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, to resolve issues pertaining to theater groups, and to maintain a sense of community among all theater groups. II. Theater Arts Council Chair

II. Theater Arts Council Chair

The duties of the TAC-E Chair include, but are not limited to:
- Coordinating common auditions for the fall, winter, and spring theater seasons;
- Coordinating common technical interview meetings for the fall, winter, and spring theater seasons;
- Coordinating monthly TAC-E meetings;
- Organizing IntroTech;
- Mediating disputes between TAC-E groups;
- Attending all Performing Arts Council (PAC) meetings;
- Assisting at all PAC Performing Arts Nights;

III. Auditions

All TAC-E groups must hold auditions during one common weekend as set by the TAC-E Chair. All groups are required to attend the callback and casting meetings
held during that audition weekend. Auditions for each season will typically occur at the following times:

- Fall season (shows during the Fall semester): in September, the weekend after Freshman Performing Arts Night
- Winter season (shows in January and February): the first weekend of December
- Spring season (shows in March-May): the second weekend after Winter Break

The first round of auditions will be open to only University of Pennsylvania undergraduate students, graduate students, and undergraduate 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 a 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 a conflict of interest exists, in which case the TAC-E Chair is 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 the choice between roles. Sharing of cast members is subject to the conditions of section VI, "TAC-E Policy Regarding the Sharing of Cast Members".

**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 / First round: Reading days of Spring semester of the previous academic year
- Fall season / Second round: the week following Fall auditions
- Winter season: Reading days of Fall semester
- Spring season / First round: Reading days of Fall semester
- Spring season / Second round: the week following Spring auditions

The first round of technical interviews will be open to only University of Pennsylvania undergraduate students, graduate students, and undergraduate 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. Non-Penn students can be given a mentorship role or crew position in a production, but should only be given the role of designer in an extraordinary case where a Penn student does not qualify for the position, and is up to the discretion of the TAC-e Chair.

The TAC-E Chair shall run the technical interview meeting unless a conflict of interest exists, in which case the TAC-E Chair is responsible for finding an appropriate substitute.

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/ substitute will call the staff member and offer the choice between positions.
V. Policies Governing Auditions and Tech Interviews

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 the 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 unless both groups agree to share that individual as per the Theater Arts Council Policy Regarding the Sharing of Cast Members.

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 having a conflicting schedule until after the conclusion of the original production.

This policy applies to all people auditioning and interview for all TAC-E groups.
VI. Sharing of Cast Members

All TAC-E groups must visibly post this policy at their auditions. All groups must ensure that every person who auditions has read and agrees to this policy.

In the event that two or more directors agree to share a cast member, each director involved must agree in writing on a performance and rehearsal schedule for the cast member in question that satisfies the needs of both productions. This agreement should take place at the casting meeting. Upon the first read-thru of each show, the agreement must also be signed by the cast member in question. Therefore it is also the responsibility of the cast member to adhere to the written agreement. This means that a cast member should not attend a rehearsal or performance if it is not in accordance with the agreement. Performance and rehearsal schedules that affect the cast member may only be changed by first receiving consent by the other director(s) involved. If a director or cast member breaks the agreement without this consent, the other director(s) involved may call upon the TAC-E Chair to mediate and resolve the conflict. If, after mediation by the TAC-E Chair, a director or actor involved is unsatisfied with the results, the unsatisfied party may request that TAC-E meet within 48 hours to discuss and decide what action, if any, should be taken against the actor and directors involved.

This policy applies to all TAC-E groups.

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. Failure to comply with these rules will result in an absence for the upcoming academic year.

**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 unanimous 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.