are mailed separately to appropriate membership by the President-Elect no later than September 1. The brochure and application is forwarded to Texas Theatre Notes and the website for publication in September.
5. Prepare a progress report regarding the auditions to be presented by the President-Elect at both the Spring and Fall Board of Directors' Meetings.
6. Work with scholarship chair to coordinate all scholarship auditions.
7. Provide the TETA Secretary/Historian with two dated copies of all reports and official correspondence for inclusion in the Annual Proceedings of TETA.
8. 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.
9. Submit requests for payment of expenses to the Convention Director.
10. Prepare a written summary report regarding auditions for the President-Elect.
11. Prepare a report detailing scholarship audition activities during the convention and projected plans for the coming year for presentation at the TETA New Board Meeting.

Operating Procedures

1. During the spring and summer, the Auditions Coordinator(s) shall develop preliminary plans for the auditions and tentatively arrange for representatives from IM colleges, universities, and AITs to participate (Hereinafter "Auditioners.")
2. The Auditions Coordinator(s) shall work with the Programming Chair during the summer to schedule the auditions at the Annual Convention.

3. The Coordinator(s) shall contact all eligible colleges, universities and AITs and verify their participation in the auditions by September 1.
4. A draft of the explanatory information about the audition and application forms shall be submitted for approval at the Spring Board Meeting of the TETA Board of Directors.
[See sample TETA Auditions brochure, audition application form, and auditionee's application form.] [See Graphics Policy B5 - [TETA Manual of Operations](#).]
5. The audition application form shall be included in the October issue of [Texas Theatre Notes](#) and posted on the website.
6. Receive all audition applications from central mailing. Until coordinator(s) is/are ready to organize the applications all applications shall be kept in the order received.
7. Contact High School and Junior College Founders' Coordinators for list of finalists for Founders' Scholarships in Acting and Design/Tech.
8. Student applicants shall be notified by December 1 regarding acceptance (including waiting

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list auditionees, their check in time and their auditionee number). Checks for application fees will be returned to those students unable to participate due to lack of audition slots.

9. Applications are prepared for the "Auditioners' Book" which shall be divided into two sections.
10. Acting - Not to exceed 100 to include the Founders' Finalists. Fifteen (15) more auditionees may be placed on a Waiting List.
 - High School Founders'
 - Junior College Founders'
 - Singing Auditions
 - All other applications in the order received
11. Design/Tech - Not to exceed fifty (50) to include the Founders' finalists. (Currently there is no waiting list.)
 - High School Founders'
 - Junior College Founders'
 - All other applications in order received

12. Take the "Auditioners' Book" to the printers and order sixty (60) copies of the book.
13. During the convention, separate auditions shall be held for high school, and junior college students. Callback auditions shall be scheduled as necessary.
14. Auditions shall be conducted as follows:
 - A. Auditionees shall be assigned a number within a grouping from one to ten (1-10).
 - B. Assign a time for each auditionee within the group. Allow a minimum of ten (10) minutes for a break between each Founders' audition in order for IM auditioners to vote.
 - C. Acting auditions begin at 8:00 AM on the Saturday of the Annual Convention.
 - D. Auditionees shall report to the check in table thirty (30) minutes before their audition time. Record check in time on application.
 - E. Waiting list Auditionees shall report to check in table at 7:30 AM on the Saturday of Auditions and shall wait until there is a "No Show" or until they can be worked into the auditions.
 - F. Running the acting auditions.
 - (1) Conduct a workshop prior to the day of auditions (Thursday of the Annual Convention) to brief auditionees on the procedures of the auditions and answer any questions.
 - (2) Set up the check in table. Assign and train helpers as to the procedures for checking in.
 - (3) Set up waiting room and train helpers as to the procedure for the waiting room.
 - (4) Keep the flow of the auditionees running smoothly.
 - (5) Ten (10) students shall come into the audition room from the waiting room and sit

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in chairs numbered one through ten (1-10). Number one (1) shall come in and sit in the "on deck" chair. The rest will sit in the numbered chairs. When the auditioners are ready, number one (1) shall move on stage to audition, and number two (2) will move to the "on deck" chair. When number one (1) is completed with the audition, he/she will sit in the number one (1) chair as number two (2) moves to the "on deck" chair and so on. Auditionees shall have two (2) minute time slots. It is imperative that this part of the audition moves smoothly so that the coordinator(s) can arrange ten (10) to fifteen (15) minute breaks for the auditioners.

