

ENCORE ASSOCIATION, INC.

BYLAWS

(As Adopted 02/09/2003)

ARTICLE I

NAME

The name of this organization is “Encore Association, Incorporated.”

ARTICLE II

SECTION 1: PURPOSE

The purpose of this organization shall be to promote excellence in all aspects of theatrical production in a spirit of recognition and celebration of efforts in community theatre, through the sponsorship of educational activities pertaining to the theatre arts, the presentation of annual awards and similar endeavors.

The Association is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1954, as amended and as so expressly shall be:

The organization will provide for the exchange of ideas, education, presentation of annual awards, and communication between groups and individuals interested in providing or furthering community theatrical productions.

SECTION 2: LOCATION

The business address of this organization shall be designated by the President and approved by a majority of the board present. The current business address of the organization is reflected in Addendum A.

SECTION 3: FISCAL YEAR

The fiscal year shall be the twelve (12) month period beginning November 1 each year and ending on October 31.

Said organization is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the purpose clause hereto. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of the section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, equally to member organizations of the Encore Association in good standing so long as that member organization is compliant with section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the court of Common Pleas of the county in which the principle office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE III

STRUCTURE

The Association shall consist of a Board of Directors, also known as the Board, and Members:

- A. The Board of Directors shall consist of those members as hereinafter defined in Article V, entitled “Board of Directors.”
- B. The Member Organizations shall consist of those members as hereinafter defined in Article IV, entitled “Members and Meetings.”
- C. The “Board of Directors” is responsible to conduct all business for the Encore Association.

ARTICLE IV

MEMBERS AND MEETINGS

SECTION 1: ELIGIBILITY

Any non-professional theatre group operating on a not-for-profit basis offering open auditions, located in Marion and adjacent counties in Indiana, after staging at least two productions within the prior theatrical year of September 1 through August 31, (hereafter defined as theatrical year) and which offers admissions open to the general public, may submit a letter of application for membership to the Board of Directors of this Association.

After investigation by the Board, membership will be granted upon approval by a majority of Board members, payment of dues for the current fiscal year, and appointment of a representative to the Board of Directors from the prospective group's membership. Consideration will be given before awarding membership to current membership size, production volume, distance/travel time to production area and other relevant criteria. (NOTE 1)

SECTION 2: DUES

Annual dues shall be paid to the Treasurer on or before November 1 of each year. Dues shall not be reduced; regardless of the time the application for membership is made. The amount of the dues shall be determined annually by the Board of Directors.

SECTION 3: MEMBERSHIP PRIVILEGES AND RESPONSIBILITIES

Membership in this Association entitles an organization to enter theatrical productions into competition with other members, hereinafter "Member Organizations", to have their productions evaluated by qualified judges, and to receive organizational or individual awards as designated in Article VII, Section 1.

Each Member Organization is responsible for submitting the name of its representative and alternates to the Board with the dues payment and must submit notice of changes in representatives. Each Member Organization will have one vote on the Board of Directors.

It shall be the duty of the representative of each Member Organizations to notify the judges co-chairpersons, at least sixty (60) days in advance of the opening performance of a production that it wishes to enter into competition. Two (2) admission tickets shall be provided free of charge to each judge for that production. (Note 2)

SECTION 4: MEMBERSHIP PRIVILEGES FORFEITURE

Membership privileges shall be forfeited for the current fiscal and theatrical year if any of the following situations occur:

- a) Dues remain unpaid after November 1.
- b) No delegate has been appointed to the Board.
- c) The group has failed to enter two (2) eligible productions for competition during the theatrical year.

- d) The group misses three (3) Board meetings in a fiscal year. After the second miss by the representative, proper notification by the Secretary will be made to the representative's Member Organization.
- e) Conducts themselves in a manner deemed detrimental or inconsistent with the purpose of the Encore Association upon a two-thirds majority of remaining eligible theaters. (NOTE 3)

Any group, whose has forfeited its membership, shall be required to apply for reinstatement as outlined in Article IV, Section 1.

SECTION 5: MEMBERSHIP PRIVILEGES DEFERRAL

Any Member Organization that has met the requirements of Article IV, Sections 1, 2 and 3, may apply to the Board for a deferment of their membership dues, privileges and responsibilities. The Board upon review of the situation and circumstances may grant a deferral for a reasonable period of time to the Member Organization. This deferral will allow for reinstatement of member privileges without penalty.

ARTICLE V

BOARD OF DIRECTORS AND OFFICERS

SECTION 1: BOARD OF DIRECTORS

The business of this organization shall be managed by the Board of Directors, which shall be composed of the following:

- a) one (1) appointed or elected voting delegate from each Member organization,
- b) the Musical and Play Co-Chairpersons of the Judging Committee with one vote for the committee,
- c) the President of the Encore Association who votes only to break a tie at a called vote at a board meeting, and
- d) Non-voting members of the board including alternates and any person voted to the board as defined below.

The President shall no longer represent a single organization. The President's Member Organization shall appoint a new representative for that group.

The Board of Directors may, by a two-thirds majority vote, designate any person of the Encore Association a non-voting member of the Board (for a term to be determined by the board) designated person(s) will have the following privileges:

- a) may attend and participate in meetings,
- b) may hold membership and all its privileges on appointed committees,
- c) may not-vote in any board meeting at any time, and
- d) cannot hold elected office.

SECTION 2: ALTERNATES

Each Member Organization shall have an alternate representative with the following privileges:

- a) may attend and participate in meetings,
- b) may hold membership and all its privileges on appointed committees,
- c) may vote only in the absence of the official delegate, and
- d) is not eligible to hold elected office.

SECTION 3: MEETING OF THE BOARD OF DIRECTORS

The annual meeting shall be held in January or the first meeting of the calendar year at a time and place to be announced by the President and made known to the members of the Board at least fourteen (14) days in advance of such meeting. The annual meeting will address all topics outlined in Addendum B. Additional topics may be added.

The election of officers shall be held at the Annual Meeting. New officers shall take office immediately upon election.

