

THE KENNEDY CENTER AMERICAN COLLEGE THEATER FESTIVAL HANDBOOK

2016 Revision

Revised by The National Committee at the August meeting, 2016.

Previous editions:

August, 1986

Compiled and submitted by Bill Hutchinson;
Revised by: Jere Wade, Arden Flom and George
Meshke

August 1988

Revised by: Tom Cooke and Jere Wade

August 1990 and 1992

revised by: Alex Chrestopoulos

August 1994

Revised by: Harlene Marley and Alex Chrestopoulos

August 1998

Revised by: Robert Buseick, Mark Kuntz, and Jim
Epperson

July 2002 - March 2003

Revised by: Jay Edelnant, Gary Garrison, Rebecca
Hilliker,
Mark Kuntz, Cathy Norgren, and Kate Snodgrass

June – August 2005

Revised by: Rick Bugg, Mark Kuntz, Dan LaRoque,
Cathy Norgren, and Michael Swanson

June-August 2006

Revised by: Mark Kuntz, Cathy Norgren, Jim Taulli,
Shannon Robert

August 2008

Revised by: Mark Kuntz

August 2009

Revised by: Mark Kuntz

Spring 2010

Revised by: Mark Kuntz

August 2010

Revised by: Mark Kuntz

August 2011

Revised by: Harry Parker

August 2012

Revised by: Harry Parker

August 2013

Revised by: Harry Parker

August 2014

Revised by: David Lee Painter

August 2015

Revised by: John Binkley

August 2016

Revised by John Binkley

1.0 TO THE KENNEDY CENTER AMERICAN COLLEGE THEATER FESTIVAL AND ITS HANDBOOK.....	3
1.1 Mission and History	3
1.2 Goals	4
1.3 Purpose and Use of the KCACTF Handbook.....	5
1.4 Participation	5
2.0 REGIONAL ORGANIZATION.....	7
2.1 Regional Divisions.....	7
2.2 Executive Committees	7
3.0 REGIONAL OFFICERS.....	8
3.1 Eligibility	8
3.2 Selection	8
3.3 Terms of Office.....	9
3.4 Responsibilities	9
3.5 Review of Regional Officers	11
3.6 Review Procedures	11
4.0 FISCAL PROCEDURES.....	12
4.1 Expenditures	12
4.2 Accounting	12
5.0 NATIONAL ORGANIZATION	12
5.1 Organizational Affiliations.....	12
5.2 Structure of the KCACTF National Committee.....	13
5.3 Methods of Selection.....	13
5.4 Terms of Office.....	15
5.5 Responsibilities of National Committee.....	15
5.6 Responsibilities of Individual Officers.....	15
5.7 Serves as the Chief Financial Officer of ACTF Management, Ltd.	16
5.8 Review of Officers	17
5.9 Meetings.....	17
5.10 Standing Committees	18
6.0 THE NATIONAL FESTIVAL.....	19
6.1 Eligibility	19
6.2 National Selection Team (NST)	20
6.3 Selection of the National Festival productions	22
7.0 AWARDS.....	22
7.1 For all specific regional and national awards see the KCACTF website and the current KCACTF Awards and Guidelines information.....	22
7.2 Entries	22
7.3 Eligibility	22
7.4 Assignment of Awards	23
8.0 AMENDMENT OF HANDBOOK	23
8.1 This handbook may be amended as necessary by:.....	23
9.0 OTHER DOCUMENTS	23
9.1 Affiliation Agreement between KCACTF and ACTF Management, Ltd.....	23
9.2 Awards and Guidelines	23
9.3 History and Archives	23
9.4 KCACTF website: http://www.kcactf.org	23
9.5 Regional websites	23

1.0 TO THE KENNEDY CENTER AMERICAN COLLEGE THEATER FESTIVAL AND ITS HANDBOOK

1.1 MISSION AND HISTORY

1.1.1 The Kennedy Center American College Theater Festival (KCACTF) is a national organization that exists to celebrate the educational and creative process of university and college theatre. KCACTF promotes professional standards and provides students and faculty with opportunities to bridge the academic and professional worlds. KCACTF honors achievements in diversity and excellence and encourages experiences in all areas of theatre.

A. Diversity in thoughts and ideas are the backbone of artistic creation. Often it is the clash or juxtaposition or reexamination of the “tried and true” that makes for exciting and new artistic creation. A diversity of thought and perspective makes our organization stronger and more relevant. And the sharing of these diverse perspectives is central to our educational mission. Therefore, diversity should be essential and integral to our approach. Educational excellence that truly incorporates diversity thus can promote mutual respect and make possible the full, effective use of the talents and abilities of all to foster innovation and train future artistic leadership in American theater.

Therefore, the Kennedy Center American College Theater Festival affirms its commitment to being welcoming and respectful in all aspects of its programming, and regional and national leadership. We vow to nurture talent in all areas of theater based on merit and achievement, regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, gender, gender identity, sexual orientation, weight, physical or mental disability, marital status, or age. Respondents will avoid discriminatory comments that deride artistic choices based on any of the aforementioned areas. Instead, choices that “break tradition” will be discussed in a respectful and collegial way that challenges long-held practices and beliefs and encourages further exploration, leading to more dramatic and long lasting discoveries.