- (6) When all auditionees have performed, then they are led out of the room and informed of the time and place to look for the callback list. Then, the next group to audition is led into the audition room. This is the procedure for both the acting and design/tech auditions.
- (7) The acting auditionees get two (2) minutes to audition and design/tech receive two and a half (2 ½) minutes. There must be a timer present for every audition. The student's time begins with their introduction. No time is taken away when the student has to set up for tech audition or consult with the accompanist for the acting audition.

G. Call backs.

- (1) After all auditions are completed, the auditioners are given a chance to complete their callback forms. Then it is the responsibility of the coordinator(s) to make copies of each list, post the copy and return the original list to the appropriate school.
- (2) The auditionees shall then begin to form a line out side of the audition room. In the audition room the coordinator(s) shall have set up approximately twenty-five (25) chairs for the students to sit. The first twenty-five (25) auditionees shall be taken into the room and then assigned to the schools who have called them back. When the auditionee finishes the callback, the auditionee shall return to a chair in the audition room. Auditionees are not permitted to move on to the next school without the permission from the coordinator(s). Auditionees waiting in line outside the audition room will be brought in and assigned to auditioners as circumstances permit. This is done on a "first come, first serve" basis.
- (3) The callback process is the same for both the acting and design/tech auditions. When all auditionees have been seen by the auditioners who call them back, then the auditions are completed.

H. Running the Design/Tech auditions.

- (1) High School Founders' will be first in the "Auditioners' Book." Junior College Founders' shall be next. Allow a ten (10) minute break in order for the IM Auditioners to vote.
- (2) All other applications shall be put in the order received. The total of Design/Tech auditions shall not exceed fifty (50). This number includes the Founders' finalists.

- (3) The auditionees shall be divided into groups. The High School Founders' will be considered one group (no matter the number of auditionees) and the Junior College Founders' applicants another. Thereafter, the auditionees shall be assigned a number within a grouping from one to ten (1-10).
- (4) After this is done the auditionees shall be assigned a time. Design/Tech auditions shall always begin at 10:00 AM. The students shall need to report to the check in table thirty (30) minutes before their audition time. The time shall need to be placed on the application.
- (5) If there are more than fifty (50) applications, then these students shall need to be notified as to the reason that they shall not be able to audition.
- (6) For procedures to regulate the flow of auditions, refer to D7c-d)
- (7) Design/Tech auditionees have two and a half (2 ½) minute audition slots.
- (8) For callback procedures, see Running the Acting Auditions, refer to D7c-d).

SAMPLE AUDITION FORMS

AWARDS COORDINATOR

Policies

1. All awards are presented to and shall be approved by the Board of Directors.
2. A congratulatory letter from the President shall accompany certificates which are mailed.
3. All awards must meet the requirements of the TETA policy on graphics.
[See B5 in the TETA Manual of Operations.]

FOUNDERS' AWARD

The most prestigious TETA award is given to individuals who have made outstanding contributions to educational theatre in Texas and to TETA.

1. The recipient shall be a member of TETA.
2. A maximum of five "Founders' Awards" may be given a year.
3. The award shall be a plaque of traditional design incorporating an engraved scroll and a medallion bearing the TETA seal. A CUT ABOVE ENGRAVERS of Houston, Texas, owns the die cast of the TETA seal.

EMERITUS MEMBER AWARD

This award is given to an individual who has made outstanding contributions to TETA.

1. The recipient shall be a current or past member of TETA.
2. A maximum of five "Emeritus Member Awards" may be given a year.
3. The award shall be a plaque of traditional design incorporating an engraved scroll and a medallion bearing the TETA seal. A CUT ABOVE ENGRAVERS of Houston, Texas, owns the die cast of the TETA seal.

EDUCATOR OF THE YEAR AWARDS

These awards are given in recognition of outstanding accomplishment in the teaching of theatre.

1. There are four categories of Educator of the Year:
 - A. College/University

- B. Community/Junior College
 - C. High School
 - D. Kindergarten - Grade 8
2. The recipient must be a member of TETA.
 3. A maximum of one award from each interest group from Sections K-12 and CU may be given each year.

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4. The awards are announced at the Annual Convention Awards Banquet.
5. The award shall be a plaque bearing the TETA, Inc., seal, but no scroll.
A CUT ABOVE ENGRAVERS of Houston, Texas, owns the die cast of the TETA, Inc., seal.

