



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

***CONSTITUTION
&
RULES***

Revised September 2016

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

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TEXAS COMMUNITY COLLEGE SPEECH AND THEATRE ASSOCIATION CONSTITUTION

I. Name of 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 Membership. It is the obligation of each TCCSTA member 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 Play 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 Fall 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, Past-President, Secretary, Treasurer, and Play Festival Host/Liaison.
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 serve as the tie-breaker vote for the Executive Committee; shall become president after serving one year as president-elect.
 2. President-elect: Shall be elected at the Fall Business Meeting, shall assist the president as requested, shall preside in the absence of the president, and shall arrange for the Fall Business Meeting during September of office.
 3. Past-President: Shall serve for one year after being President, advise the current President, and be a part of the Executive Committee.
 4. Secretary: Shall be elected at the Fall Business Meeting for a period of three years; shall keep the membership informed of all business of the Association; shall preserve all 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.
 5. Treasurer: Shall be elected at the Fall 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 Host/Liaison 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.
 6. Play Festival Host/Liaison: Shall be elected at the Play Festival Business Meeting each year for a term of one year; shall be the site host or liaison for site host and make arrangements for the next annual Play Festival.
 7. Webmaster (Ex-Officio): Shall serve at the pleasure of the Executive Council; shall work closely with the Secretary to maintain the electronic presence of TCCSTA. This may include: Maintaining the TCCSTA website in a timely fashion, posting documents/photos to the TCCSTA website, maintaining TCCSTA social media, posting documents/photos/articles to TCCSTA social media.
- 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 a Fall Business Meeting of the Association. This meeting shall be held during the fall semester and will be hosted by the president-elect. All members are expected to attend. The minutes of the Fall Business Meeting shall be provided to all members by the Secretary by November 30 of each year.
- B. The membership shall hold a Business 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. The minutes of the Play Festival Business Meeting shall be provided to all members by the Secretary by April 30 of each year.
- C. A quorum shall consist of the number of members 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. Dues for an institutional membership shall be X for each community/junior college; dues for individual memberships shall be 1/4 X for each person. Dues for retirees or Associate members in Theatre shall also be 1/4 X for each person. The Treasurer shall be responsible for collecting all dues and fees.
- C. Those institutions which pay the annual entry fee for Play Festival shall be exempt from paying any additional institutional membership fee.
- D. 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. Occurring at the usual business meetings of the Association.
 - a. A written copy of the amendments must be presented to each member at the 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 business meetings 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. The 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. Rules for Play Festival

- A. Date & Location
 - 1. The rules set forth herein shall govern the events of the annual Play Festival.
 - 2. Prior to every Play Festival, entry forms and other necessary information must be provided electronically in a timely fashion to all member schools.
 - a. Preliminary entry forms for the Play Festival must be in the hands of the Host/Liaison five (5) weeks prior to the Play Festival.
 - b. The Host/Liaison 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.
 - c. The complete entry form, including cast(s) and crew(s), for the Play Festival must be in the hands of the Host/Liaison not later than fifteen (15) days before the festival.
 - d. If any alternate or alternates is/are to be a college's official representative(s), the Play Festival Host/Liaison must be notified during or prior to registration.
 - 3. The specific Play Festival dates shall be set at the Play Festival Business Meeting one year prior. The Play Festival shall be the first weekend of March.
- B. Eligibility & Entrance Rules:
 - 1. Students must be currently enrolled in the member college which they represent.
 - 2. Students with more than 30 credit hours or equivalent of drama courses (or the equivalent in professional training as determined by the Executive Committee) completed at the beginning of the semester in which the Play Festival is held shall not be eligible for individual awards.
 - 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. Respondents:
 - 1. Play Festival
 - a. The Host/Liaison will provide Respondent(s) with a copy of the rules and ballots for the contest.
 - b. The Respondent(s) for the Play Festival will be chosen by vote of the participating TCCSTA members at the Fall Business Meeting, listing order of choice. If a Respondent is not available from the list, the Respondent will be chosen by the host/liaison. One or two Respondents will be used as needed and determined by the host/liaison and the Executive Committee according to the number of plays entered in the Play Festival.
 - c. The Respondent(s) 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/Liaison and the Executive Committee. This assumes that the Respondent(s) has/have viewed at least four plays.
- D. The “Code of Ethics” and a clarification of the On-Site Grievance Committee will be included in the Play Festival Registration Packet. A copy of these documents is found in the Appendix.
- E. Members’ Meeting
 - 1. A Members’ Meeting shall be held annually at the Play Festival. The meeting shall include in its agenda:
 - a. Decision concerning the site for the next year’s Play Festival.
 - b. Decisions concerning any rule directly related to the Play Festival.
 - c. Decision concerning the dates for the next year’s Play Festival.
 - 2. The Play Festival Host/Liaison of the Association shall act as presiding officer at the Play Festival Business Meeting.
- F. Selection and Cast
 - 1. The selection of the material shall be left to the discretion of each college. 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 9 or more credit hours. There shall be no paid actors associated with the production brought to the Play Festival.
 - 3. Four weeks prior to the first day of the Play Festival, the Play Festival Host/Liaison 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 Play Festival, the Play Festival Host/Liaison will immediately inform by electronic means 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 Play Festival site.
 - d. The above holds true until seven days prior to the first day of the Play 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.
- G. Time Limit
 - 1. No play shall consume more than one and one-half hours for 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 Play Festival Host/Liaison 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 Play Festival host/Liaison and the play director.
 - 4. Overtime problems will be judged, if needed, by a grievance committee of three to five TCCSTA members. The committee will be appointed by the Play Festival Host/Liaison 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.)
- H. Equipment and Properties
 - 1. Each school shall provide its own makeup, costumes, and small properties.
 - 2. The host site should not be responsible for set, props, or costumes. In cases of emergency, the host site may assist when possible.
 - 3. The host site should furnish all participating colleges a diagram and dimensions of the stage(s) with the entry form (or earlier.)
- I. Load-In, Set, & Rehearsal: The host site shall arrange a time for visiting casts to have uninterrupted rehearsal with a minimum time of two hours access to the stage.