"If we cannot end now our differences, at least we can help make the world safe for diversity." -President John F. Kennedy

- 1.1.2 KCACTF was founded as the American College Theater Festival (ACTF) in 1967, representing a joint effort of theater educators and professionals, government and business, to provide a national showcase for college and university theatre. Since 1974, the Kennedy Center has assumed all financial responsibility for the Festival, with full artistic responsibility remaining with the National Committee of KCACTF.
- A. The official archive for the Kennedy Center American College Theater Festival is located at the Jerome Lawrence and Robert E. Lee Theatre Research Institute at The Ohio State University.

1.2 GOALS

- 1.2.1 The goals of KCACTF are
- A. To encourage, recognize and celebrate the finest and most diverse work produced in university and college theatre programs;
- B. Provide opportunities for participants to develop their theater skills and insights;
- C. To improve the quality of college and university theater in America.
- 1.2.2 KCACTF encourages colleges and universities to support
- A. Distinguished productions;
- B. New plays, especially those written by students;
- C. The classics - revitalized or newly conceived;
- D. Experimental works.
- 1.2.3 KCACTF embraces the professional community in each region as a means of offering theatre students and faculty professional outreach in career development.

1.3 PURPOSE AND USE OF THE KCACTF HANDBOOK

- 1.3.1 The Handbook, which delineates policies and procedures, is used in conjunction with the other KCACTF documents including: the www.KCACTF.org which lists the KCACTF Awards and Guidelines; and the History and Archives.
- 1.3.2 In periods of financial exigency, or other unexpected circumstances, any Handbook policies or procedures may be temporarily waived by a valid vote of the national committee.

1.4 PARTICIPATION

- 1.4.1 Participation in KCACTF is achieved by entering an associate or participating production. All entries must be works presented before a public audience.
 - A. Associate entries are eligible:
 - i. To nominate one bona fide student performer from its entry for participation in the Irene Ryan Acting Scholarship program;
 - ii. To have a KCACTF respondent nominate a second bona fide student performer from its entry for participation in the Irene Ryan Acting Scholarship program;
 - iii. To nominate bona fide design, technology and management students from the entered production to participate in the appropriate programs;
 - iv. To nominate a reasonable number of bona fide students from the institution to participate in the Institute for Theatre Journalism and Advocacy programs;
 - v. To be considered for applicable playwriting awards;
 - vi. To be considered for all other applicable KCACTF awards and fellowships.
 - B. Participating entries, in addition to all of the associate entry programs and awards, must be fully produced works presented before a public audience, and are eligible
 - i. To be selected for regional and national festivals;
 - ii. To have a KCACTF respondent nominate a third bona fide student performer from its entry for participation in the Irene Ryan Acting Scholarship program;
 - iii. For the National Student Playwriting Award;
 - iv. For the John Cauble Short Play Award.
- 1.4.2 Productions must be registered with both the Kennedy Center and the appropriate regional chair, and be willing to accept outside critical response.
- 1.4.3 The appropriate fee must be paid in full to the Kennedy Center prior to scheduling a response with the regional chair.
- 1.4.4 Schools located in countries contiguous to the continental United States may petition the KCACTF National Committee at its August meeting, or the closest regional chair, to participate in a regional festival. All non-U.S. school participants are eligible for all KCACTF award programs. Participation and the assignment to a specific region will be determined by the KCACTF national chair in consultation with the regional chair on the basis of the following considerations:
 - A. All non-U.S. schools must be able to provide all costs in excess of the current regional screening allocation.

- B. All non-U.S. schools participating in the National Festival must provided 50% of the total production and company transportation costs.

2.0 REGIONAL ORGANIZATION

2.1 REGIONAL DIVISIONS

2.1.1 The eight Regional divisions of KCACTF are:

- A. Region I – Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, eastern New York;
- B. Region II – Delaware, District of Columbia, Maryland, New Jersey, northern Virginia, Pennsylvania, Ohio, western New York, West Virginia;
- C. Region III – Illinois, Indiana, Michigan, Wisconsin;
- D. Region IV – Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Southern Virginia, Tennessee, Puerto Rico, Virgin Islands;
- E. Region V – Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota;
- F. Region VI – Arkansas, Louisiana, New Mexico, Oklahoma, Texas;
- G. Region VII – Alaska, Colorado, Idaho, Montana, Northern California, Northern Nevada, Oregon, Washington, Wyoming;
- H. Region VIII – Arizona, Hawaii, Southern California, Southern Nevada, Utah.

2.1.2 Schools will be expected to inform both regional chairs if they plan to participate in a festival outside their designated region.

2.2 EXECUTIVE COMMITTEES

2.2.1 Each KCACTF region shall have a Regional Executive Committee that will be comprised of the Regional Chair; Regional Vice Chair; National Playwriting Program (NPP) Regional Chair; Design, Technology & Management (DTM) Regional Chair; and any other members deemed appropriate by the Regional Chair.

2.2.2 Each Regional Executive Committee determines its own functional structure that is articulated in writing and reported to the National Executive Committee when requested.