CERTIFICATES OF RECOGNITION

Certificates may be given to individuals or to institutions/organizations which have greatly furthered the status or advancement of theatre.

1. The recipient may or may not be a member of TETA.
2. Certificates shall be given annually to all high school theatre departments participating in the State UIL OAP Contest.
3. A certificate shall be given annually to the institution(s) hosting or making major contributions to the convention.
4. Sections may nominate candidates for a "Certificate of Recognition" as deemed appropriate.
5. Certificates shall have an embossed TETA seal, be professionally inscribed, and be signed by the President.

CERTIFICATES OF APPRECIATION

These certificates shall be given to outgoing TETA officers and Board members.

1. Sections may give these certificates to section officers and Board members, committee chairs, or committee members.
2. "Certificates of Appreciation" may be awarded to other individuals or institutions/organizations as deemed appropriate.
3. Certificates shall have an embossed TETA seal, be professionally inscribed, and be signed by the President.

OUTGOING PRESIDENT AWARD

1. The President-Elect shall be responsible for obtaining and presenting the outgoing President award.
2. This award shall be presented to the outgoing President of TETA at convention.
3. The award, of an individual nature, shall not exceed \$250.00.

CERTIFICATE OF INSTITUTIONAL MEMBERSHIP

The CAPS shall give a plaque to all schools that are accepted as meeting the minimum criteria for Institutional Membership in TETA.

1. The plaque, bearing the TETA seal, will include the name and the city of the institution.
2. Purchase and distribution of these plaques shall come from the CAPS Chair.
3. Certificates shall have an embossed TETA seal, be professionally inscribed, and be signed by

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the President. A CUT ABOVE ENGRAVERS of Houston, Texas, owns the die cast of the TETA seal.

Awards Coordinator

The Awards Coordinator shall

1. Maintain the established awards procedures.
2. Maintain regular communication with the President and the President-Elect.
3. Maintain regular communication with the Convention Director.
4. Solicit award nominations from the committees and membership and provide nomination forms at convention.
5. Provide an award nomination form for inclusion in convention packets and for the May issue of Texas Theatre Notes and the website for the August 1 deadline.
6. Notify each section Vice-President regarding nominations for the "Educator of the Year Awards".
7. Present nominees for Educator of the Year packets to K-12 and CU Sections at the Fall Section Board Meetings.

8. Prepare copies of the documentation for all "Founders' Award" nominees and for the one Educator of the Year Award nominee selected by each Interest Group for the Fall Board of Directors' Meeting.
9. Prepare a progress report regarding awards for both the Spring and Fall Board of Directors' Meetings.
10. Following TETA Board approval, notify all nominators and award recipients by mail of the impending award with instructions for award presentations.
11. Arrange for purchasing and engraving of all plaques for awards.
12. Prepare photos and write up from nomination package for awards program.
13. Prepare and frame "Certificates of Recognition" and/or "Certificates of Appreciation" as directed by the TETA President, Convention Director and/or Section Vice-Presidents and Committee Chairs.
14. Work with the Convention Director to prepare awards and decorations for the Educators of the Year Luncheon and the Awards Banquet.
15. Write and publicize resolutions as suggested by the Convention Director, the Board of Directors, section Vice-Presidents, and committee chairs.
16. Provide the TETA Secretary/Historian with two dated copies of all reports for inclusion in the Annual Proceedings of TETA.
17. Send letters and notification to media and award recipients' administrators.
18. Submit requests for payment of expenses to the Convention Director.
19. Prepare a summary of awards or see that Texas Theatre Notes and the website have

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announcements of the recipients for publication.

20. Present an Awards Report with expenses for the TETA Outgoing Board Meeting.

Nomination and Selection Procedure

1. Nomination forms shall be available at the Annual Convention and in the May issue of Texas Theatre Notes as well as being posted on the website.
2. Nominations are due by August 1.

