



***TEXAS COMMUNITY COLLEGE
SPEECH AND THEATRE ASSOCIATION***

***CONSTITUTION
&
RULES***

Revised September 2013

**TEXAS COMMUNITY COLLEGE
SPEECH AND THEATRE ASSOCIATION
CONSTITUTION & RULES**

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TEXAS COMMUNITY COLLEGE SPEECH AND THEATRE ASSOCIATION CONSTITUTION

I. Name of the organization

This organization shall be known as the Texas Community College Speech and Theatre Association.

II. Purpose

- A. In order to encourage the art of theatre among our students, we the theatre departments of the Community Colleges of the State of Texas adopt this constitution.
- B. In order that our students may further develop high ideals and a sense of fair play, it is our strong desire that friendliness and respect for ethics shall prevail among the directors. It is the obligation of each director to acquaint himself/herself and his/her students with the rules of this organization in order that said rules may be enforced without difficulty.
- C. In order to fulfill the above purposes, the Association will sponsor a play festival each year. Additional workshops, festivals, tournaments may be offered by the discretion of the Executive Committee.
- D. A purpose of the Texas Community College Speech and Theatre Association shall be to provide a forum for discussion of topics of interest to the members, to make recommendations relative to academic policies concerning the discipline of Theatre, and at the appropriate time to communicate such recommendations to other influential organizations. The organization shall work toward professional growth and development of its members by providing workshops and speakers at the annual festival of the organization.

III. Membership

- A. Any community/junior college in the state which is recognized as a standard community/junior college by the Association of Texas Colleges and is maintained as a separate community/junior college is eligible for membership.
- B. Any instructor of Theatre in a community/junior college is recognized as stated in the above paragraph may join on an individual basis as an Associate Member. This allows them, and/or their students to attend the state festival.
- C. Retirees, who have in the past belonged to the Texas Community College Speech and Theatre Association, may join as Associate Members.
- D. Two-year colleges from outside Texas can apply for membership in the Association in order to attend the Play Festival or Business Meeting. When they have paid their dues, they receive full membership as if they were a college from within the state. No Texas colleges will be eliminated because of "out of state" memberships. All "out of state" applications will be reviewed by the Executive Committee on a yearly basis to determine if situations permit "out of state" memberships in that current year.

IV. Officers and Elections

- A. The officers shall be the president, president-elect, vice-president, past-president, executive secretary, treasurer, and parliamentarian.
1. President: Shall be in charge of all meetings; has the power to call meetings of the entire membership and/or executive committee in case of extreme emergencies; shall become president after serving one year as president-elect.
 2. President-elect: Shall be elected at the annual business meeting, shall assist the president as requested, shall preside in the absence of the president, shall edit and publish at least one newsletter during the term of office, and shall arrange for a business meeting during September of office.
 3. Vice-president: Shall be elected at the play festival each year for a term of one year, and shall be the host in charge of arrangements for the next annual play festival.
 4. Past-President: Shall serve for one year after being President, advise the current President, and be a part of the Executive Committee.
 5. Executive Secretary: Shall be elected at the annual business meeting for a period of three years; shall keep the membership informed of all business of the Association; shall preserve all the records, reports, and documents of the organization; shall keep the rules and constitution up-to-date; and shall provide support to the President as needed.
 6. Parliamentarian: Shall be elected at the annual business meeting for a period of two years and shall serve as an advisor and consultant to the officers and membership in matters relating to parliamentary procedure as described in Robert's Rules of Order.
 7. Treasurer: Shall be elected at the annual business meeting for a period of three years; shall collect the dues and pay the bills of the Association; shall be responsible for the purchase of all awards and for the arranging with the play festival director to have the awards ready for distribution at the awards ceremony; and shall conduct all financial business of the Association, including maintenance of the Association's checking account as well providing support to the President as needed.
- B. The Executive Committee, which shall consist of the officers of the Association plus the immediate past president, shall be empowered to settle all matters not covered by the Constitution.
- C. If any office is vacated before the end of the term, the highest ranking officer, in consultation with the executive committee, has the authority to appoint a member of the Association to fill the office until the next meeting.