- J. Respondent(s)
1. The Host/Liaison shall provide the Respondent(s) with a copy of the rules, a copy of the guidelines in the Appendix, and a ballot.
 2. The Respondent(s) shall be asked to respond 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 Respondent(s) should also note the fact that the participating colleges may have to use whatever scenery or equipment are available at the host site, whether appropriate or not.
- K. 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 determined 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 Respondent(s) will withhold any comment on the program of plays until the end of each session of plays. At that time, Respondent(s) will provide feedback about the plays of the preceding session but withhold any comment regarding rating until after the final feedback session.
- L. Rating of Individuals
1. Excellent and Superior certificates will be awarded to any performers or technical & design students as determined by the Respondent(s).
 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.
- M. Bill Morton Challenge Award
1. A plaque will be awarded annually to a student performer who has encountered specific and exceptional challenges in the exemplary role performed.
 2. The student recipient will be determined by the Respondent(s). If two Respondents are used, two awards may be presented, one from each Respondent. If Respondent(s) decide that none of the individual performances constitute an award winner, no award need be given.

- N. Greg Schneider Award for Technical Excellence
 - 1. A plaque shall be awarded annually to a student making the most outstanding technical contribution at the Play Festival.
 - 2. The student recipient will be determined by the Respondent(s). If two Respondents are used, two awards may be presented, one from each Respondent. If Respondent(s) decide that none of the individual technical designs constitute an award winner, no award need be given.
- O. 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 TCCSTA membership.
 - a. Students must display their design contributions both in the performance of the play and in a design presentation during a scheduled time during the Play Festival. Students are expected to provide physical evidence of their design process & an ability to speak about their process. See Appendix 3 for a list of physical evidence.
 - b. Any TCCSTA member 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 cannot vote on a presentation unless both the presentation and the production have been seen.
 - 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 Play Festival program and be full time students taking at least 9 college hours.
4. Each entry should make a presentation to the TCCSTA membership 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. TCCSTA members are eligible only to vote for entries which they have seen presented in design sessions and produced during the Play Festival.
 - c. Ballots shall be distributed at the student presentations and returned immediately following the last performance to an individual appointed at the Members' 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 TCCSTA Members not desiring certificates for their students should tell the Play Festival Host/Liaison.
6. Tabulation Procedures:
 - a. Entries will be scored in 6 categories.
Prep Work: Clarity of Paperwork, Drafting, Prompt Book, etc.
Prep Work: Depth of Research and Incorporation of research
On Stage: Clarity of Design and/or Implementation of Ideas
On Stage: Creativity/Purposeful Risk Taking
Presentation: Acquiring/Integrating Knowledge Learned
Presentation: How well did the student speak about their topic?
 - b. Entries will be scored on a scale of 1 to 10 as follows: 10 (Superior +2), 9 (Superior +1), 8 (Superior), 7 (Excellent +2), 6 (Excellent +1), 5 (Excellent), 4, 3, 2, 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 a total averaged score of 5.00 through 7.99.
 - e. Superior certificates will be awarded to those entries receiving a total averaged score 8.00 through 10.00.
 - f. The Entry earned the highest gross score shall be designated the "John Charles Corley Outstanding Tech Award" winner. If a tie occurs, more than one winner may be awarded.

7. In order to run a fair and problem-free Play 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.
- P. Honor Crew:
1. The Honor Crew is a group of students from the state of Texas who assist in the mounting of the Play Festival's participating productions. Their purpose is to help each school feel at ease with the facility, to maintain the rigorous schedule of the Play 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 Play 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 college 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 Site 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.

Q. Community Service Theatre

1. A special section of the Play 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.
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.