3. It is the responsibility of the person making the nomination to provide the following information:
 - A. A nomination form accompanied by a nomination letter.
 - B. The vitae or resume of the nominee
 - C. Corroborating letters by three (3) other people.
4. All nomination packets are due by August 1 for presentation at the TETA Fall Board of Directors' Meeting and Section Board Meetings.
5. Nominees may not be considered if all documentation is not submitted by the Fall Board Meeting.
6. K-12 and CU Section Vice-Presidents shall inform the Awards Coordinator of any nominees coming from the sections by August 1; the Awards Coordinator shall inform the Section Vice-Presidents of any outside nominations no later than August 15.
7. The Awards Coordinator shall prepare copies of the documentation for all "Founders' Award" nominees and for the "Educator of the Year Award" nominees selected by each section for the Fall Board of Directors Meeting.
8. The Board of Directors shall discuss and vote on each Founders' Award nomination at the Fall Board Meeting.
9. The Board of Directors shall discuss and vote on each Emeritus Member Award nominee no later than at the Fall Board Meeting.
10. The Awards Coordinator will notify award recipients and presenters about arrangements for the awards luncheon and awards banquet. Recipients will be entitled to one complimentary luncheon/banquet ticket for a special guest. Presenters shall be provided one luncheon/banquet ticket.
11. Tickets shall be made available to any outside guest(s) of the award recipients. Awards guests are not obligated to attend the convention.
12. The tickets will be arranged by the Awards Coordinator with the Convention Director.
13. "Founders' Award", "Emeritus Member Award", and "Educator of the Year Award" winners shall be printed in the convention program along with the names of all previous recipients.
14. Separate awards programs are at the discretion of the Convention Director.

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15. Order and procedure of Award presentations may be arranged with cooperation among the Awards Coordinator, Convention Director, and the President.
16. Various presentations of awards are as follows and may be presented at whatever event or order the Awards Coordinator, Convention Director, and President see fit:
 - A. Design Competition Awards
 - B. Scholarship recipients
 - C. Debut Papers winners
 - D. Recognition of new IMs
 - E. "Certificates of Recognition" and "Certificates of Appreciation"
 - F. "Educator of the Year Awards" (given at the Educators of the Year Luncheon)
 - G. "Emeritus Member Awards"
 - H. "Founders' Awards"
17. A report on award recipients prepared by the Awards Coordinator shall be forwarded to Texas Theatre Notes Editor and the TETA website for publication.

Time Line for Awards Coordinator

1. **At the Annual Convention one year prior to the Awards:**
 - Include nominations forms in convention packets.
2. **Eight (8) months before convention:**
 - A. Follow up on nominations for awards.
 - B. Visit with K-12 and CU Section leaders at Spring Section Board Meetings to solicit Educators of the Year nominations.
 - C. Visit with TETA Board of Directors at Spring Board Meeting to solicit Founders' Award nominations.
3. **Seven (7) months before convention:**
 - Send requests for any nominations and names that may not have been sent.
4. **Six (6) months before convention:**
 - Send reminders to receive all materials for nominations by August 1.
5. **Five (5) months before convention:**
 - Prepare nomination packets and forward preliminary list to appropriate Board members for perusal before Section and/or Board of Directors' Fall Board Meetings.
6. **Four (4) months before convention:**
 - A) Present completed packets for Educators of the Year awards to the K-12 and CU Section Fall Board Meetings.

B) Present completed packet(s) for Founders' Awards to the TETA Fall Board of Directors' Meeting.
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- C) Write congratulatory letters to recipients and notify nominators.
- D) Write letters of regret to the nominators of any nominee that was not accepted, when necessary.

7. Three (3) months before convention:

- A) Send specific instructions for pictures and needed information to award recipients and obtain correct names for the plaques.
- B) Send letters to administrators congratulating and assuring that the award recipient may attend the Annual Convention along with inviting the administrator.
- C) Order award plaques.

8. Two (2) months before convention:

- A. Prepare program, for convention program and awards banquet program.
- B. Send convention program information to the Convention Director.

9. One (1) month before convention:

- A. Follow up on awards order.
- B. Make or print tickets for awards events.
- C. Reserve complimentary tickets and obtain a count on guest tables for the Convention Director.
- D. Solicit lists of "Certificates of Recognition" and "Certificates of Appreciation" from the K-12 and CU Section Vice-Presidents, the Convention Directors, and the President.

10. Month of convention:

- A. Before Convention:
 - (1) Make certificates; buy and frame certificates.
 - (2) Assure that plaques will arrive on time.
 - (3) Have luncheon and awards banquet programs printed.
 - (4) Plan for luncheon and awards banquet décor, coordinating with the Convention Director.
 - (5) Copy nomination forms for the next year to be passed out at the awards events.