V. Business Meetings

- A. There shall be an annual business meeting of the Association. This meeting shall be held during the fall semester which will be scheduled by the president-elect. All directors are expected to attend. The minutes of the business meeting shall be mailed to all members by the Executive Secretary by November 30 of each year.
- B. The play directors shall hold a meeting during the play festival. An official detailed report of any official business voted upon at these meetings shall be presented at the next fall business meeting of the Association.
- C. A play director's quorum shall consist of the number of play directors present, but not less than one-half of the number of current TCCSTA theatre members.
- D. When quorum is not met, the body cannot hold a vote and cannot change the status quo.
- E. The Executive Committee of the Association shall meet as deemed necessary by arrangement of the president. Expenses of transportation shall be paid by the Association.

VI. Voting

- A. Each college shall have one vote on all matters. This applies to both business meetings and referendums, or any other matters requiring a vote.
- B. In the absence of a faculty representative, an institution may be represented by proxy vote given to another voting member, provided that the presiding officer has been notified in advance by the absent member.

VII. Membership Dues

- A. Early dues shall be \$2.5X for each school, entitling that school to participation in the play festival. (The dollar value of X will be set at the fall business meeting.) In order to qualify for the "Early dues" rate, a school must pay no later than February 1.
- B. There will be a \$2.00 surcharge for each person attending the Play Festival Banquet. This fee is payable at the play festival directly to the host school.
- C. Dues for an institutional membership shall be X for each community/junior college; dues for individual memberships shall be 1/4 X, as decided at the annual business meeting, for each person. Dues for retirees or Associate members in Theatre shall also be 1/4 X for each person as decided each fall at the annual business meeting. The Treasurer shall be responsible for collecting all dues and fees.
- D. Those institutions which pay the annual entry fee for play festival shall be exempt from paying any additional institutional membership fee.
- E. Schools which pay after February 1st shall be charged the Regular Dues rate which is \$3X for participation in the play festival. Schools which have not paid their dues will not be allowed to participate in the play festival.

VIII. Amendments

- A. This constitution may be altered by either of these two methods:
 - 1. At the usual business meeting of the Association.
 - a. A written copy of the amendments must be presented to each member at the annual business meeting.
 - b. Two-thirds of the vote of the schools represented will be required for adoption of any amendment.
 - 2. A constitutional committee, to be appointed by the president, may be empowered by two-thirds vote for the member schools represented at the annual business meeting to offer proposed amendments through a mail referendum.
 - a. Proposed amendments, in ballot form, must be submitted to each member school at least 10 days before the referendum date.
 - b. Failure to return a referendum ballot to the chairman of the constitutional committee by the announced date of the referendum will constitute an abstention.
 - 3. Constitutional amendments and rule changes can be forwarded to the annual fall business meeting from the Director's Meeting held at the Spring Play Festival.
 - 4. The Executive Secretary shall keep all member schools supplied with an up-to-date constitution reprinted and revised at least every two years.

TEXAS COMMUNITY COLLEGE SPEECH AND THEATRE ASSOCIATION RULES

I. General Rules

A. Annual Meetings

1. The annual meetings of the Association shall consist of a Play Festival and a fall business meeting.
2. The rules set forth herein shall govern the events of the annual meets.
3. Prior to every meet, entry forms and other necessary information must be mailed in a timely fashion to all member schools.
 - a. Play Festivals:
 - (1) Preliminary entry forms for the play festival must be in the hands of the director five (5) weeks prior to the festival.
 - (2) The director of the play festival should furnish all participating colleges with a list of time and place of events, as well as any other necessary instructions at least three weeks preceding the contest.
 - (3) The complete entry form, including cast(s) and crew(s), for the play festival must be in the hands of the director not later than fifteen (15) days before the festival.
 - (4) If any alternate or alternates is/are to be a college's official representative(s), the meet director must be notified during or prior to registration.
4. The play festival shall be set at the spring business meeting one year prior. The play festival shall be the first weekend of March.
5. Host Recognition Awards: The Treasurer will purchase and present plaques recognizing the host of the Play Festival. These plaques should be presented at the appropriate festival.