Additional meetings of the Board may be held as deemed necessary by the President after notifying all the members of the board. A meeting shall be defined as an organizing of a quorum of the members of the board of Encore Association by the President of reasonable notification. (Note 4)

SECTION 4: QUORUM

A majority of the members of the Board of Directors present shall constitute a quorum for the transaction of business by the Board.

SECTION 5: DUTIES

The Board of Directors shall:

- a) Approve or disapprove applications for membership in the Association.
- b) From its own membership, elect officers as designated in Article V, Section 7.
- c) Approve or disapprove applications for judges. (See Article VI, Section 5)
- d) Sponsor the annual Encore Awards Presentation.
- e) Approve disbursement of the funds of the Association.
- f) Establish the guidelines for judging.
- g) Be the final authority for all matters pertaining to the Association.

SECTION 6: PROXY VOTES

Proxy votes are not allowed.

SECTION 7: OFFICERS

The officers of the Association shall be President, Vice President, Secretary and Treasurer. The term of office shall commence upon election, and shall continue until new elections are held.

Any person can fill a specific office for a total of three consecutive terms. Any person can remain an officer of the Board for seven consecutive terms. A person who has met the consecutive term limit becomes eligible to become an officer after a one-term absence as an officer. Where applicable and with respect to these term limit provisions, initial or first terms of office shall begin as of the effective date these Bylaws.

In the event of the vacancy of an office, the Board shall elect a replacement to complete the term.

SECTION 8: DUTIES OF OFFICERS

The President shall preside at all regular meetings of the Board of Directors, appoint a chair for and be an ex-officio member of all committees, except the Nominating Committee.
(Note 5)

The Vice-President shall discharge the duties of the President in the absence or inability of that officer to perform them. He or she shall also serve as the chair of the Encore Awards Presentation Committee.

The Secretary shall record and preserve the minutes of all meetings of the Board of Directors to include attendance, motions, votes and summary of discussions. Systematically keep all records and papers belonging to the organization, conduct all official correspondence, provide each member organization with the name, address and telephone number of each judge and notify Board members of the time and place of meetings.

The Treasurer shall be the legal custodian of all funds and other valuable assets of the Association. He or she shall keep an accurate record of all receipts and disbursements, disburse funds upon the approval of the Board, collect all dues, submit dues statements to the member organizations, submit periodic reports to the Board reflecting the financial condition of the Association and provide financial records for an annual audit.

Each officer, upon leaving office shall immediately provide all material of office to the succeeding officer.

SECTION 9: REMOVAL FROM THE BOARD

If a Board Member fails to fulfill membership privileges, responsibilities, or acts in a way deemed detrimental to the Encore Association upon a two-thirds majority of all eligible Board Members that Board Member shall no longer serve on the Board. If a representative is removed, the affected Member Organization shall name a replacement.

ARTICLE VI

COMMITTEES

SECTION 1: STANDING COMMITTEES

The standing committees shall be the Nominating Committee, the Encore Awards Presentation Committee, and the Judging Committee. The President shall also appoint a Membership Chair from the Board of Directors who shall investigate all applications for membership and report subsequent findings to the Board. The President shall appoint the chairperson of any formed committee as appropriate.

SECTION 2: OTHER COMMITTEES

Other committees may be appointed as deemed necessary by the Board.

SECTION 3: NOMINATING COMMITTEE

This committee shall take recommendations, field interest and make nominations for officers of the Board as defined in Article V, Section 7. This committee shall present a ballot at the November meeting. A person serving on the Nominating Committee remains eligible to be nominated and serve as an officer if elected. (NOTE 5)

SECTION 4: ENCORE AWARDS PRESENTATION COMMITTEE

This committee shall make all arrangements for the annual Encore Awards Presentation. This committee shall be chaired by, and its membership appointed by the Vice-President of the Association. The Treasurer and Secretary will also serve on this Committee. The Encore Awards Presentation Committee will prepare regular reports for approval by the entire Board.

SECTION 5: JUDGING COMMITTEE

A Judging Committee shall be appointed by the Board of Directors by a majority vote, consisting of persons who are qualified by training and/or experience to judge theatrical and musical productions of Member Organizations in the established Encore Awards categories. The Board shall select from the appointed judges two (2) judges to serve as Co-Chairpersons of the Judging Committee. One (1) Co-Chairperson is responsible for plays and the other Co-Chairperson is responsible for musicals. Standing Rules for Encore Judges will be covered in Addendum C. This addendum will cover Rules for judging, Categories, and Duties and Obligations of the judges.

On or about May 1, names of potential judges for the upcoming community theatre season shall be submitted to the Board of Directors. The Board of Directors may consider the names of individuals not affiliated with a Member Organization. No more than two (2) judges shall

be affiliated with the same Member Organization. Each nominee shall submit an application to serve on the judges' panel to the Secretary, detailing his/her theatrical experience and other pertinent qualifications as specified on the application. [See Exhibit 1 for sample Judges Application] Each Member Organization, as properly represented under these By-laws, shall have one (1) strike privilege during each Encore season, and must exercise this privilege, if invoked, before the selection of the judges' panel by the Board of Directors. Upon review of applicants by the Board, a Member Organization may use its strike privilege to eliminate an applicant from consideration for any reason as presented to the Board for that particular Encore season.

ARTICLE VII

SECTION 1: ENCORE AWARDS

Will be given out at the annual Encore Award Presentation on or about the last Monday in October. Award Categories and descriptions will be detailed in Addendum D.

SECTION 2: ADDITIONAL INFORMATION

A person who has or will receive remuneration in any form for services relative to a production being judged in competition shall not be eligible for any award. In addition, the production itself may not be considered for any other categories of competition. It shall be the duty of the representative of that organization to notify the judge's co-chairpersons in advance of the production that the production is disqualified from Encore Award consideration.

Talent or variety shows, non-published musical revues and workshops of a member organization may not be judged.

Productions that are not within traditional dramatic structures require Board approval for judging eligibility.

ARTICLE VIII

MEMBER ORGANIZATIONS

Current Member Organizations of the Encore Association Incorporated will be outlined in Addendum E.

