

IOWA COMMUNITY THEATRE ASSOCIATION  
STANDING RULES

1. ICTA is governed by a 15-member board of directors, elected at large
  - a. They serve a 3-year term, no term limit.
  - b. Elected on a rotating basis - 5 each year.
  - c. Elections at annual meeting by membership.
  - d. Nominating Committee is second-term board members.
  - e. Resignation of position will be filled at next annual meeting.
2. Officers (President, Vice President, Secretary, Treasurer) are elected by the board at the **board** meeting following Festival and/or convention.
  - a. Term of office is one year.
3. Dues are paid on the calendar year payable January 1
  - a. Individual membership \$20 per year.
  - b. Theatre (Organization) membership \$45 per year.
4. Only guests/presenters who are invited **and/or** approved by the President will be allowed at the Board of Directors meetings.
5. Festival is held every odd numbered year at a site selected by the board.
  - a. The host theatre selects the **date** and Festival Chair.
  - b. A board member will be assigned as a liaison to the Festival chair.
  - c. The host theatre obtains AACT Festival Guidelines.
  - d. There is no limit to the number of theatres who may register to present a production. If 4 theatres are registered, 2 may be selected to move on to the Region V Festival (Follow AACT Rules).
  - e. State Festival production winners proceed to Region V Festival: Region V winners proceed to AACT Festival.
  - f. ICTA will award \$250 each to 2 theatres **who advance** to Region V; If only one theatre advances, \$500 will be paid.
6. Convention is held every even numbered year. The site and date are approved by the board.
  - a. A board member will be assigned as a liaison to the convention chair.
  - b. Convention provides an opportunity for education and networking.
  - c. The host theatre presents a production one evening.
7. The Awards in Excellence were established by ICTA to showcase the talent community theatre offers in Iowa, and as a means to increase attendance at Festival/Convention by hosting a Gala Ceremony. **The awards year will begin March 1, and end the last day of February the following year.**
  - a. The Awards in Excellence will be presented at Festival and/or

- Convention each year.
- b. The ICTA President will appoint a committee to organize the Awards Gala. The Committee will work closely with the Festival Chair to schedule the Gala.
  - c. Nominations for the awards are made by **member** Theatre Directors and/or production directors. A request for review of a production must be sent to a designate of ICTA - determined by the board - 30 days prior to the production date. A nomination form stating the portions to be reviewed will be submitted to the ICTA designate 2 weeks prior to opening night.
  - d. The designate will request reviewers only from the ICTA board. Reviewers are then communicated to the nominated theatre so comp tickets are reserved for the reviewer(s). A reviewer may serve at their home theatre should no other board member be available at that time. The reviewer should not be involved with the production. No compensation or travel expense is provided.
  - e. A nomination or part thereof, may be withdrawn by the nominator 24 hours prior to the production.
  - f. Reviewer rating sheets are submitted immediately following the production to the designate. The designate is responsible to track and record review findings so that final results may be tabulated. The designate and secretary calculates the results, prepares winner envelopes, and coordinates the purchase of the award. **removed goblet**
8. Center Stage (The Newsletter) is published quarterly (January, April, July, October).
- a. Reminder e-mails are sent with the deadline date to receive information for publication.
  - b. Center Stage is mailed to member theatres, individual members, AACT and the Iowa Historical Society.
9. One board member is named to serve as representative to Region V. This region is made up of North Dakota, South Dakota, Minnesota, Kansas, Iowa, Nebraska and Missouri.
10. ICTA has a Website available.
- a. Only member theatres may forward production dates for the Web calendar.
  - b. Member theatres may also submit a variety of theatre information.
  - c. Board members are responsible for submitting information to the Web for their area of responsibility.
    - i. Secretary submits meeting minutes and board membership roster.
    - ii. Treasurer submits L.K. Boutin information. **removed treasury reports**
    - iii. The Awards designee submits nominations and awards information.
11. L.K. Boutin Grant - endowed by a founding member of ICTA, the goal is to provide community theatres with seed money for projects.

- a. The Treasurer will send applications annually (September 1) to all ICTA member theatres.
- b. Eligibility - an application will be accepted from any theatre that is a current paid member of ICTA.
  - i. Only one application from each theatre may be submitted in a given year. Multiple applications will disqualify all applications from that theatre.
  - ii. Theatres may apply in consecutive years.
  - iii. Applications must be postmarked by October 15 and MUST include all information and supporting materials as specified on the application form.
- c. Funding - \$500 is the maximum amount that will be awarded to any theatre per year.
  - i. ICTA board may award the amount requested or a portion thereof after discussion and approval.
  - ii. Payment to the theatre will be made upon receiving evidence of project completion.
- d. Projects - Projects described in the application must be carried out within the following calendar year, i.e. 2011 applications must be completed prior to December 2012.
  - i. Each application must describe the intended use of the grant funds.
  - ii. It is suggested that this be a project or special purpose which the theatre could not accomplish with its own operations funds.
  - iii. It is suggested the applicant consider projects which could involve neighboring theatres.
- e. Reporting - Theatre which receive grants will be required to submit a report on the result of their project by the end of the calendar year (December 31).
  - i. Failure to submit a report waives all rights to awarded funds.
  - ii. ICTA reserves the right to revoke any grant award based on their sole discretion. All decisions of ICTA are final.
- f. Grants are awarded by the ICTA Board of Directors
  - i. Grants are received by the Treasurer and checked to be sure all required documents are enclosed.
  - ii. The board meets to review and discuss each application prior to the grant approval.
  - iii. ICTA board members of a theatre applying for grant funds will be excused from the portion of the meeting involving discussion and voting of their grant request.
- g. The Treasurer is responsible to communicate grant awards, review requests for payment, and to make payment.
- h. Announcements of awards will be made before the beginning of the year in which funds are to be expended.