B. Eligibility and Entrance Rules:

1. Students must be currently enrolled in the member school which they represent.
2. Students with more than 30 credit hours or equivalent of drama (or the equivalent in professional training as determined by the Executive Committee) completed at the beginning of the semester in which the meet is held shall not be eligible for individual awards at the play festival.
3. A cast must consist of 50% (or more) eligible students to be eligible for production awards.
4. The faculty member submitting entries certifies by entering each student that each student meets the eligibility rules. Challenges to eligibility will be heard by a grievance committee who will disqualify any student who does not meet the eligibility requirement.

- C. Judges and Critics:
1. Play Festival
 - a. The host college will provide judges with a copy of the rules and ballots for the contest to be judged.
 - b. The critic(s) for the Play Festival will be chosen by vote of the participating play directors at the fall business meeting, listing order of choice. If a critic is not available from the list, the critic will be chosen by the host college. One or two critics will be used as needed and determined by the host and the Executive Committee according to the number of plays entered in the Play Festival.
 - c. The Play Critic will be paid a minimum stipend of \$50 per play OR \$2 ½ X plus expenses, up to a maximum determined by the play festival host and the Executive Committee. This assumes that the play critic has judged at least four plays.
- D. The “Code of Ethics” and a clarification of the On-Site Grievance Committee will be included in the entry package to the Play Festival. A copy of these documents is found in the Appendix.

II. General Rules for Play Festival

A. Directors’ Meeting

1. A Directors’ Meeting shall be held annually at the play festival, where recommendations may be formulated for presentation at the annual business meeting. The meeting shall include in its agenda:
 - a. Decision concerning the site for the next year’s festival.
 - b. Recommendations concerning any rule directly related to the play festival.
 - c. Recommendations to the entire organization concerning the dramatic events held at the forensic meet.
2. The Vice-President of the Association (Play Festival Host) shall act as presiding officer at the play festival business meeting.

B. Selection and Cast

1. The selection of the material shall be left to the discretion of each school. Plays may be presented with proscenium or area staging when both venues are available.
2. There shall be no minimum or maximum number of actors, but at least 50% of the actors must be full time students taking at least 12 college hours. (Changed Fall 2001.)
3. Four weeks prior to the first day of the play festival, the festival director shall notify all entrants as to the number of colleges entering.
 - a. Should this number of entries be ten (10) or fewer, all colleges entered who have designated two entries will become eligible to

- take both plays.
- b. If the number of entrants falls to ten (10) or fewer plays at any time up to one week prior to the first day of the festival, the festival director will immediately inform by telephone, FAX, or email all colleges designating a second entry of their eligibility to bring the second play.
 - c. Dues for the second entry, which are the same as for the first entry, are due and payable when the entrant arrives for rehearsal at the festival site.
 - d. The above holds true until seven days prior to the first day of the festival; after which time, no second entries will be allowed.
4. No student shall be eligible for more than one award per category (a student may receive one acting award and one technical award.)
 5. No duplication of casts is allowed.
- C. Time Limit
1. No play shall consume more than one and one-half hours for set, performance, and strike time.
 2. Colleges exceeding this time limit by 10 minutes or more shall not be eligible to receive a Superior Rating.
 3. The festival director shall be responsible for providing two timekeepers. The start and stop cues should be clearly announced before the rehearsal period begins. Rules and signals should be clearly understood between Host and the play director.
 4. Overtime problems will be judged, if needed, by a grievance committee of three to five play directors. The committee will be appointed by the Vice President (Festival Host) of the organization when needed or prior to the Play Festival. If needed, the On-Site Grievance Committee may be called into action to decide a protest situation. (See Appendix.)
- D. Equipment and Properties
1. Each school shall provide its own makeup, costumes, and small properties.
 2. The host school should not be responsible for set, props, or costumes. In cases of emergency, the Host school may assist when possible.
 3. The Host college should furnish all participating colleges a diagram and dimensions of the stage(s) with the entry form (or earlier.)
- E. Rehearsals: The Host college shall arrange a time for visiting casts to have uninterrupted rehearsal with a minimum time of two hours access to the stage.
- F. Judging
1. The Host Director shall provide the critic with a copy of the rules, a copy of the guidelines in the Appendix, and a ballot.
 2. The Critic shall be asked to judge on the overall effectiveness of the play,

irrespective of personal opinion regarding the choice. So long as the play is of standard merit, no preference shall be shown for comedy over tragedy or vice versa. The Critic should also note the fact that the contesting colleges may have to use whatever scenery or equipment are available at the host college, whether appropriate or not.