2.2.3 The Regional Executive Committee shall

- A. Recommend the nomination of regional officers;
- B. Oversee the evaluation and selection process for all regional KCACTF entries;
- C. Participate in the planning of the annual regional festival, which shall include
 - i. Productions to be viewed by the National Selection Team (NST),
 - ii. Educational workshops and seminars,
 - iii. Professional development workshops,
 - iv. National design, technology and management awards exhibits,
 - v. Institute for Theatre Journalism and Advocacy workshops,
 - vi. Staged readings and productions of student written plays
 - vii. A Ten-Minute Play festival,
 - viii. Irene Ryan Acting Scholarship program,
 - ix. Networking opportunities for students and faculty,
 - x. Regional response-training workshops,

- xi. Announcement of all regional award recipient and fellowship nominees.
- D. Identify and select respondents for all programs at the regional festival;
- E. Encourage all colleges and universities within the region to participate in KCACTF;
- F. Encourage the production of new plays at the regional level;
- G. Support new programs of KCACTF at the regional level;
- H. Generate and nurture relationships with the professional community;
- I. Acknowledge and be accountable to the fiscal structure of the region;
- J. Attend all regional committee meetings as requested by the chair.

3.0 REGIONAL OFFICERS

3.1 ELIGIBILITY

3.1.1 Candidates for regional office must have at least a part-time affiliation with an accredited institution of post-secondary education in the appropriate region at the time when their term as a regional officer begins. Candidates for chair, NPP and DTM offices must successfully complete a term as vice chair in the appropriate region unless extenuating circumstances prompt the National Executive Committee to grant a waiver or exception to this rule.

- A. Should the employment status of a sitting regional officer change during their term (loss of job/resignation/changing to a job in a different region, etc.) their eligibility to continue and complete their term as a regional officer (and a contingency plan should they not continue) shall be determined by the National Executive Committee, in consultation with the regional leadership.

3.2 SELECTION

3.2.1 Nominations for office shall be submitted by the regional chair to the National Executive Committee for approval. Nominations shall consist of a complete nomination packet delivered to the national chair two weeks prior to a National Executive Committee meeting. A nomination packet shall consist of the following materials:

- A. A letter from the nominee which will include
 - i. Their willingness to attend their KCACTF regional festival,
 - ii. Their willingness to attend KCACTF Committee meetings,
 - iii. The support of their home institution,
 - iv. Their expertise in the area for which they are nominated;
 - v. A statement that they have read and will follow the most recent KCACTF Handbook.
- B. The nominee's vitae which will include evidence of
 - i. Their training,
 - ii. Their administrative and artistic experience,
 - iii. Their knowledge of and exposure to a wide range of dramatic literature and production styles,
 - iv. Their expertise in the area for which they are nominated.
- C. A letter from the nominee's department chair, dean or direct supervisor offering support from their home institution.

- D. Letters of recommendation from those who are familiar with the nominee's work as a creative artist and evaluator.
- E. An oral explication by the Regional Chair to the Executive Committee of the nominee's appropriateness for the office, including, but not limited to:
 - i. The administrative ability of the individual in dealing with people,
 - ii. The ability to manage money,
 - iii. Rapport with faculty within the region,
 - iv. Indication of the nominee's past involvement with KCACTF,
 - v. Their activities as a production respondent,
 - vi. Their expertise in the area for which they are nominated;

3.2.2 The Regional Executive Committee recommends appointment by the KCACTF National Committee, and the National Committee acts upon this recommendation.

3.3 TERMS OF OFFICE

3.3.1 Terms of Office shall be three years commencing with the conclusion of the first national committee meeting in April.

3.3.2 Members of a regional executive committee may not serve more than one term in a single capacity unless extenuating circumstances prompt the National Executive Committee to grant an exception.

3.4 RESPONSIBILITIES

3.4.1 The responsibilities of the regional chair shall include, but not be limited to:

- A. The supervision of all regional activities that promote the philosophy and programs of KCACTF.
- B. The selection and scheduling of regional respondents for associate and participating entries. Respondents for all new plays shall be selected and scheduled in consultation with the NPP chair.
- C. The scheduling of an annual response-training workshop for all regional respondents to standardize the criteria for response and procedures for selection.
- D. Ensuring the quality of the regional responses to entries.
- E. Confirming the eligibility of all participants for KCACTF awards and programs.
- F. Establishing a calendar for regional festival activities.
- G. Keeping accurate records of all regional and festival activities and participants, including respondents, workshop leaders, and award recipients.
- H. Providing that information to the KCACTF co-directors in an accurate and timely fashion.
- I. Serving on the KCACTF National Committee and attending bi-annual meetings.
- J. Developing, maintaining and accounting for the fiscal structure of the region.
- K. Filing financial reports to ACTF Management, Ltd. by June 30, for each of the fiscal years of their term of office.
- L. Serving as a voting member of ACTF Management, Ltd. and attending annual meetings.

- M. Forwarding all records and funds to the incoming regional chair at the conclusion of their office. Transfer of responsibilities begins in April and ends with the submission of the financial report.
- N. Advising and assisting the incoming regional chair in making a smooth transition through the conclusion of their first year in office.

3.4.2 The responsibilities of the NPP chair shall include:

- A. Directing and administering the NPP activities in the region in cooperation with the regional chair.
- B. Selecting and scheduling of regional respondents for associate and participating entries of new plays in consultation with the regional chair.
- C. Obtaining scripts from each associate and participating new-play entry prior to the play's opening and scheduled response.
- D. Forwarding digital copies of submitted plays and forms for all new-play entries to the appropriate offices.
- E. Identifying and submitting appropriate manuscripts to the ATHE representative for the David Mark Cohen Award.
- F. Confirming the eligibility of all participants for NPP awards and programs.
- G. Encouraging the production of eligible new plays.
- H. Stimulating and developing programs supportive of the objectives of NPP.
- I. Serving on the KCACTF National Committee, and attending their meeting in April.
- J. Forwarding all records to the incoming NPP chair at the conclusion of their office.
- K. Advising and assisting the incoming NPP chair in making a smooth transition up through the conclusion of their first year in office.
- L. Any other activities assigned and agreed upon through consultation with the regional chair and the national NPP chair.