ARTICLE IX

AMENDMENTS

Amendments to the bylaws shall be accomplished at any called meeting or at the annual meeting by a two-thirds (2/3) vote of the members of the Board present, providing the amendment was submitted to the organization in writing two (2) weeks in advance of the meeting.

ADDENDUMS

Addendums to the bylaws may be amended at any called Board meeting by a simple majority vote of all voting members.

ARTICLE X

RULES OF ORDER

The method by which the business of this Association is conducted shall be in accordance with Robert's Rules of Order, latest edition.

Addendum A-Address of the Organization

Section 1 – Current Address of the Organization

Encore Association, Inc.

PO Box 53073

Indianapolis, IN 46253

Addendum B-Annual Meeting

Section 1 -- Annual Meeting of Members

Unless the Board of Directors otherwise designates, an annual meeting of the members shall be held in each year in January or the first meeting of the Calendar year, at a time and place known to all members, one of the purposes of which shall be the election of the officers of the Board of Directors.

Section 2 -- Notice of Annual Meeting of Members

At least fourteen (14) days prior to the date fixed by Section 1 of this Article for the holding of the annual meeting of members, written notice of the time and place of such meeting shall be mailed or e-mailed, as hereinafter provided, to each member entitled to vote at such meeting and, as appropriate, non-voting members and/or alternates.

Section 3 -- Delayed Annual Meeting

If, for any reason, the annual meeting of the members shall not be held on the day herein designated, such meeting may be called and held as a special meeting, and the same proceedings may be had thereafter as at an annual meeting; provided, however, that the notice of such meeting shall be the same herein required for the annual meeting; namely, not less than a fourteen (14) day notice.

Section 4-- Order of Business at Annual Meeting

The order of business at the annual meeting of the members shall be as follows:

- (a) Roll call and certification of a quorum by the Secretary,
- (b) Reading Notice of the Annual Meeting and proof of mailing by the Secretary,
- (c) Reading of minutes of last preceding meeting by the Secretary,
- (d) Report of President,
- (e) Report of Secretary,
- (f) Report of Treasurer,
- (g) Vote on dues,
- (h) Approval of Members and new members seated (Addendum E),
- (i) Election of Officers,
- (j) Transaction of other business mentioned in the notice,
- (k) Adjournment.

In the absence of any objection, the presiding officer may vary the order of business at his or her discretion. The newly elected officers take office immediately upon election.

Addendum C – Standing Rules for Judges

Section 1 – Rules Governing Judges

1. Judges shall serve one (1) full theatrical year beginning September 1 and ending August 31 of the following calendar year. These judges will also be required to serve in their voting capacity until the completion of the final Encore Award balloting.

2. Judges shall serve for a term of one (1) year, with an option to reapply for a second term. On or about August 1 of each year, the Board shall confirm appointments of the judges for the new theatrical year. Upon completion of two (2) consecutive one-year terms, a judge may be appointed by the board to serve for one more year as one of the Co-Chairpersons of the Judging Committee.

3. Judges may opt to judge in one of the following categories: 1) all productions; 2) plays only; or 3) musicals only. If a judge opts for category 1 productions, that judge may not participate in any production. If a judge opts for category 2 productions, that judge may participate in category 3 productions. If a judge opts for category 3 productions, that judge may participate in category 2 productions. Violation of this section will result in removal from the Judging Committee.

A judge who resigns for any reason during his or her term shall be ineligible for awards in any category for the remainder of that theatrical year.

4. Judges may see only one complete performance of each production. Attendance by a judge at any auditions, rehearsals, or any other preliminary presentations of any particular production or a portion thereof is strictly prohibited.

5. A nomination in any category is made by a majority of the secret ballots presented.

6. When a judge sees a production, he/she must see the entire production. The judge is excused only due to an emergency. If the production is not seen, the judge may not cast a vote in any awards category featuring that production and its performers and personnel. That judge may, however, vote in the category when the production he/she missed is not included as a nominee on the final ballot.

7. A person who has or will receive remuneration in any form for services relative to a production being judged in competition shall not be eligible for any award. In addition, the production itself may not be considered for any other categories of competition. It shall be the duty of the representative of that organization to notify the judge's co-chairpersons in advance of the production that the production is disqualified from Encore Award consideration. See also Encore Association By-Laws, Art. VII, Sec. 2.

8. Awards will be given annually at the Encore Awards Presentation as governed by the provisions in Addendum D in the following categories:

Best Production – Musical/Play
Best Director – Musical/ Play
Best Actor: Male – Musical/ Play
Best Actor: Female – Musical/ Play
Best Major Supporting Actor: Male – Musical/ Play
Best Major Supporting Actor: Female – Musical/ Play
Best Minor Supporting Actor: Male – Musical/ Play
Best Minor Supporting Actor: Female – Musical/ Play

At the discretion of the judges, awards may also be given in any of the following categories in plays and/or musicals:

Best Costumes –Musical/ Play
Best Set Design –Musical/ Play
Best Set Decoration --Musical Play
Best Sound -- Musical/ Play
Best Lighting—Musical/ Play
Best Vocalist: Male/Female (Musical)
Best Dancer: Male/Female (Musical)
Best Cameo -- Musical/ Play
Best Performance by a Youth in an Adult Production -- Musical/ Play
Best Ensemble -- Musical/ Play
Best Musical Director
Best Vocal Director
Best Choreographer
Best Public Relations Director/Package*

Any other category and Judges Special awards shall be approved by the Board prior to the release of nominations.

The judges, at their discretion and as governed by provisions in Addendum D, may divide any play category into comedy and/or drama.

Definitions of other categories

Cameo: Male/Female – Musical/ Play – Is given to the performer who gives the best overall performance in a role with no more than approximately 20 lines and no more than two appearances in the show.

* In order to be considered for this award, the theatre and/or individual in charge of public relations for a particular show must submit a public relations package to the Judges Committee.

Performance by a Youth in an Adult Production – Male/Female – Musical/Drama/Comedy: Is given to the most outstanding performance by an actor under the age of 18 at the time of the performance performing in an adult production. This person must be age eighteen (18) or under throughout the entire run of the production. This award will not keep youth performers from receiving awards in other areas.