3. Colleges and Play Directors' names shall be concealed from the Critic.

G. Ratings of Plays

1. Plays shall be rated Superior, Excellent, Good, Fair, or Poor. The ratings shall be given on the basis of the presentation of each individual play and shall be judged on the basis of its own merits, not in competition with the other plays presented. Emphasis should be placed on the fact that this is not a contest, but a play festival. There shall be no limit on the number of plays which may be awarded any specific rating.
2. Plays rated Superior and Excellent shall receive plaques.
3. The Critic will withhold any comment on the program of plays until the end of each session of plays. At that time, he/she will critique the plays of the preceding session but withhold any comment regarding rating until after the final critique.

H. Rating of Individuals

1. Excellent and Superior certificates will be awarded any actors and actresses or technical students so judged by the Critic.
2. All individuals will be eligible for awards with exceptions noted in Section M.
3. There will be no limit on the number of Excellent and Superior certificates awarded.

I. Bill Morton Challenge Award

1. A plaque will be awarded annually to student performers who have encountered specific and exceptional challenges in the exemplary role performed.
2. The recipient(s) will be determined by the Critic(s). If two critic judges are used, two awards may be presented, one from each critic judge. If a critic judge decides that none of the plays constitute an award winner, no award need be given.

J. Greg Schneider Award for Technical Excellence

1. A plaque shall be awarded annually to students making the most outstanding technical contribution at the Play Festival.
2. The recipient(s) will be determined by the Critic(s). If two critic judges are used, two awards may be presented, one from each critic judge. If a critic judge decides that none of the plays constitute an award winner, no award need be given.

- K. Technical Theatre Recognition Awards
1. Students who make an outstanding contribution of a technical nature to the success of their college's entry in the Play Festival deserve recognition. These awards are voted on by the play directors and their staff members.
 - a. Students must evidence their design contributions both in the performance of the play and in a design presentation during a scheduled time during the festival.
 - b. Any director and/or their professional staff will be allowed to vote on design presentation awards to increase the number of qualified voters, as long as they have viewed both the performance and the design presentation. The voting members will not be limited to one vote per school, but will be limited by all other rules, such as, a person can not vote on a presentation unless both the presentation and the production have been seen.
 - c. For a college to enter their students in design awards and receive such awards, the school must provide a director or professional staff member to vote in at least two of the three design presentation sessions, the session when the student from his/her presents, and at least one additional session. If this does not happen, the director's students can not present their designs, and/or receive awards. The host school's director is exempt from this rule.
 2. Awards will be made in the following categories:
 - a. Scene Design
 - b. Costume Design
 - c. Makeup Design
 - d. Lighting Design
 - e. Properties Design
 - f. Sound Design
 - g. Multi-Media Design
 - h. Poster/Program Design
 - i. Direction
 - j. Stage Management
 - k. Dramaturgy
 3. Entries:
 - a. Each college is limited to one entry for each category (entry can include more than one person, with a maximum of two people.)
 - b. Entries must be nominated by the college play director.
 - c. All entries should be listed on the Festival program and be full time students taking at least 12 college hours.
 4. Each entry should make a presentation to the play Directors attending. The presentation should not exceed three (3) minutes with an additional two (2) minutes of questioning allowed. The entire presentation should not exceed five (5) minutes.