3.4.3 The responsibilities of the NPP vice chair shall include:

- A. Producing the regional Ten-Minute Play festival in cooperation with the regional NPP chair.

3.4.4 The responsibilities of the DTM Chair shall include:

- A. Directing and administering the KCACTF DTM activities in the region in cooperation with the regional chair.
- B. Organizing and installing the DTM exhibits for the regional festival.
- C. Confirming the eligibility of all participants for DTM awards and programs.
- D. Serving on the KCACTF National Committee and ensure regional representation at mandatory meetings: USITT Conference in March, and KCACTF National Festival in April.
- E. Encouraging student design of associate and participating entries.
- F. Stimulating and developing programs supportive of the objectives of KCACTF DTM programs.
- G. Forwarding all records to the incoming DTM chair at the conclusion of their office.
- H. Advising and assisting the incoming DTM chair in making a smooth transition up through the conclusion of their first year in office.

- I. Any other activities assigned and agreed upon through consultation with the regional chair and the national DTM chair.

3.4.5 The responsibilities of the DTM Vice Chair shall include:

- A. To assist the DTM Chair in preparation, organization and execution of festival activities.

3.4.6 The responsibilities of all other regional officers shall include:

- A. Forwarding all records to the incoming officer who shall replace them in office at the conclusion of their office.
- B. Any other activities assigned and agreed upon through consultation with the regional chair.

3.5 REVIEW OF REGIONAL OFFICERS

3.5.1 The performance of a regional officer is subject to review by the Executive Committee when they fail to perform any responsibilities outlined in 3.4 above.

3.5.2 Review of an officer may be initiated at the request of the KCACTF co-directors, the national chair, or any five schools that are active participants in KCACTF of the affected region.

3.5.3 All regional officers may be subject to annual review by the KCACTF National Committee and their fellow regional officers.

3.6 REVIEW PROCEDURES

3.6.1 A written account of the complaints and concerns that have prompted the review shall be presented to the officer under review, the regional chair, and/or the national chair, and/or the KCACTF co-directors.

3.6.2 The KCACTF co-directors and/or the national chair shall present the written account to the National Executive Committee.

3.6.3 The officer under review shall have two weeks within which to respond in writing to the written account of complaints and concerns.

3.6.4 No response from the officer under review shall be regarded as a nolo contendere response, whereupon the National Executive Committee may

- A. Declare a vacancy and take appropriate steps to put a new officer in place as soon as possible; or
- B. Recommend and then oversee steps to remedy the conditions resulting in the complaints and concerns.

3.6.5 The National Executive Committee shall expeditiously examine the written response of the officer under review.

3.6.6 The National Executive Committee, after thorough and thoughtful consideration of the complaints and concerns, the officer's response, the advice of the Regional Executive Committee, the Kennedy Center counsel, and any other counsel they may deem appropriate, shall act expeditiously to

- A. Dismiss the complaints and concerns in whole or in part;

- B. Recommend and oversee remediation of all or some to the complaints and concerns;
- C. Terminate the appointment of the officer under review and set in motion appropriate steps to put a new officer in place at the earliest moment.

4.0 FISCAL PROCEDURES

4.1 EXPENDITURES

- 4.1.1 The regional chairs are empowered to expend all monies in ways best suited to meet the following objectives:
 - A. Responding to associate and participating entries.
 - B. Meeting the cost of mounting an effective regional festival.
 - C. Meeting the educational and developmental needs of the region for all KCACTF programs.
 - D. Attending other regional festival as much as is appropriate.
 - E. Attending National Committee meetings.
 - F. Supporting the attendance of regional officers to other regional festivals and the National Committee meetings as appropriate.
 - G. Promoting, publicizing, and distributing materials relating to all KCACTF activities and their sponsors.

4.2 ACCOUNTING

- 4.2.1 Regional entry fees are remitted to the Kennedy Center.
- 4.2.2 The regions, as ACTF Management, Ltd., receive their portion of the entry fees quarterly from the Kennedy Center.
- 4.2.3 Regional chairs shall accurately document all income and expenditures.
- 4.2.4 All regional expenditures shall bear the signature of the financial officer of the region and the regional chair.
- 4.2.5 Neither the Kennedy Center nor ACTF Management, Ltd will assume responsibility for regional cost over-runs.
- 4.2.6 Any funds on hand in excess of expenses may be carried over to the next regional festival.
- 4.2.7 A final financial report of all funds received and expended must be submitted to the Kennedy Center as requested and the CFO of ACTF Management, Ltd. by August 15 of the festival year.
- 4.2.8 Failure to maintain adequate financial records will result in removal from office.

5.0 NATIONAL ORGANIZATION

5.1 ORGANIZATIONAL AFFILIATIONS

- 5.1.1 KCACTF maintains an Affiliation Agreement with ACTF Management, Ltd.
- 5.1.2 KCACTF maintains reciprocal relationships with:

- A. National Partners of American Theatre (NAPAT);
- B. Association for Theater in Higher Education (ATHE);
- C. United States Institute for Technical Theater (USITT); and
- D. Black Theatre Network (BTN).

