

Theater Arts Council By-Laws

I. Purpose

The Theater Arts Council subcommittee shall consist of all PAC groups whose main mission is performing shows in the theatrical genre of the performing arts. The main purpose of the Theater Arts Council (TAC-e) shall be to coordinate common audition and technical interview times between theater groups, be a forum to discuss and resolve issues that many of these groups encounter, and to maintain a sense of community among these groups.

II. Theater Arts Council Chair

The duties of the TAC-e Chair include, but are not limited to:

- Securing space for auditions & tech interviews in the fall, winter, and spring seasons
 - Making sure the PAC conflict statement, TAC-e bylaws, and a sheet with all other auditions are present at all auditions
- Organizing Bacchanal with the rest of PAC Exec
- Running/Organizing the callback & casting meeting
- Sending reminders (when possible) about Space Request Forms, Show Review Forms, Collaboration Forms, & Tech Riders
- Organizing the Techie Picnic with the PAC Shop Staff
- Helping PAC Exec run all Performing Arts Council nights
- Running & securing funding for an event during NSO/early in the academic year with the aim of recruiting new freshmen
- Manning a table, sending out a sign up, and printing promotional materials for the Spring & Fall Activities Fairs
- Maintaining the PAC & TAC-e listservs

- Making sure TAC-e groups all have up-to-date websites
- Hosting (or finding someone to host) a Fall TAC-e wide social event post Fall Tech Interviews & organizing a Spring TAC-e wide social event post Spring tech interviews
- Teaching (or finding someone to teach) the producer's workshop/pre-production meeting before auditions every semester
- Holding & moderating TAC-e subcommittee meetings to take place once a month
- Holding the first One Acts Board Meeting & acting as a mentor to the board
- Sending out a mid-term evaluation form
- Keeping up with alumni outreach & homecoming planning
- Holding an annual forum for new amendment propositions
- Securing rehearsal space as regularly as possible for all TAC-e groups
- Moderating elections for the next chair when not re-running
- Mediating disputes between TAC-e groups
- Helping to solve problems, concerns, and issues groups may be dealing with
- Attending all PAC meetings
- Maintaining all policies put forth in the bylaws

III. Auditions

All TAC-e groups must hold auditions during one common period as set by the TAC-e Chair. All groups are required to attend the casting meeting at the end of that period.

Auditions for each season will typically occur at the following times:

- Fall Season: right after FPAN
- Winter Season: the week before Thanksgiving
- Spring Season: the week after Fraternity/Sorority Recruitment ends

The first round of auditions will be open to only University of Pennsylvania students and alumni who have completed their degree in that same academic year. If there is a concern regarding the casting of a role, the producer and director of a show may approach the TAC-e Chair to invite a non-Penn student to audition for that role. Casting of non-Penn students should occur only in the extraordinary case where a Penn student cannot be cast and is up to the discretion of the TAC-e Chair.

The TAC-e Chair shall run the callback and casting meetings unless he/she has auditioned for more than one show. If that is the case, they are responsible for finding an appropriate substitute.

At the casting meeting, groups will present their desired cast lists. If a cast member must choose between two or more shows, the TAC-e Chair/substitute will call the cast member and offer them the choice between roles. Sharing of actors should only occur in dire circumstances and both directors/producers must agree prior to the phone call. In addition, directors should agree on a weekly split of hours & tech week agreement before the individual in question is called. It is the TAC-e chair's duty to uphold this agreement. In this case, an actor may accept more than one role in TAC-e.

Individuals being offered roles at the casting meeting must answer their phones and accept. Individuals may not get off the phone before accepting or rejecting said role(s). Individuals who do not answer their phones will be given a 15 minute grace period to call back before said role is offered to the next person on the list.

Individuals who reject roles at the casting meeting (without indicating they would reject certain roles on their form or notifying the TAC-e chair of rejecting such roles at least one hour before the casting meeting) will not be eligible to join another TAC-e cast after the meeting should a cast need to have alternate auditions. In an extraordinary case, the producer may approach the TAC-e chair and such an exception is up to their discretion.

IV. Technical Interviews

All TAC-e groups must hold technical interviews during one common period as set by the TAC-e Chair. All groups are required to attend the technical interview meeting at the end of that period. Interviews for each season will typically occur at the following times:

- Fall Season: one week after auditions
- Winter Season: one week after auditions
- Spring Season: one week after auditions

The first round of technical interviews will be open to only University of Pennsylvania students and alumni who have graduated in that same academic year. If there is a concern regarding the filling of a technical position the producer and technical director of a show may approach the TAC-e Chair to invite a non-Penn student to interview for the position. Placing of non-Penn students into technical positions should occur only in the extraordinary case where a Penn student cannot fill the position and is up to the discretion of the TAC-e Chair.