Technical Arrangement: encompasses all aspects of the performance, excluding the cast. Given to the technical director; Areas to consider: special effects, flying effects etc.

Judges' Special Awards: although not considered permanent categories, the judges should consider other areas in which special awards could be made for outstanding achievement with Board approval. Examples are: Best Theatre Management, and Best Orchestra.

9. Theatre representatives must notify the judges sixty (60) days in advance of the opening performance of shows to be judged. It is not the responsibility of the judges to seek out production dates. Lack of notification exonerates the judge if he/she fails to see that performance.

10. In order to be considered for Encore Association awards, i.e. to be 'judgeable,' a production must: a) be presented by an Encore Association Member organization as defined in the Encore Association by-laws; b) be presented on no less than two consecutive weekends; and c) consist of no less than four (4) performances, each to be presented on separate days and each to be open to the public.

Talent or variety shows, non-published musical revues, and workshops of a member organization may not be judged.

Productions that are not within traditional dramatic structures require Board approval for judging eligibility.

11. An Encore Association Member organization may present a production in which the performers are explicitly classified as "no older than 20" (at time of casting) and in which casting is restricted as such; such productions shall be classified as Rising Star productions, with the following provisions: a) awards are to be presented for Best Actor, Male, and Best Actor, Female, only, and shall be chosen from those performers receiving the greatest number of votes from attending Judges for that production; b) each Rising Star production shall be judged within itself, i.e., Best Actor, Male and Best Actor, Female awards shall be presented for each Rising Star production; and c) while encouraged to attend, Judges shall not be required to attend those productions classified as Rising Star productions.

12. Member organizations shall provide judges two (2) tickets to each production. It is the individual judge's responsibility to confirm reservations with the theatre. Judges must also notify the box office when they arrive at the theatre that they are Encore judges and sign in on the sheet provided by the Encore Board. It shall be the Member organization's responsibility to provide attending judges with 'Director's Notes' suggesting nominations and categories for performers and off-stage talent and craftspersons. In the absence of such 'Notes,' or in the

event that discrepancies between the Director's Notes and Judging Committee voting regarding suggested nominations and categories arise, the Judging Committee and Member Organization shall use their best efforts to resolve such discrepancies, with the Judging Committee retaining the authority to determine nominations and categories based upon the results as tabulated from individual judges' ballots.

13. Judges must report to their appropriate co-chairperson if they have missed seeing a scheduled production. If a Plays Only judge or Musicals Only judge misses two productions without a valid reason, the co-chairpersons shall request the resignation of that judge. For All Productions judges, if such judge misses two productions in the "Musicals" category without a valid reason, the co-chairpersons shall request the resignation of that judge in the Musicals category; if such judge misses two productions in the "Plays" category without a valid reason, the co-chairpersons shall request the resignation of that judge in the "Plays" category.

14. Judges will not receive monetary reimbursement for mileage or time spent in the service as a judge. At the time of the judge's appointment, the Secretary of the Encore Board shall provide each judge a listing of the member theatres in good standing, their location, and the name and phone number of that theatre's Encore Representative.

15. The judges' panels shall meet at the discretion of the co-chairpersons; however, any judge may call a meeting of the other judges with fourteen (14) days advance notice given to all judges.

16. Final vote tabulations are handled by an outside accounting firm. Final ballots and the judges' vote are handled with total secrecy. In categories with three or more nominations, judges shall select a first, second, and, third choice; in those categories with only two nominations, judges shall select a first and second choice; and then mail or hand deliver their ballots to the selected accounting firm.

17. Ethics and integrity are required from each judge. Discussion of individual performers and productions must be confined to the judges' meetings and the contents of those discussions must be handled with the utmost confidentiality.

18. The co-chairpersons of the judges committee are members of the Encore Association, Inc. Board of Directors and are entitled to one-half (1/2) vote each.

a. Voting privileges for co-chairpersons for matters pertaining to the current Encore Association season as defined in these By-Laws and Addendums shall begin no sooner than the first Board meeting following the previous season's Awards Night, and shall extend through the Awards Night for the current season.

b. To assist in the transition between judges' co-chairpersons, newly-chosen co-chairpersons shall attend the Board meetings normally scheduled for August and September, or no less than two meetings immediately preceding Awards Night, with voting privileges limited to those matters pertaining to the current Encore Association season, as defined in section 18(a).

19. The judging committee will act at the discretion of the Encore Association, Inc. Board of Directors and, if need be, justify its actions to said Board.

20. The attached are guidelines for the judges outlining the information of which each judge should be aware when judging.

Guidelines for Judging

Establishing Criteria

1. Continuity of production?
2. Is the playwright's intent perceived?
3. Artistic and/or entertainment value?
4. Conflict and irony?
5. Ensemble – interplay, reaction, work together cohesively?

Directing

1. Balance of casting?
2. Rhythm, timing, transition, pace?
3. Variety and imagination?
4. Staging, blocking, movement, flow?
5. Interpretation?

Acting

1. Voice and diction appropriate for character?
2. Believability and acceptance by audience of character?
3. Interplay, action and reaction to others on stage?
4. Sensitivity and imagination?
5. Power and projection? (auditory and emotional/emotive)
6. Consistency of characterization?
7. Line interpretation?
8. Pantomime and movement, gestures, expression?
9. Depth of role/character?
10. Insight into role/character?

Technical Arrangements

1. Lighting – appropriate, mood enhancing, special uses
2. Sound – appropriate, mood enhancing, special uses
3. Properties – appropriate, quality, variety
4. Scene Changes – pacing, effort
5. Set Decoration – creativity, appropriate, non-invasive to movement
6. Special Effects – pyrotechnics, hydraulics, creative scenery
7. Exceptional handling of difficult task(s)
8. Everything except the set itself

Costuming

1. Fits the period?
2. Fits the actor? Ease of movement; eases, or complicates performance?
3. Enhance the overall look of the production?
4. Interpretation, creativity, effort, craftsmanship?

These are merely provided as guidelines. Your opinion and expertise are the only criteria upon which you should rely.