5.2 STRUCTURE OF THE KCACTF NATIONAL COMMITTEE

5.2.1 The National Committee shall be composed of the following members who serve by virtue of their office:

- A. Voting Members:
 - i. National Chair
 - ii. National Vice Chair
 - iii. Three Members-at-Large
 - iv. Eight Regional Chairs
 - v. NPP National Chair
 - vi. DTM National Chair
- B. Non-voting Members:
 - i. Vice president for Education, Kennedy Center
 - ii. Co-directors, KCACTF
 - iii. Eight Regional NPP Chairs
 - iv. Eight Regional DTM Chairs
 - v. NPP National Vice Chair
 - vi. DTM National Vice Chair
 - vii. Immediate Past National Chair

5.2.2 A representative(s) of the National Committee may liaise with the following organizations: ATHE, USITT, National Partners of the American Theatre, VASTA, URTA, Dramatist Guild of America, National New Play Network and others as identified.

5.3 METHODS OF SELECTION

5.3.1 Nominations for national offices shall be submitted to the National Committee by designated nomination committees or by floor nominations as stipulated in the following paragraphs.

- A. National Vice Chair
 - i. A nomination committee consisting of the national vice chair, and the immediate past national chair shall bring forth at least two nominations. For each nominee, the Nominating Committee will provide a statement written by the nominee, stating their intention to run and reasons they wish to serve.
 - ii. Nominees must have served as a regional chair.
 - iii. An election shall be held with eligible voters consisting of the voting members of the national committee and the eight immediate past regional chairs.
- B. NPP National Vice Chair

- i. A nomination committee consisting of the NPP national vice chair, and the immediate past NPP national chair shall bring forth at least two nominations. For each nominee, the Nominating Committee will provide a statement written by the nominee, stating their intention to run and reasons they wish to serve.
 - ii. Nominees must have served, or be currently serving as a regional NPP chair.
 - iii. An election shall be held with eligible voters consisting of the voting members of the National Committee, the current National NPP Vice-Chair, current regional NPP chairs and the immediate past regional NPP chairs.
- C. DTM National Vice Chair
- i. A nomination committee consisting of the National DTM Vice Chair, and the immediate past National DTM chair shall bring forth at least two nominations. For each nominee, the Nominating Committee will provide a statement written by the nominee, stating their intention to run and reasons they wish to serve.
 - ii. Nominees must have served, or be currently serving as a regional DTM chair.
 - iii. An election shall be held with eligible voters consisting of the voting members of the National Committee, the current National DTM Vice-Chair, current regional DTM chairs and the immediate past regional DTM chairs.
- D. Members-At-Large
- i. The three members-at-large will represent Regional Chairs, DTM Chairs, and NPP Chairs.
 - ii. Nominees must have served, or be currently serving as a Regional Chair in the discipline.
 - iii. The nominating committee for the DTM member-at-large shall consist of the immediate past National DTM Chair and the DTM National Vice Chair. The nominating committee for the NPP member-at-large shall consist of the immediate past National NPP Chair and the NPP National Vice Chair. The nominating committee for the Regional Chairs member-at-large shall consist of the immediate past National Chair and the National Vice Chair.
 - iv. Each nominating committee shall bring forth at least two nominations. For each nominee, the Nominating Committee will provide a statement written by the nominee, stating their intention to run and reasons they wish to serve.
 - v. Elections shall be held for members-at-large with the following constituencies voting in each election. For the DTM member-at-large, voters will be voting members of the National Committee, the current National DTM Vice-Chair, current regional DTM chairs and the immediate past regional DTM chairs. For the NPP member-at-large, voters will be voting members of the National Committee, the current National NPP Vice-Chair current regional NPP chairs and the immediate past regional NPP chairs. For the Regional Chairs member-at-large, voters will be voting members of the National Committee, and the immediate past Regional Chairs.
- E. Regional Chairs' Representatives
- i. Regional Chairs' Representatives will include two individuals from the regional chairs committee, at least one of whom is not in the final year of service.
 - ii. Nomination and election will be held each spring at the national meeting.
 - iii. Nominees must be currently serving as a Regional Chair

- iv. An election will be held with eligible voters of the regional chairs committee

5.3.2 Floor Nominations will be accepted as follows:

- A. The nomination is seconded by at least two additional committee members, at least one of whom is from a different region.
- B. The nomination is accompanied by a statement of intention to run and reasons they wish to serve by the nominee.

5.3.3 Elections will be conducted in the following manner:

- A. The names of the nominees shall be sent to the voting constituency for balloting purposes.
- B. If there are more than two nominees and no nominee receives a simple majority of the votes cast, the persons receiving the plurality of votes will constitute a new ballot that will be sent out until such time as the voting shows a simple majority.

5.4 TERMS OF OFFICE

5.4.1 All terms of office shall be three years beginning in April except:

5.4.2 The Members-at-Large, whose three-year terms begin in August.

5.4.3 The Regional Chairs' Representatives will serve for one year and are eligible for re-election.

5.5 RESPONSIBILITIES OF NATIONAL COMMITTEE

5.5.1 To determine the philosophy and guide the direction of KCACTF.

5.5.2 To establish policy and promulgate all rules and operating procedures for the preparation and completion of regional and national programs.