The TAC-e Chair shall run the technical interview meeting.

At the technical interview meeting, groups will present their desired technical staff lists. If a staff member must choose between two or more shows, the TAC-e Chair will call the staff member and offer the choice between positions. Sharing of techies must be agreed upon by the producers/technical directors & TAC-e chair in appropriate situations before individuals are called.

Individuals being offered technical positions at the tech meeting must answer their phones and accept. Individuals may not get off the phone before accepting or rejecting said position(s). Individuals who do not answer their phones will be given a 15 minute grace period to call back before said position is offered to the next person on the list.

Individuals who reject roles at the tech meeting (without indicating they would reject certain positions on their form or notifying the TAC-e chair of rejecting such positions at least one hour before the tech meeting) will not be eligible to join another TAC-e production staff after the meeting should a production staff need to have alternate tech

interviews. In an extraordinary case, the producer may approach the TAC-e chair and such an exception is up to their discretion.

V. Commitment Policy

All TAC-e groups must visibly post this policy at their auditions and technical interviews. All groups must ensure that every person who auditions or interviews has read and agrees to this policy:

WHEREAS:

- It is very important that groups have stable casts and production staffs for their shows.
- Acceptance of a role or position is a serious commitment.
- Time constraints make it unfeasible to recast shows or find new production staff positions after the common audition and interview process.

THEREFORE:

Any individual, when cast in a production or offered a position on a production staff, has the right to refuse or accept that role or position. If the person accepts that role or position, he or she cannot work for any other production whose rehearsals or performances conflict with the original production.

If a person later gives up a role or position that he or she has already accepted, the individual becomes ineligible for participation in any other production during the original production time frame.

This policy applies to all people auditioning and interviewing for TAC-e groups.

VI. Rehearsals

No TAC-e group can call an actor for rehearsal more than twenty hours per week. This does not include production or designer meetings, and does not apply during tech week.

Ordinary weekly rehearsal times for a show must be listed on the audition form. The director may not schedule rehearsal outside of ordinary rehearsal times without the agreement of all the actors called.

Rehearsal may not extend beyond the predetermined end time without the consent of the actors and stage manager.

VII. TAC-e Space Shares

All TAC-e groups must have their collaborations or space shares planned at the time that fall space requests are submitted. Collaborations or space shares may be with any PAC group. However, TAC-e groups are encouraged to collaborate with each other. This is to ensure that groups have planned space shares for the year – including spring space shares. If the group is planning on spring collaboration, then they must show the TAC-e chair the plans for the spring space share when they submit their fall space request. If a TAC-e group is having a problem finding a space share, they must meet with the current TAC-e chair – otherwise, they may receive a PAC absence.

VIII. Membership

TAC-e shall make a recommendation to PAC regarding new membership as per the criteria described in the PAC Constitution. A positive recommendation to the body shall require the majority vote of all current TAC-E groups. A change in any TAC-e group's mission or purpose statement is subject to approval by TAC-e. Positive approval of the change shall require an affirmative 2/3 vote. Groups are required to participate in the TAC-e collaboration. Groups are required to inform the TAC-e chair of all issues, concerns, and production problems.

IX. TAC-e Collaboration

At least one production per year will be a collaboration put on by all members of the Theatre Arts Council. The board will be made up of a representative from each group, and this board will be responsible for the organization & execution of the show with guidance from the TAC-e chair. Absences by board members from mandatory board or production events will result in PAC absences for offending groups.

X. Amendments

Amendments to the constitution shall be made accordingly:

- An amendment is proposed at a TAC-e meeting & e-mailed out to the TAC-e body by the TAC-e chair.
- At the next TAC-e meeting, an amendment is voted on.
- A majority vote passes an amendment.

XI. Elections

TAC-e chair elections will be held once a year at the February subcommittee meeting, which is to be held before the PAC February GBM. A TAC-e chair shall be elected by receiving a majority of the votes. In the case of three or more candidates running, if a single candidate does not get a majority of the votes on the first round of voting, another round of voting shall be held in which the top two with the most votes are presented as the only two candidates going forward. In the case that two or more candidates tie for the second most votes, these two candidates must be voted on by each group. The candidate that wins this vote and the candidate that received the most votes in the original round of voting will then be presented as the only two candidates going forward. In the event of a tie between two candidates at any point, the TAC-e chair will cast the deciding vote.