Addendum D – List of Encore Awards and Definitions

Section 1 – List of Awards

The following awards categories listed, if given, are to be given out as **Encore Awards** only. The judges will determine if a category is outstanding for Community Theater. If not, an award should not be awarded for that category.

Musical/Play indicates that the award may be given out for one, all or in any combination for a musical or play; if there are two or more nominees in the Drama category and in the Comedy category, then the Play category shall be split into Drama and Comedy category. Male/Female indicates that the award may be given one to a male performer and one to a female performer if sufficient candidates exist for both. A vote by the judges will determine awards in the following categories:

Best Production – Play/Musical
Best Director – Play/Musical
Best Actor: Male – Play/Musical
Best Actor: Female – Play/Musical
Best Major Supporting Actor: Male –Play/Musical
Best Major Supporting Actor: Female –Play/Musical
Best Minor Supporting Actor: Male – Play/Musical
Best Minor Supporting Actor: Female – Play/Musical
Best Costumes –Musical/ Play
Best Set Design –Musical/ Play
Best Set Decoration --Musical/ Play
Best Sound -- Musical Play
Best Lighting—Musical/ Play
Best Vocalist: Male/Female (Musical)
Best Dancer: Male/Female (Musical)
Best Cameo -- Musical/ Play
Best Performance by a Youth in an Adult Production -- Musical/ Play
Best Ensemble -- Musical/ Play
Best Musical Director
Best Vocal Director
Best Choreographer
Best Public Relations Director/Package*

* In order to be considered for this award, the theatre and/or individual in charge of public relations for a particular show must submit a public relations package to the Judges Committee.

Section 2 – Definition of Awards

Category—to be considered for an Encore Award, a category must contain at least one nominee receiving more than fifty percent (>50%) as determined by the number of votes received by judges under procedures defined in the Standing Rules for Judges (Addendum C). In the event that a category contains only one nominee, that nominee (by default) will win the Encore Award for that category; however, the Encore Association shall not reveal that nominee as the winner until Awards Night. The Encore Award program and any related documents shall contain the words “to be announced” or “TBA” in such an affected categor(ies).

Musical/Drama/Comedy – Indicates that the particular award may be given out as a Musical award only, a Drama award only, or as a Comedy award only depending on in the judges’ determination that an outstanding performance was given in the Musical/Drama/Comedy categories. The Drama/Comedy award may be combined into a single **Play** Category or all three could be combined into an overall category – **All Shows Award**. A vote by the judges will determine:

1. **Production** – Musical/Drama/Comedy: Is given to the producer(s) of the show that is judged to be the outstanding overall production of all productions given for the year. The judges will consider all aspects of the production for this award.
2. **Director** – Musical/Drama/Comedy: Is given to the director(s) who is credited with the best direction of a production overall. Judges should consider casting, stage movement, style, dialogue movement, stage orientation, visual and vocal presentation. Other considerations might be characterization, dialogue, flow of movement, balance, blocking and how well the story is told.
3. **Musical Director** – Is given to the person who conducts the music portions of the show during the show. Judges should consider the difficulty of the music and orchestration and how well the Music Director blended the two for dramatic effect. This person is credited with the music balance and pace. This person draws all of the onstage performance elements – dance, music, song, and dialogue – together during the orchestration.
4. **Choreographer** – Is given to the person(s) credited with assembling, teaching and directing the dance portions of a show. Judges should consider the style, difficulty and appropriateness of the dance to the show.
5. **Vocal Director** – Is given to the person(s) credited with assembling, teaching and directing the vocal music of a show. Vocal music and presentation are to be considered for this award.
6. **Performance Actor** – Male/Female – Musical/Drama/Comedy: Is given to the performer who best gives an overall outstanding performance by an actor (male or

female) of all performances given for the year. Judges should look for expressive use of voice and body, articulation, overall characterization, Character analysis and interpretation, difficulty of the role, and overall performance criteria.

7. **Musical Number** – Is given to the Director(s) for the production that produces the musical number within the show deemed as most outstanding throughout the year. Vocal Music, Instrumental Music, Choreography and Presentation should all be considered.
8. **Technical Arrangement** – Musical/Drama/Comedy – Is given to the Technical Director(s) of the show with the best overall technical displays in the show to include: Lights, Scene Changes, Sound, Recorded Music, Props and Special Effects.
9. **Set Design** – Musical/Drama/Comedy – Is given to the Person(s) credited with the set design of a performance. The judges should consider all aspect of the set design, scene changes, overall appearance, and appropriateness to the performance.
10. **Set Decoration** – Musical/Drama/Comedy – Is given to the person(s) credited with the design and creation of all embellishment to the basic set design. Set decoration is to include the entire set wall treatments, wall hangings, furniture and any set pieces contained within the set. Props, or things carried by an actor, are not part of this award.
11. **Vocalist** – Male/Female – Is given to the best performance by a vocalist. This will include all songs within the performance and how that voice best suits the role. Judges should consider the vocal performance as a whole – tone, quality, dramatic treatment by the performer and overall affect as a dramatic piece within the performance as a whole.
12. **Dancer** – Male/Female – Is given to the actor that is considered to have performed the most outstanding performance by a dancer throughout the year. This will include all choreographed movement within the performance and how the choreography best suits the role. Judges should consider the dance performance as a whole - dramatic treatment by the performer and overall affect as a dramatic piece within the performance as a whole.
13. **Performance by a Youth in an Adult Production** – Male/Female – Musical/Drama/Comedy – Is given to the most outstanding performance by an actor age 18 or under at the time of the performance performing in an adult production. This person must be age eighteen (18) or under throughout the entire run of the production. This award will not keep youth performers from receiving awards in other areas. (Note A)
14. **Costumes** – Musical/Drama/Comedy – Is given to the Costumer(s) of record for the best overall display of costumes for the show. The judges should consider the entire costume ensemble and the appropriateness for the time period. Any kind of clothing,

or anything at all worn by a performer, including masks and jewelry, is considered a costume.