5.5.3 To administer all awards given in the name of KCACTF in collaboration with donors and the KCACTF staff.

5.5.4 To develop new KCACTF programs and awards in collaboration with the KCACTF staff.

5.5.5 To ensure the artistic and educational quality of all KCACTF programs in collaboration with the KCACTF staff.

5.5.6 To review and recommend budgets related to KCACTF programs in collaboration with the KCACTF staff.

5.5.7 To attend National Committee meetings.

5.6 RESPONSIBILITIES OF INDIVIDUAL OFFICERS

5.6.1 The National Chair:

- A. Provides advice and counsel for the co-directors on all matters of policy concerning KCACTF.
- B. Chairs all meetings of the Executive Committee.
- C. Chairs all meetings of the KCACTF National Committee.

- D. Serves as a member of the NPP and DTM Committees.
- E. Attends as many Regional Festivals as possible (Or designee)
- F. Serves as leader/facilitator for the National Selection Team.
- G. Implements orientation session(s) for incoming regional chairs.
- H. Serves as the Chief Executive Officer of ACTF Management, Ltd.

5.6.2 The National Vice Chair:

- A. Represents the National Chair as requested.
- B. Serves on the nominating committee for National Chair.

5.7 SERVES AS THE CHIEF FINANCIAL OFFICER OF ACTF MANAGEMENT, LTD.

5.7.1 The Immediate Past National Chair:

- A. The Immediate Past National Chair is an ex-officio (non-voting) member of the National Committee, the National Executive Committee, and the Executive Committee of ACTF Management, Ltd.
- B. Represents the National Chair as requested.
- C. Serves as a member of the nominating committee for National Vice Chair and Regional Chairs' Member at Large.

5.7.2 The Members-at-Large

- A. Represents the National Chair as requested.
- B. Serve as voting members of their assigned National Committees.
- C. The Senior member of the Members-at-Large serves as a member of the National Executive Committee.
- D. The Senior member of the Members-at-Large serves as an Executive Member of ACTF Management, Ltd.
- E. One of the Members at Large – or a designated member of the National Committee of KCACTF - will represent the organization to ATHE.

5.7.3 The National NPP Chair:

- A. Represents the National Chair as requested.
- B. Coordinates the NPP with the co-directors of KCACTF.
- C. Oversees all procedures and policies of the NPP.
- D. Promotes all NPP awards and programs.
- E. Chairs all meetings of the NPP.
- F. Serves as a member of the National Executive Committee.
- G. Serves as a member of the National Committee.
- H. Attends as many Regional Festivals as possible.
- I. Assists the NPP regional chairs in the execution of their duties.
- J. Orients incoming regional chairs and regional NPP chairs regarding NPP policies and procedures at each April meeting.
- K. Serves as an Executive Member of ACTF Management, Ltd.
- L. Advises and assists the incoming National NPP Chair in making a smooth transition up through the conclusion of their first year in the new office.

5.7.4 The National NPP Vice Chair:

- A. Represents the National Chair as requested.
- B. Represents the National NPP Chair as requested.
- C. Serves, with the National vice chair, as co-Producer of the National Ten-Minute Play Festival.
- D. Serves on the nominating committee for National NPP Chair.

5.7.5 The National DTM Chair:

- A. Represents the National Chair as requested.
- B. Provides advice and counsel for the co-directors on all matters of DTM policy concerning KCACTF.
- C. Oversees all procedures and policies of DTM.
- D. Promotes all DTM awards and programs
- E. Selects the National Festival DTM respondents in consultation with the co-mangers of KCACTF.
- F. Serves as a member of the National Executive Committee.
- G. Serves as a member of the National Committee.
- H. Orients incoming regional DTM chairs.
- I. Attends as many Regional Festivals as possible.
- J. Chairs all meetings of the National DTM Awards Committee
- K. Advises and assists the incoming National DTM Chair in making a smooth transition up through the conclusion of their first year in the new office.
- L. Serves as an Executive Member of ACTF Management, Ltd.

5.7.6 The National DTM Vice Chair

- A. Represents the National Chair as requested.
- B. Serves as a member of the Nominating Committee for National DTM Vice Chair.

5.7.7 Regional Chairs' Representatives

- A. Represent the National Chair as requested
- B. Serve as a member of the National Executive Committee
- C. Represent the concerns of the Regional Chairs to the Executive and National Committees
- D. Chair all meetings of the Regional Chairs Committee

5.8 REVIEW OF OFFICERS

- 5.8.1 All National Officers are subject to annual review by their constituencies and the National Committee. See Article 3.6 above for procedures.

5.9 MEETINGS

- 5.9.1 The National Executive Committee and the National Committee shall meet annually in April during the National Festival at the Kennedy Center.
- 5.9.2 A quorum will be required to conduct business.
 - A. For the National Committee a quorum shall consist of at least 12 voting members or their designee(s); a National Committee quorum must also contain at least six Regional Chairs, or their designees.

B. For Standing Committees a quorum shall consist of a simple majority.

5.9.3 If a voting National Committee member cannot attend a national meeting, that member can designate an appropriate representative to attend in their place as a voting member with the approval of the National Chair.