5. Balloting procedure:
 - a. Each college in attendance is allowed at least one vote.
 - b. Play Directors and/or their professional staff members are eligible only to vote for entries which they have seen presented in design sessions and produced during the festival.
 - c. Ballots shall be distributed at the student presentations and returned immediately following the last performance to an individual appointed at the Play Directors' meeting.
 - d. The ballots must include the following items: entrants' names, title of play, technical category, and rating scale.
 - e. Voting will be done by secret ballot.
 - f. Those directors not desiring certificates for their students should tell the host of the festival.

6. Tabulation Procedures:
 - a. The entries will be rated as follows: Superior, Excellent, Fair and Poor.
 - b. A numerical value is assigned as follows:
Superior = Five (5); Excellent = Four (4); Good = Three (3);
Fair = Two (2); Poor = One (1)
 - c. The ratings will be totaled and divided by the number of ballots cast for each entry.
 - d. Excellent certificates will be awarded to those entries receiving an average rating of 3.01 to 4.0.
 - e. Superior certificates will be awarded to those entries receiving an average rating of more than 4.0.

7. In order to run a fair and problem free festival, the "Code of Ethics" and a clarification of the duties of the "On-Site Grievance Committee" should be given to each college in their entry package.

L. Honor Crew:

1. The Honor Crew is a group of students from the state of Texas who assist in the mounting of the festival's participating productions. Their purpose is to help each school feel at ease with the facility, to maintain the rigorous schedule of the festival and to ease the burden for the host school. Technical students will have the opportunity to work in various facilities, experience new equipment, and travel sets.

2. Nominations for Honor Crew will be submitted by the director. Each director has the option of nominating zero, one, or two exceptional technical students.

3. Honor Crew Qualifications:
 - a. Dependability
 - b. Able to attend the majority of the festival's productions
 - c. Professional attitude
 - d. Capable of fulfilling Crew Responsibilities (listed below)

4. Honor Crew Responsibilities:
 - a. To do whatever is necessary to assure each school a problem free production.
 - b. Loading and unloading sets
 - c. Light adjustments
 - d. Set up practicals
 - e. Operating Fly, Curtain, and Scrim systems
 - f. Repair broken set or prop pieces
 - g. Temporary replacement of lost or forgotten props and set pieces (i.e. telephone, edibles, step units, etc.)

5. Rewards: (To be purchased by TCCSTA and not to exceed the maximum amount of \$500.00. These funds must be approved by the Executive Committee.)
 - a. T-Shirts or other forms of recognition such as plaques, arm bands, etc., should be presented to all honor crew members.
 - b. Lunches can also be provided, if needed.

6. Host School Responsibilities:
 - a. Meet with Honor Crew and assign jobs
 - b. Provide tool box crash kit: drills, hammers, extension cords, duct tape, spike tape, screws, nails, staple gun, black paint & brush.

M. Community Service Theatre

1. A special section of the festival will be opened to Community Service Theatres. These theatre groups can be invited by the host school and approved by the Executive Committee. Community Service Theatres are invited from professional and community theatres that support local community colleges, or in some way are organized to aid in their productions.

2. Each Community Service Theatre must be sponsored by a Community/Junior college.

3. At least 50% of the cast must consist of students currently enrolled in the member college sponsoring the production and meeting the requirements listed in Section III, B. (Changed Fall 2001.)

4. Each production will be judged and rated under the same rules as in section III, F and G.
5. Only cast and crew members currently enrolled in the member college sponsoring the production and meeting the requirements listed in Section I. B. can qualify for individual awards.

PLAY FESTIVAL ENTRY FORM

SCHOOL: _____
 PLAY: _____ AUTHOR: _____
 DIRECTOR: _____ PUBLISHER: _____
 TECHNICAL DIRECTOR: _____
 APPROXIMATE TUNNING TIME: _____ MINUTES.
 SETTING: _____

CHARACTER	ACTOR
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

(Use the back if needed for additional names.)

CREW	
TECHNICAL AREA	TECHNICIAN
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

(Use the back if needed for additional names.)

I certify that the above named students meet the eligibility requirements stated in the Texas Community College Speech and Theatre Association Eligibility and Entrance Rules. I placed an asterisk (*) by the name(s) of student(s) not eligible for individual awards, and (**) by the names of those presenting design awards.