15. **Lighting Design** – Musical/Drama/Comedy – Is given to the Lighting Designer(s) of record for the best overall lighting for a performance. The judges should consider the entire lighting design for the award and if the lights add to the overall dramatic experience. Any electrical instrument, which provides light, is to be considered part of this award. Smoke, fire and pyro-techniques used in a show are not part of this award but are to be considered special effects.
16. **Sound** – Musical/Drama/Comedy – Is given to the Sound Technician(s) of record for the best overall sound for a performance. The judges should consider the entire sound design for the award and if the sound adds to the overall dramatic experience. Recorded music will be considered here as well as sound effects and the ability to hear performers. Microphones, Sound Effects (both electrical and man-made), and the playback of recorded music or audio are all part of the sound design.
17. **Ensemble** – Musical/Drama/Comedy – Is given to a cast or part of a cast, which consists of three or more characters acting together as a unit, in which, no one member of the group stands out; however, the performance of the group as a whole stands out as outstanding.
18. **Cameo Performance** – Male/Female – Musical/Drama/Comedy – Is given to the performer who gives the best overall performance in a role with no more than approximately 20 lines and no more than two appearances in the show. (Note A)

Section 3 – Eligibility of Shows

To be eligible for an award, the production must:

1. Have open casting. This includes any criteria that a theater would place on or in front of a potential cast member that would prevent the most appropriate actor from assuming a role in a cast. This would include but not be limited to:
 - a. Fees – A theater requiring an actor to pay a fee prior to assuming a role is not allowed. This does not include requiring an actor to pay for clothing, scripts, music kept by the actor. Requiring a fee turns a Community Theater into an acting club and therefore not included.
 - b. Age – A performance that restricts age appropriate actors from assuming age appropriate roles will not allowed to be judged in the open categories. By using age restrictions, a theater has an unfair competition for actors in the restricted age group and is not considered a Community Theater. This does not include restricting casting from actors who are not age appropriate for a performance.

- c. Pre-Casting – If a director pre-casts any role in a production that production will not be eligible for judging. Pre-casting allows for unfair competition for actors. However, if a theater has a sound reason for pre-casting a role, the theater may request that the Encore Board to waive this requirement upon a majority vote of a quorum of the Board. This request must come prior to holding auditions to be considered. The Encore Board may require that the pre-cast role not be considered for judging.
 - d. Any discriminatory factors – Encore Association, Inc. does not promote the discrimination of any person based on age, race, creed, color, religion or sexual preference in the casting of shows. If any of these factors are used to discriminate against an appropriate actor from assuming an appropriate role, that production will not be considered for judging. (Note B)
2. No person in a production is to receive any form of remuneration for participation in the production. Two complementary tickets may be given to participants as a thank you from the theater as long as all participants are given the same consideration. If the Encore Board determines that a person(s) has received some form of remuneration, the Encore Board may consider eliminating the person and affected areas from consideration or to remove the entire production from consideration. The Encore Board would encourage questions in this matter be brought to the Board.

Section 4 – Eligibility for Awards

To be eligible for an award the performer must:

1. Not receive remuneration for the performance.
2. Have received the role in which the role was available during open casting.

Technical Awards: An Encore Association member theater shall not be eligible for an award in one or more of the various technical categories if it is determined by the Board, another member theater, or that member theater itself, that more than thirty-three percent (33%) of that member theater's budget for a particular production was utilized/expended to rent or purchase existing or pre-fabricated materials in a specific technical area or category.

Technical areas to consider:

- a. Costumes
- b. Sets
- c. Set Decoration
- d. Other areas

Waiver: If a member theater anticipates utilizing/expending greater than 33% of its budget to rent or purchase existing or pre-fabricated materials for a specific technical area for a particular production, that theater may apply to the Encore Board for a waiver of the 33% rule; if such waiver is granted, that member theater will be eligible for a technical award in the applicable technical area.

3. No person may receive any form of remuneration for working in these areas or producing these areas.
4. A Member Theatre must present no less than two (2), but no more than five (5) productions that are eligible to receive awards in all Encore Association categories to be eligible for such awards in an Encore Season (a Member Theatre may present more than five (5) productions, but no more than 5 can be considered for Encore Association awards). These “judgeable” shows must be determined and announced by each Member Theatre before the beginning of the Encore season, i.e., before the opening night of the first production presented by a Member Theatre.

Section 5 – Special Awards

1. **Judges Specials** – are to be given out, as determined by a vote of the judges as outlined in Addendum C – Standing Rules for Judges, for outstanding work in any aspect of a production not included into the categories outlined in Section 1. These may include but are not limited to:
 - House Considerations
 - Program
 - Ushers
 - Original Script
 - Make-up/Wigs
 - Special Props
 - Special Effects
 - Performances and/or Technical Achievements not adequately covered in Addendum D – List of Encore Awards and Definitions
2. **Rising Stars** – Each youth production (defined for actors 18 and under) may receive 2 awards for acting. The criteria and manner of judging is detailed in Addendum C – Standing Rules for Judges.
3. **The E. Edward Green Lifetime Achievement Award** – E. Edward Green devoted his life to the betterment of Community Theater. As a teacher at Emmerich Manual High School, he influenced hundreds of students. He founded the Encore Association in 1970. As a performer in many local community theaters, and as a tireless worker in the Variety Club and the Encore Association, he exemplified the principles of these organizations.

The E. Edward Green Award was first presented in 1980. Upon a vote by the Encore Board, it is given to the person(s), at least fifty (50) years of age or older at the time of nomination, for at least 25 years of outstanding continuous service to the community theater through participation and the encouragement of theater art in the metropolitan Indianapolis area.

4. **The Jean Cones Memorial Scholarship Award** – One of the principal objectives of the Encore Association is the promotion of excellence in all aspects of theater. No one exemplified this more than Jean Cones through her commitment to excellence in the theater and to educational activities pertaining to the theatrical arts.

To further this cause and maintain the level of excellence that Jean came to represent, the Encore Association Board of Directors annually awards one or more scholarships to deserving youth (defined as 18 or younger at the end of the Encore season) involved in Community Theater. The scholarship is provided to the educator of the student to assist in continuing their artistic training. The youths are chosen from Association member theater groups and approved by the Encore Board.