5.10 STANDING COMMITTEES

5.10.1 The standing committees of KCACTF are

- A. Executive Committee
- B. Regional Chairs Committee
- C. Regional NPP Chairs Committee
- D. Regional DTM Chairs Committee

5.10.2 Composition of the Standing Committees shall be as follows:

- A. The Executive Committee
 - i. National Chair
 - ii. National Vice-Chair
 - iii. Immediate Past National Chair serves as non-voting member of the committee
 - iv. Regional Chairs' Representatives with a single vote.
 - v. National DTM Chair
 - vi. National NPP Chair
 - vii. Senior Member-at-Large
 - viii. The KCACTF co-directors shall serve as non-voting members of the committee.
- B. The Regional Chairs Committee
 - i. Eight Regional Chairs
 - ii. Regional Chair Member-at-Large
 - iii. The KCACTF co-directors shall serve as non-voting members of the committee.
- C. The Regional NPP Chairs Committee
 - i. National NPP Chair
 - ii. National NPP Vice Chair
 - iii. Eight Regional NPP Chairs
 - iv. NPP Member-at-Large
 - v. KCACTF National Chair
 - vi. The KCACTF co-directors shall serve as non-voting members of the committee.
- D. The Regional DTM Chairs Committee
 - i. National DTM Chair
 - ii. National DTM Vice Chair
 - iii. Eight Regional DTM Chairs
 - iv. DTM Member at Large
 - v. KCACTF National Chair
 - vi. The KCACTF co-directors shall serve as non-voting members of the committee.

5.10.3 Method of Selection

- A. All members of the committee serve by virtue of their office.

5.10.4 Responsibilities of Committees:

- A. The Executive Committee
 - i. To carry out the policies of the National Committee.
 - ii. To meet and act for the National Committee when necessary.
 - iii. To approve nominations for regional officers.
 - iv. To consult with the Kennedy Center co-directors in the selection of the director of the Irene Ryan Evening of Scenes.
 - v. To evaluate regional officers when requested.
- B. The Regional Chairs Committee
 - i. To address specific issues concerning regional festivals.
 - ii. To address specific issues concerning regional chairs.
 - iii. To propose program improvement to the National Committee.
 - iv. To advise and consent on matters relative to the national festival.
 - v. To provide support and assistance for all regional festivals inasmuch as time and finances allow.
 - vi. To provide assistance to incoming regional chairs.
 - vii. To elect the Regional Chairs' Representatives at the national festival.
- C. The NPP Regional Chairs Committee
 - i. To develop policies and guidelines for administration of the NPP.
 - ii. To ensure the efficient and effective operation of the NPP.
- D. The DTM Regional Chairs Committee
 - i. To develop the policies and overall guidelines for administration of the national DTM awards.
 - ii. To develop policies and guidelines for administration of DTM programs.
 - iii. To ensure the efficient and effective operation of DTM programs.

6.0 THE NATIONAL FESTIVAL

6.1 ELIGIBILITY

- 6.1.1 All participating productions appearing at regional festivals are eligible for the national festival.
 - A. The eight Regional Festivals are scheduled according to the calendar agreed on by the eight KCACTF Regional Chairs.
- 6.1.2 Conflict of Interest and Ineligibility Rule:
 - A. Members of the National Committee and Regional Executive Committee must recuse themselves in all situations where any conflict of interest may occur; productions or other entered work from their institutions, work of their students or colleagues at other institutions in which they have any interest must not be evaluated by them for any KCACTF awards, recognitions or invitations.
 - B. Members of the National Committee excluding Regional Chairs may enter a production for which they make any direct artistic contribution as a participating production. However, their direct artistic contribution will not be eligible for national awards.
 - C. Regional Chair(s) may enter plays for which they make any direct artistic contribution as participating productions. However such plays will not be eligible to come to regional festivals as an Invited Participating Production.

- i. In extenuating circumstances, should the Regional Chair wish to enter, as a participating entry that will be considered for invitation to the Regional Festival, a production for which they make any direct artistic contribution, they must appeal to the Regional Executive Committee for permission to be considered at the time the production is entered. Should the Regional Executive Committee agree that the production should be considered for the Regional Festival, the Regional Vice Chair (representing the Regional Executive Committee) will appeal this request to the KCACTF Artistic Director and National Chair for a final decision. If approved, their direct artistic contribution will not be eligible for national awards.
- D. Members of the National Committee, Regional Chair(s), Regional NPP Chair(s), Regional DTM Chair(s) may enter plays as associate or participating productions for which they make any direct artistic contributions, however they must recuse themselves in all situations where those productions (or other productions from their home institution) are considered for awards, recognitions, or invitations.
- E. No production in which a member of the National Selection Team (NST) is involved as a member of the production company is eligible for performance at the regional or national level.
- F. Schools of current members of the NST shall be restricted to entering only associate productions.

6.2 NATIONAL SELECTION TEAM (NST)

6.2.1 Members: The NST shall consist of three members:

- A. Two academic professionals who have served as a regional chair, a regional NPP chair, or a regional DTM chair.
- B. One additional theatre professional
- C. One of the three members selected to the NST will represent the discipline of playwriting.

6.2.2 Selection: The National Committee authorizes the formation of a NST.

- A. The regional chairs, regional NPP chairs, and regional DTM chairs shall put forth nominees for the two academic professionals at the April meeting of the National Committee two years prior to the festival year in which the nominee(s) will serve.
- B. The co-directors shall select the additional theatre professional.

6.2.3 Method of Selection:

- A. Regional Chairs, Regional NPP Chairs, and Regional DTM Chairs shall put forth nominee(s) from their respective areas at the April meeting of the National Committee two years prior to the festival year in which the nominee(s) will serve. Each nominee must have served as a regional chair, regional NPP chair, or regional DTM chair, respectively.
- B. Floor nominations will be accepted in accordance with the process defined in Section
- C. Nominees shall respond in writing to the National Executive Committee with their willingness and availability to serve no later than December 31st of the year of nomination. A lack of written response from the nominee by that date will be taken as a de facto declining of nomination.