B. At Convention:

- (1) Get certificates signed by TETA President
- (2) Coordinate decorations for banquets
- (3) Distribute necessary banquet tickets for award recipients and guests
- (4) Coordinate the distribution of awards

C. After Convention:

- (1) Send letters to media and administration congratulating awards recipients.
- (2) Ensure that Texas Theatre Notes and the TETA website have pictures and necessary information for publication.

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11. One to two (1 -2) months after convention:

- A. Send letters to any nominators to ask if they wish to resubmit any nomination not accepted the previous year.
- B. Send request to K-12 and CU Section Vice-Presidents and TETA Board of Directors for nominations.

SAMPLE NOMINATION FORMS

NOMINATION FORM
TETA FOUNDERS' AWARD

I hereby nominate _____ as a recipient of the Texas Educational Theatre Association's *FOUNDERS' AWARD* for 20 ____.

Address of Nominee: _____

City, State: _____ Zip: _____

Nominee's Educational Institution: _____

Address: _____

Phones: _____ E-mail: _____

The Nominee is/has been a member in good standing of TETA, Inc., and has made the following special contributions to the organization and to educational theatre in Texas:

Nominator's Name: _____

Address: _____

City, State: _____ Zip: _____

Phones: _____ E-mail: _____

It is the responsibility of the person making the nomination to provide the following information by **AUGUST 1** of the year previous to the Annual Convention.

- 1) *This form accompanied by a letter of nomination*
- 2) *A Vita/resume of nominee*
- 3) *News media or administrators to be notified if the nominee is selected*
- 4) *Three corroborating letters from others in support of nomination sent by your request. Names and addresses of support letters are beneficial in case awards coordinator must solicit letters.*

Your nominee shall not be considered if all documentation is not received before the Fall TETA Board of Directors' Meeting. Nominees shall not be voted on without a nomination packet.

All letters, forms and information should be sent, faxed or e-mailed to:

Allana L. Patterson, TETA Awards Coordinator
2806 Manchester Lane
Grapevine, TX 76051

FAX: 817/329-2173/e-mail: allanapat@msn.com
H. Ph: 817/329-2172 W. Ph: 817/922-6610

NOMINATIONS FORM
TETA EDUCATOR OF THE YEAR AWARD

I hereby nominate _____ as a recipient of the Texas Education
Theatre Association's *EDUCATOR OF THE YEAR* for 20 _____.

Check appropriate category: ___ College University ___ Community/ Jr. College
 ___ K-8 ___ High School

Address of Nominee: _____

City/State: _____ Zip: _____

Nominee's Educational Institution: _____

Address: _____

Phone: _____ E-mail: _____

The nominee is a member of TETA and has made the following special contributions to the
organization and to educational theatre in Texas:

Nominator's Name: _____

Address: _____

City, State: _____ Zip: _____

Phone: _____ E-mail: _____

It is the responsibility of the person making the nomination to provide the following information
by AUGUST 1 of the year previous to the Annual Convention.

- 1) *This form accompanied by a letter of nomination*
- 2) *Vita/resume of nominee*
- 3) *News media or administrators to be notified if nominee is selected*
- 4) *Three corroborating letters from others in support of nomination sent by your request. It is recommended that one be from an administrator or colleague from the nominee's school.*

*Your nominee shall not be considered if all documentation is not received before the Fall TETA Board
of Directors' Meeting. Nominees shall not be voted on without a nomination packet.*

All letters, forms and information shall be sent, faxed or e-mailed to
Allana L. Patterson, TETA Awards Coordinator
2806 Manchester Lane

Grapevine, TX 76051

FAX: 817/329-2173/e-mail: allanapat@msn.com

H. Ph: 817/329-2172 W. Ph: 817/922-6610

NOMINATING COMMITTEE

By-Laws

1. The Nominating Committee's principle duties shall be to nominate candidates for vacancies on the TETA Board of Directors.
2. The President shall, with the approval of the Board, appoint a nominating committee of five (5) members from IM schools.

Policies

The Nominating Committee shall

1. Select only one nominee for the positions of President-Elect, Secretary, Treasurer-Elect, Treasurer/CFO and three Board members elected at-large. Additional nominations may be made from the floor.
2. Submit its informative report to the TETA Board of Directors at the Fall Board Meeting.
3. Publish the nominees' names in the December issue of Texas Theatre Notes.