5. **The Standing Ovation Memorial Award** – The Encore Board created the **Standing Ovation Award**, in order to posthumously honor a person's achievements in Community Theater. This award is meant to be a final standing ovation from the community, the audience and from the Encore Association member theaters to a person who exemplifies the standards of real community theater. A person who not only enjoyed the spotlight but helped others into the spotlight as well. Who not only helped their own community theater but also helped others whenever and wherever they could. Community Theater could not exist without these patrons.

This award is given as agreed and voted by the Encore Board.

6. **The Lee Horn Award**—For those that knew him, Lee Horn exemplified the spirit, participation, and passion borne of an endless pursuit of excellence in, and recognition of, community theatre in central Indiana. Those who never had the pleasure of meeting and/or getting to know Lee Horn still benefit from his contribution to the art and craft he loved. Encore Association created the **Lee Horn Award** in 2005 to honor that person and his everlasting spirit. That Member theatre receiving a simple majority of Encore Awards in those categories in which an Award is given in both Musicals and Plays will receive this traveling award and earn the privilege of displaying the Lee Horn Award in its venue for the subsequent season.

Addendum E – Current List of Encore Members

Section 1 –

The current list of Encore Members in good standing follows:

<p>President Jeff Farley 6741 Foxfire Dr. Indianapolis, IN 46214 (317) 295-1961 (home) jfarley33@comcast.net</p>	<p>Vice President Lori Raffel 231 N. Arsenal Ave. Indianapolis, IN 46201 (317) 435-0293 (mobile) linesbylori1@aol.com</p>
<p>Secretary John Kastner 2423 E Kessler Blvd. Indianapolis, IN 46220 (317) 253-9115 (home) johnkastner@juno.com</p>	<p>Treasurer Bobbi Griffis 3550 E. New York St. Indianapolis, IN 46201 (317) 356-6362 (home) bobbigriffis@yahoo.com</p>
<p>Past President Larry Molnar 8112 Shottery Terrace Indianapolis, IN 46268 (317) 876-2152 (home) lulusuli@yahoo.com (home)</p>	<p>Past President Rich Baker 6741 Foxfire Dr. Indianapolis, IN 46214 (317) 295-1961 (home) jfarley33@comcast.net</p>
<p>Past President Scott Cline 6715 Balmoral Rd. Indianapolis, IN 46241 (317) 241-5950 (home) scott.cline@wayne.k.12.in.us</p>	<p>Past President Jerry Boyd 2647 Waterfront Pkwy E. Dr. #190 Indianapolis, IN 46214 (317) 403-4198 (mobile) (317) 745-5517 (home) boyd@boypinegar.com</p>
<p>Legal Consultant Larry Molnar 8112 Shottery Terrace Indianapolis, IN 46268 (317) 876-2152 (home) lulusuli@yahoo.com</p>	<p>Webmaster Zach Rosing 180 South 2nd Street Zionsville, IN 46077 (317) 721-6772 (work) zach@zachrosing.com</p>
<p>Judge Co-Chair (Musicals) Doug Davis 900 Sunrise Drive Frankfort, IN 46041 ccctjd@att.net</p>	<p>Judge Co-Chair (Play) Jeremy Cales 3540 Hollow Run Circle, Apt 312 Indianapolis, IN 46214 encoreassociation@yahoo.com</p>
<p>Buck Creek Players, Inc. Bobbi Griffis bobbigriffis@yahoo.com</p>	<p>Buck Creek Players, Inc. alternate Lynne B. Robinson buckcreekplayers@yahoo.com</p>
<p>Carmel Community Players Risa Krauter rkrauter@att.net</p>	<p>Carmel Community Players alternate Lori Raffel Linesbylori1@aol.com</p>

Center Stage Community Theatre James Lucas Jlucas1975@hotmail.com	Center Stage Community Theatre alternate David Sterne davidsterne@hotmail.com
Epilogue Players Jackie Cramer j.s.cramer@sbcglobal.net	Epilogue Players alternate Norris Wright
Footlite Musicals Marianne Malcolmson malcolmson@aol.com	Footlite Musicals alternate John Phillips Phillips3129@att.net
Hendricks Civic Theater Jeff Best Jkbest1960@msn.com	Hendricks Civic Theater alternate Jan Van Paris jvanparis@aol.com
Our Town Players Michael M. Jones acarolman@comcast.net	Our Town Players alternate Kathy Stokes Kstokes0914@gmail.com
Spotlight Players Brent Wooldridge indybrent@aol.com	Spotlight Players alternate Mac Bellner macbellner@yahoo.com
Stageworthy Productions John Kastner johnkastner@juno.com	Stageworthy Productions alternate
Hamilton County Theatre Guild Connie Murello-Todd cmtodd2003@yahoo.com	Hamilton County Theatre Guild alternate Carla Crandall crandallc@att.net
Wayne Township Community Theatre Shayla Kenworthy shaylakenworthy@gmail.com	Wayne Township Community Theatre alternate Scott Cline Scott.Cline@wayne.k12.in.us

NOTES

Note 1: Article IV Section 1 – Membership Criteria

In Committee it was decided that a set mileage/county requirement may be too restrictive and or vague for future boards. Therefore it was decided to leave this requirement up to the individual board at the time. Future boards would need to consider travel time, Judges availability, show volume as criteria to give future organizations consideration.

Note 2: Article IV Section 3 – Notification of Show to Judges

Notification of show openings must be made 60 days prior to judging. Details (time, location, etc.) are required 30 days in advance of the show opening.

Note 3: Article IV Section 4 – Voting to Expel an Organization or delegate

If a vote to expel an organization or representative occurs, the affected organization or delegate cannot vote in that vote and they are not counted toward the quorum for that vote.

Note 4: Article V Section 3 – Definition of a Meeting

A meeting shall be defined as: Upon reasonable notification by the President an organization of a Quorum of the members of the Encore Association Inc.

Note 5: Article VI Section 5 – Nomination Committee

As a result of concerns from the membership the Nomination Committee will pass along all nominations received to the entire Board for consideration. The Nominating Committee main function is to ensure a full slate of candidates with available choices as necessary.