Date

Director

THIS FORM WILL BE USED FOR PROGRAM COPY. IT MUST REACH THE HOST SCHOOL BY THE DEADLINE. Please indicate on this sheet any special properties and/or lighting that you may want to request. Although we cannot promise anything, we will do our best to provide what we can. If we cannot accommodate you, we will notify you upon receipt of your request. Please use the back of this sheet.

BALLOT
TECHNICAL THEATRE AWARDS
TEXAS COMMUNITY COLLEGE PLAY FESTIVAL

Instructions:

1. Each participating college has at least ONE vote.
2. Vote only for those entries whose student presentation and stage production you have seen.
3. Return this ballot immediately following the last performance of the day.
4. Rating Scale: Superior = 5; Excellent = 4; Good = 3; Fair = 2; Poor = 1

SAMPLE:

PLAY	COLLEGE	CATEGORY	NOMINEE(S)	RATING
“ ”	Panola	Costume Design	John Doe	5
“ ”	Panola	Scenic Design	Jane Smith & James Smith	4 3

<u>PLAY</u>	<u>COLLEGE</u>	<u>CATEGORY</u>	<u>NOMINEE(S)</u>	<u>RATING</u>
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GUIDELINES FOR PLAY FESTIVAL JUDGES AND CRITERIA FOR ORAL CRITIQUES

PHILOSOPHY: The philosophy of the TCCSTA Theatre Festival is to promote educational theatre at the Community college level. The concept of a “festival” is that each production is to be evaluated on its own merits to the standards of quality educational theatre. This is not a competitive contest where productions are ranked and rated in comparison to one another. In the festival environment, each play has the potential to be rated “Superior” (best case scenario) or each play has the potential to not receive an award of merit (worse case scenario.)

To the judges: You have been selected as the result of a consensus vote from the directors in TCCSTA. Your selection not only reflects a tremendous respect for your theatre expertise, but also, it is a vote of confidence that your oral critiques will reflect a positive and educational focus. Thank you for giving of your time and talents to promote educational theatre.

Suggestions for Evaluation and Critiques:

1. Keep in mind that the productions you will evaluate are traveling productions. Lighting is limited to general areas and three specials. There has been limited time for cast and crew to adjust to a new theatre environment.
2. The format for each production allows 90 minutes for set, performance, and strike. Many of the productions are adaptations of full length plays and have been adjusted to work within the framework of the festival time limits.
3. Realize that many of the actors have no or limited experience on stage. Since our overall intent is to promote educational theatre, we hope that your comments to individual actors are constructive and positive. We hope their experience at the TCCSTA play festival will encourage them to continue to participate in theatre.
4. Critiques of the productions should not compare one production to another. Please give constructive criticism. Do not compare a production to any other production of the same play that you have seen before.
5. Each play will receive one of three ratings. A “Superior” award reflects a production that is in your opinion a quality performance. An “Excellent” award reflects a production that is in your opinion a very good performance. All other productions will not be recognized at the Awards Banquet. There are no guidelines as to how many of the productions receive awards. It is theoretically possible that all productions could receive a “Superior” if deserved or that none of the productions receive an award of merit if in the judges’ opinion none of the productions are deserving.
6. Judges will recognize excellence in technical theatre in the form of “Superior” and “Excellent” awards for any area/student listed in the program.

7. The outstanding technical contribution should be recognized with the Greg Schneider award. It is given to the production that represents the top technical presentation, but is awarded to the student who is most responsible for the play's aesthetic success in either set design, costumes, make up, sound, or special effects.
8. Judges will recognize an outstanding actor with the Bill Morton Challenge Award. It should be given to an actor that was given an extremely challenging acting task, and performed it with outstanding success. Please check with the festival director to receive the guidelines.
9. Individual awards ("Superiors" or "Excellents" should be given to any deserving students who distinguish themselves as either actors or designers.)
10. Judges will be free to recognize any and all outstanding contributions in either acting or technical areas for each production. There are no limits to the number of awards presented to the productions. This is a Festival.
11. This Festival is governed by a "Code of Ethics" and rules available from the host college. Please feel free to ask questions, or seek additional guidelines if needed.