Officers and Committee Members

1. The Nominating Committee Chair shall
 - A. Schedule and preside at meetings of the committee.
 - B. Maintain regular communication with committee members.
 - C. Maintain regular communication with the President, President-Elect and Executive Director.
 - D. Submit an article calling for volunteers and candidates for TETA Officers and Board Members for the March and May issues of Texas Theatre Notes.
 - E. Prepare a progress report for the President-Elect on committee activities for Board Meetings.
 - F. Submit the committee report of nominees to the President-Elect for presentation at the Fall Board Meeting.
 - G. Submit the list of nominees to Texas Theatre Notes for publication in the December issue.

- H. Prepare a summary report on committee activities for the preceding year for presentation by the President-Elect at the Annual Business Meeting.
- 2. Committee Members shall
 - A. Attend all meetings and contribute to the work of the Membership Committee.
 - B. Carry out tasks assigned by the Membership Chair.

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Operating Procedures

1. A request to the general membership for volunteers and suggested candidates for TETA elected officers elected at-large shall be printed in the March and May issues of Texas Theatre Notes.
2. The chair shall contact potential candidates to ascertain their interest and availability.
3. The committee shall confer during the summer to prepare a slate of candidates. Nominees shall be provided with a list of duties and responsibilities from the TETA Manual of Operations and shall confirm in writing that they are willing and able to meet such obligations if nominated and elected.
4. The committee report of nominees shall be presented to the TETA Board of Directors at the Fall Board Meeting.
5. The list of nominees shall be printed in the December issue of Texas Theatre Notes.
6. The committee report shall be presented at the Annual Business Meeting prior to the election.
7. The committee shall submit all reports to the President-Elect.

PLAYWRITING COMMITTEE

By-Laws

1. The Playwriting Committee's principle objective is to encourage the writing and production of plays.
2. Membership of the Playwriting Committee will consist of a Playfest Chair and other members as appointed by the TETA President. The Playwriting Committee's membership should reflect the diversity of TETA's membership by having representatives from all regions of Texas and from all levels of educational theatre, including elementary, secondary, and college/university.

Policies

The purposes of the Playwriting Committee are

1. To encourage and promote the study of playwriting by all.
2. To encourage and promote the writing of new plays.
3. To provide a clearing house for the reading and evaluation of new plays.

Note: This is a change of emphasis from the traditional playwriting contest culminating in a showcased finished product to a working, teaching environment with the Playwriting Committee serving as facilitator.

4. To provide greater incentive to playwrights by establishing a working relationship between professionals, educators and playwrights.
5. To produce Playfest, which may include staged readings, workshop productions, and new play seminars, annually at the TETA convention.

Officers and Committee Members

1. The Playwriting Committee Chair shall
 - A. Maintain the established work of the committee and implement new activities according to TETA principles.
 - B. Publicize and coordinate a TETA clearinghouse for new play scripts.
 - C. Coordinate the reading and critiquing of new plays.
 - D. Coordinate plans for staged readings, workshop productions, and new play seminars at the convention.

- E. Schedule and preside at meetings of the committee.
- F. Maintain regular communication with committee members.
- G. Maintain regular communication with the President, President-Elect and Executive

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- Director.
 - H. Provide periodic columns about committee activities in Texas Theatre Notes and for the TETA website.
 - I. Prepare a progress report on committee activities for presentation by the Convention Director at TETA Board Meetings and the Annual Business Meeting.
 - J. Provide the TETA Secretary/Historian with two dated copies of all reports and official correspondence for inclusion in the Annual Proceedings of TETA.
 - K. 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.
 - L. Submit requests for payment of budgeted expenses to the Convention Director 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.]
 - There shall be no reimbursement for sales tax.
 - M. Submit a proposed budget for the coming year to the Convention Director by May 1.
- 2. Members of the Playwriting Committee shall
 - A. Attend meetings and contribute to the work of the committee.
 - B. Develop submission standards, rules, and deadlines for the TETA clearing house for new play scripts.
 - C. Develop a network of qualified critics for the reading and evaluation of new plays.
 - D. Develop plans for staged readings, workshop productions, and/or new play seminars for Playfest at the convention.
 - E. Carry out tasks assigned by the chair.

Operating Procedures

1. The Playwriting Committee meets annually during the convention.
2. The chair may call meetings as deemed necessary.

SCHOLARSHIP COMMITTEE