Note A: Cameo Performance

The rules covering the Cameo Performance concerning the number of lines and appearances are intended to be guidelines not hard and fast rules. If the judges are unclear over this or any rules covering the awards the Judge's chair may bring the question to the Encore Board for clarification.

Note B: Open Auditions:

Why are open auditions important to the judging for Encore? The Encore Association was created to promote excellence in community theatre productions by recognizing excellence through fair competition of awards. The Encore Board strongly believes that open auditions are essential to compete in the open category of shows. These rules are put into place for the casting of shows to ensure the fairness of the competition for talent.

Pre-casting and Age Discrimination are two factors, which allow a theater to corner the talent market and lock out many other theaters from these performers. Due to the close proximity of many of our member theaters, the available talent is shared. If we allow a theater to pre-cast or use age to concentrate talent into one show this gives the theater unfair access to that talent. A local high-school Drama director said that he heard his students all talk about auditioning for an age-restricted show at one of our Encore theaters. When he asked why, they told him they knew their chances of landing bigger roles were enhanced because they were only casting kids. Multiply this across the city and you can begin to understand why this type of show draws the talent it does. When other theaters doing open-casted shows but still needing talent in this age group, they are forced to compete for this talent under unequal terms.

In addition, age restricted shows ask the judges to evaluate them utilizing different rules for judging. If a theater using open casting rules cast a 16 year old to play the part of a 50 year-old character, the judges will grade that show down for not casting for the appropriate age. In an age-restricted show this will not be the case. This causes an "Apple-to-Oranges" type of judging which will result in unfairly giving the age restricted show an advantage. This type of restriction, of course, is referring to restricting age appropriate actors from accepting age appropriate roles. A theater may restrict actors from competing for roles for which they are not appropriate, due to age. (For example a theater may restrict the 16 year old from playing the 50 year old if they wish.)

Pre-casting equally allows a theater to "lock-up" talent in unfair competition. If a talented person is allowed to be pre-casted into a role then this person will not audition for other roles at other theaters knowing he/she is already cast. Plus, it is our belief that pre-casting is one of the reasons many theaters end up going out of existence. It has happened too often that when a theater keeps casting the same performers over and over the people at large begin to lose interest in that theater and Encore does not want to encourage that type of activity.

These rules are in place for the open category of shows only. If sufficient interest is displayed by member theaters for additional categories and sufficient resources are available, additional awards can be created. The Encore Association takes no position on the internal policies of a member theater. If age-restrictions or other conditions are required for membership into the theater as long as the judged was cast with open casting then the show meets the requirements of the Encore Association.

Note C: 33% Rule:

This rule is put into place to prevent a theater winning an award by purchasing or renting a set, costumes etc. due to the purchase. The Encore Association wants to encourage each member theater to create their own magic. Keep in mind the Encore Association is not a policing body and we will rely on each member theater to police their own policies to ensure Encore compliance. We would hope that if a theater buys a set or rents the entire costumes for a show, for example, the member theater would report this to the Encore Board. We are sure the member theater would not want to win an award for something that was mainly another person's work. This rule is a complementary rule to the no remuneration rule as the person receiving the rent or purchase is receiving payment for what appears on stage.

Articles of Incorporation and Bylaws

The undersigned, for the purpose of forming a nonprofit corporation under the Indiana Nonprofit Corporation Act, hereby certify:

I.

Name: The name of the corporation is Encore Association, Incorporated.
("the Corporation")

II.

Purposes: The Corporation is organized for any charitable, educational, or scientific purpose, including:

A.

1. To promote excellence in all aspects of theatrical production in a spirit of recognition and celebration of efforts in community theatre;
2. To sponsor educational activities pertaining to the theatre arts;
3. To sponsor and produce an annual show for the purpose of presenting awards for outstanding achievement in community theatre.

B. All purposes of the Corporation are limited exclusively to those purposes as come within the meaning of and comply with Section 501(c)(3) of the Internal Revenue Code of 1986 as amended (the "Code").

III.

Powers. The Corporation has all powers prescribed by law and all powers necessary and incidental to the fulfillment of its purpose.

IV.

- A. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributed to, its members, members of the Board of Directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered.
- B. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements concerning), any political campaign on behalf of any candidate for public office.
- C. Notwithstanding any other provision of these Articles of Incorporation, the Corporation shall not carry on any other activities not permitted to be carried on: (a)

by a corporation exempt under Section 501(c)(3) of the Code; or (b) by a corporation, contribution to which are deductible under Section 170 of the Code.

- D. On the dissolution or winding up of this Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation shall be distributed to a nonprofit fund, foundation, or corporation that is organized and operated exclusively for charitable educational, and scientific purposes and that has established its tax exempt status under Section 501(c)(3) of the Code.
- E. In the event that the Corporation shall become a “private foundation” within the meaning of Section 509 of the Code, the Corporation’s income for each taxable year shall be distributed at such time and in such manner as not to subject it to tax under Section 4942 of the Code, and the Corporation shall be prohibited from engaging in any act of self-dealing as defined in Section 4941(d) of the Code, from retaining any excess business holdings as defined in Section 4943(c) of the Code, from making any investments in such manner as to subject this Corporation to tax under Section 4944 of the Code, and from making any taxable expenditures as defined in Section 4945(d) of the Code, and in all sections of the Code.

V.

The term of existence of the Corporation is perpetual.

VI.

The location of the initial registered office of the Corporation shall be P.O. Box 53073, Indianapolis, Indiana, 46253, and the name of its initial registered agent at such address is Bobbi Griffis.

VII.

The number of the initial Board of Directors is three and the names and addresses of the directors are:

VIII.

The names and addresses of the incorporator is: _____

Dated this _____ day of _____.

Incorporator: _____

ENCORE ASSOCIATION, INC.

BYLAWS

(As Adopted 02/09/2003)

[SEE BY-LAWS DATED APRIL 2008]

RULES OF ORDER

The method by which the business of this Association is conducted shall be in accordance with Robert's Rules of Order, latest edition.

We certify that the above By-Laws of the Corporation were adopted by the Board of Directors on _____.

President/Date

Secretary/Date