**TEXAS COMMUNITY COLLEGE SPEECH AND THEATRE ASSOCIATION
PLAY FESTIVAL ENTRY FORM**

This form is now electronic and resides on the TCCSTA website – www.tccsta.org

BALLOT – TECHNICAL THEATRE AWARDS

This ballot is now electronic and resides on the TCCSTA website – www.tccsta.org

Links to individual ballots for each student presenting at each Play Festival will be provided electronically to all voting members of TCCSTA.

PHYSICAL EVIDENCE for STUDENT TECH PRESENTATIONS

This document is electronic and resides on the TCCSTA website – www.tccsta.org

TEXAS COMMUNITY COLLEGE SPEECH AND THEATRE ASSOCIATION GUIDELINES FOR PLAY FESTIVAL RESPONDENT(S)

PHILOSOPHY: The TCCSTA Play Festival exists to promote educational theatre at the Community College level. The concept of a “festival” insures that each production will 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” (top honors), “Excellent”, or receive no rating.

I. Selection of Respondent(s)

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

II. Productions at Play Festival

- A. Keep in mind that the productions you will evaluate are traveling productions.
- B. A repertory lighting plot has been established by the site host. Individual colleges may add to this lighting plot at their discretion.
- C. There has been limited time for cast and crew to adjust to a new theatre environment.
- D. The format for each production allows 90 minutes for performance and strike. Many of the productions are adaptations of full length plays and have been adjusted to work within the framework of the Play Festival time limits.

III. Suggestions for Responses

- A. 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.
- B. Responses to the productions should contain:
 - 1. Positive feedback on things that “worked”
 - 2. Constructive criticism for improvement
- C. Do not compare a production to any other production of the same play that you have seen before.
- D. Utilize the Kennedy Center-American College Theatre Festival approach to the response.
 - 1. Engage actors and designers in constructive dialogue
 - 2. Avoid a “march” through every moment of the production

IV. **Production Ratings**

- A. Each play will receive one of three ratings.
 - 1. The “Superior” award (top honors) reflects a production that is (in your opinion) a top-quality performance – these productions will be recognized at the Awards Ceremony.
 - 2. The “Excellent” award reflects a production that is (in your opinion) a very good performance – these production will be recognized at the Awards Ceremony.
 - 3. All other productions will not be recognized at the Awards Banquet.
- B. 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 Respondent(s) opinion) none of the productions are deserving.

V. **Individual Awards**

- A. Respondent(s) will recognize excellence in technical theatre in the form of “Superior” and “Excellent” awards for any area/student listed in the program.
- B. 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 technical theatre.
- C. Respondent(s) may 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 said task with outstanding success. Two awards may be given at each Play Festival.
- D. Individual awards (“Superior” or “Excellent”) may be given to any deserving student who distinguishes themselves in performance or theatrical design.
- E. Respondent(s) will be free to recognize any and all outstanding contributions (“Superior” or “Excellent”) in either acting or technical areas for each production. There is no limit to the number of awards presented to the productions. This is a festival.
- F. This Play Festival is governed by a “Code of Ethics” stored online. Please feel free to ask questions/seek additional guidance from the Play Festival Host/Liaison as needed.

TEXAS COMMUNITY COLLEGE SPEECH AND THEATRE ASSOCIATION CODE OF ETHICS

Audiences, Participants, Guests, Family, and Visitors at any Association function must conduct themselves in a respectful and positive manner so as to avoid disturbing Performances or 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 Events.

ALL TCCSTA Members should encourage their students/guests/visitors to reflect a positive image 24/7 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/guests/visitors while staying in area motels, hotels, restaurants, and other businesses, as well as on the campus of the Site Host College/University, in conjunction with any Play Festival.

ALL TCCSTA Members should remind their students/guests/visitors to be clean, neat, and orderly in all lobby, restroom, stage, back stage, classroom, motel and surrounding areas. Since plays are being performed in someone else's performance or classroom space, visiting colleges should take special care not to alter or damage any part of the Site Host's theatre, hallways, outdoor areas, or classrooms.

ALL TCCSTA Members should portray a positive and professional attitude to students and Respondent(s) at all events, banquets, awards assemblies, and gatherings. TCCSTA Members should make sure that all of their students behave in such a manner as to allow all other colleges and their students to enjoy Association events and to help the host school provide a fair, friendly and open atmosphere for participation.

Respondents should reflect a positive and professional image while attending all Association events. All attempts should be made to relate Verbal Feedback and Written Ballot comments in a positive and educational nature without overtly singling out any individual student in a negative or harsh manner. Verbal Feedback should only include comments relating to the performance being discussed and not include an abundance of information about the Respondent's past accomplishments and/or present college affiliation.

Any rules of Site Host College/University must be followed to the letter. These rules should be made a part of the college's original entry packet. TCCSTA Members should go over these rules and this code of ethics with their students before the Play Festival.

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

Passed September 1999, Revised August 2016

**TEXAS COMMUNITY COLLEGE SPEECH AND THEATRE ASSOCIATION
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/Liaison. 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 Play Festival has been completed, the protest must be made in a timely manner to be considered valid. If a protest is launched after the Play 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, Revised August 2016