- D. An election shall be held to select the two academic professional NST positions no later than two weeks following the close of the National Committee meetings in April one year prior to service on the NST.
- E. Eligible voters shall consist of the voting members of the national committee, immediate past regional chairs, current and immediate past NPP chairs, and current and immediate past DTM chairs.

6.2.4 Elections will be conducted in the following manner:

- A. Each nominee will be designated as a representative of one of the following disciplines: 1) Performance/Directing, 2) Playwriting, and 3) Design, Technology & Management.
- B. The names and designations of the nominees shall be sent to the voting constituency for balloting purposes.
- C. Each eligible voter will be allowed two votes but only one vote for any one discipline.
- D. The votes will be tallied by discipline. Those gaining the most votes in each of the three disciplines will be compared and the two nominees with the most overall votes each will be elected to the NST.
- E. In the case of a three-way tie between disciplines or a tie between two disciplines for either of the two NST positions a run-off election will be held. Such an election will consist of a new ballot containing the names of a single winner from each discipline. New ballots will be sent out until such time as the voting shows a clear winner or winners.

6.2.5 Terms of Office:

- A. Members of the NST may not serve more than one festival season unless extenuating circumstance prompts the National Executive Committee to grant a waiver or exception to this rule.
- B. In no case will a NST member serve two consecutive festival seasons.

6.2.6 Responsibilities

- A. They shall select the productions to be presented at the national festival.
- B. They shall attend an orientation session led by the national chair at the first regional festival.
- C. They shall attend and discuss all participating productions at all eight of the regional festivals.
 - i. NST members shall not serve as respondents to festival productions.
 - ii. They shall determine which productions, if any, may be held in consideration for presentation at the national festival.
- D. They shall view all full-length and one-act student-written plays presented at regional festivals.
 - i. When more than one student-written original is chosen for production at the national festival the NST shall select the National Student Playwriting Award winner.

- ii. Whenever an NPP representative is on the NST that person shall have principal responsibility for briefing the team on the NPP rules and for guiding the team in selecting the National Playwriting Award winner. In the instance that the playwriting representative is a non-academic this responsibility for briefing the NST shall fall to the National NPP Chair.
- E. They shall attend other events at regional festivals as requested by the regional chair.
- F. The national chair shall notify each regional chair in writing at the conclusion of each regional festival of the NST's decisions.
- G. The national chair will appoint one of the two academics on the NST as the recorder for the NST; he or she shall submit a brief report to the National Committee at the April meeting.

6.3 SELECTION OF THE NATIONAL FESTIVAL PRODUCTIONS

- 6.3.1 Public announcement of productions selected for the national festival shall be made as soon as possible in the following manner:
 - A. Schools selected for the national festival, and their regional chairs, shall be notified by telephone by the KCACTF co-directors prior to any public announcement.
 - B. The regional chairs shall notify immediately all participating schools in their region of the selections.

7.0 AWARDS

7.1 FOR ALL SPECIFIC REGIONAL AND NATIONAL AWARDS SEE THE KCACTF WEBSITE AND THE CURRENT KCACTF AWARDS AND GUIDELINES INFORMATION.

7.2 ENTRIES

- 7.2.1 On receipt of entered productions, the regional chair shall direct all schools to the KCACTF website to review all rules and guidelines for national awards and fellowships.

7.3 ELIGIBILITY

- 7.3.1 Bona fide students affiliated with a school that has an associate or participating production entered in that year's festival are eligible for awards. A bona fide student is:
 - A. An undergraduate student who is registered for a minimum of six semester hours or nine quarter hours at the time of production.
 - B. A graduate student who is enrolled for three semester hours or four quarter hours at the time of production.
 - C. A continuing part-time student who is enrolled in a regular degree program at the time of production.
- 7.3.2 Faculty who have a half-time or full-time affiliation with an institution that has entered either associate or participating productions for at least two years are eligible for fellowships.
- 7.3.3 Conflict of Interest and Ineligibility Rule:

- A. A Current members of a regional executive committee shall not be eligible for Faculty Fellowships.

7.4 ASSIGNMENT OF AWARDS

- 7.4.1 The assignment of awards in all categories is subject to the professional judgment and discretion of the granting authority or their designee.

8.0 AMENDMENT OF HANDBOOK

8.1 THIS HANDBOOK MAY BE AMENDED AS NECESSARY BY:

- 8.1.1 A valid vote of the national committee sitting in a regularly scheduled meeting.
- 8.1.2 An ad hoc or standing Handbook Committee convened by the national chair whose work is then approved by a simple majority of the National Committee.
 - A. Approval shall occur during a regularly scheduled meeting or by an email or postal ballot distributed by the national chair or the Kennedy Center co-directors.

9.0 OTHER DOCUMENTS

9.1 AFFILIATION AGREEMENT BETWEEN KCACTF AND ACTF MANAGEMENT, LTD.

9.2 AWARDS AND GUIDELINES

9.3 HISTORY AND ARCHIVES

9.4 KCACTF WEBSITE: [HTTP://WWW.KCACTF.ORG](http://www.kcactf.org)

9.5 REGIONAL WEBSITES