*Texas Community College Speech and Theatre Association
Code of Ethics*

Audiences, participants and visitors at any Association function must conduct themselves in a respectful and positive manner so as to avoid disturbing performances or association events. Cameras, phones, beepers, music machines, tobacco products, drinks or food are never to be used by audience members or visitors during performances or other Association tournament rounds or events.

Play Directors should encourage their students and guests to reflect a positive image twenty-four hours a day at all Association events while representing colleges that are members of Texas Community College Speech and Theatre Association. This positive student image pertains to all actions, behaviors, language and attitudes exhibited by students of both the host and visitor colleges while staying in area motels, hotels, restaurants, and other businesses, as well as on the campus of the host college, in conjunction with any forensic tournament and /or play festival.

Play Directors should remind their students and guests to be clean, neat, and orderly in all lobby, restroom, stage, back stage, classroom, motel and surrounding areas. Since plays and forensic event rounds are being done in someone else's performance or classroom space, visiting colleges should take special care not to alter or damage permanently any part of the host's theatre, hallways, outdoor areas, or classrooms.

Play Directors should portray a positive and professional attitude to students and judges at all tournament and festival events, banquets, awards assemblies, and gatherings.

Directors and Coaches should make sure that all of their students behave in such a manner as to allow all other colleges and their students to enjoy organizational events and to help the host school provide a fair, friendly and open atmosphere for participation.

Judges used by Play Festival should reflect a positive and professional image while attending all organizational events. All attempts should be made to relate critique and written ballot comments in a positive and educational nature without overtly singling out any individual student in a negative or harsh manner. Critique information should only include comments relating to the performance or event being discussed and not include an abundance of information about the Judge's past accomplishments and/or present college affiliation.

Any rules of colleges that are being visited must be followed to the letter. These rules should be made a part of the college's original entry packet. Directors and Coaches should go over these rules and this code of ethics with their students before the tournament or festival.

A protest against any College, Director, Coach, Judge, or student not adhering to this code of ethics or rules of the host college will be identified and discussed by the Grievance Committee who will formulate proper means to address and correct the problem, first, with the persons involved, and then, if needed, with the administration representing the college or person protested.

Passed September 1999

ON-SITE GRIEVANCE COMMITTEE

If at anytime during the Play Festival or other Association event, a member of the Association feels that the Constitution, a rule, or the Association's Code of Ethics is being violated, a protest may be lodged with the On-Site Grievance Committee. **THIS PROCESS IS DEFINED IN THE CURRENT CONSTITUTION.**

The protest starts with a formal verbal statement to the Play Festival Host Director. If this person is busy or can not be located, the protest can be lodged with any member of the Executive Committee. This Executive Committee includes the current elected officers and the immediate past president as defined in the Constitution. At such time as three of these members are present, the protest can be discussed. If three are not present, additional members can be appointed by the Host or any member of the Executive Committee until three are present to rule on the protest.

The protest should be handled discreetly in a manner by which the problem can be solved fairly by interpretation of the Constitution and current rules without the inclusion individual names, if possible. The protest should be handled in a calm, kind and mature manner as a "point of order" according to Robert's Rules of Order. It can not be launched for any personal or political motives. A protest is a formal way to force a ruling on the current written bylaws and rules of the Association.

The protest also should be handled as soon as possible after the problem occurs. Since, in most cases, problems are more difficult to solve after a festival has been completed, the protest must be made in a timely manner to be considered valid. If a protest is launched after the festival has finished, it must be justified in writing to the President of the Association giving all details that should be considered. The President will rule within a month as to when and how the protest will be considered for judgment. He or she will determine if a special committee or a current standing committee will act instead of the On-Site Grievance Committee.

In all matters, members should understand that protests are to be heard fairly, but rulings must be made and stated as final according to the view of the Committee, the Constitution and rules of the Association. Any member not willing to abide by a ruling, the Code of Ethics, rules and Constitution of the Association shall be considered to violate all of them and be reported to his college director, coach or representative.

Passed September 1999