

**CHAPTER GOVERNANCE POLICY
OF
EDUCATIONAL THEATRE ASSOCIATION**

Chapters, Chapter Directors and Chapter Boards

Section 1.1. Definition of and Establishment of a Chapter. The Educational Theatre Association (“EdTA”) may designate or approve Chapters for geographic regions. Generally, a Chapter may be defined as either: (1) no smaller than a state in the territorial United States or in a United States Territory; or (2) five troupes or more with a geographic designation outside of the United States. In order to establish a Chapter, the Chapter must be a legally incorporated organization, chartered by the office of the Executive Director and must abide by the current EdTA Chapter Agreement and the EdTA Code of Regulations.

Section 1.2. Chapter Directors. Any EdTA Professional Member in good standing (a “Voting Member”) may serve as Chapter Director. A Chapter Director elected by the Voting Members of a Chapter shall govern such Chapter.

Section 1.3. Duties of the Chapter Directors. Chapter Directors have responsibility for EdTA activities in their respective state, province, or chapter and shall act according to the EdTA Chapter Agreement.

Section 1.4. Term. A Chapter Director shall hold office for a term of four years commencing on August 1 and ending on the July 31 of the fourth year thereafter, or in the case of an unexpected vacancy and temporary replacement, until his or her successor is elected as outlined by Sections 1.7 and 1.8. There are no term limits for the chapter director position.

Section 1.5. Composition of Chapter Board of Directors. Per IRS regulations, each Chapter Board of Directors must have at least three members – the Chapter Director (or Co-Chapter Director if so selected), a Board Treasurer, and the Director of Chapter Relations for EdTA (a staff position within EdTA). The remainder of the Board is determined by the Chapter’s articles of incorporation and by-laws. The names of the Chapter Board members must be provided to EdTA at the beginning of each academic year.

Section 1.6. Selection of Chapter Directors. By July 1, in the year prior to the end of the term, the Director of Chapter Relations will send a notice to the current Chapter voting members indicating that the Chapter Director’s term is ending. A voting member’s eligibility to vote in the Chapter election is determined by the location of the school for troupe directors and by personal residence for all other adult members. The Director of Chapter Relations will also include the vita form for the next term. (Note: Chapter terms are staggered geographically according to term expiration information available on the schooltheatre.org website). The Chapter Director will be included in this notice. All vita forms will be collected by the Director of Chapter Relations and must be received in the EdTA Office by September 1. The director of Chapter Relations will then compile and forward all submissions to the Chapter Director, who will send them to all Chapter Board members. The Chapter Board will select at least one candidate for the office of Chapter Director and one of the board members will notify the Director of Chapter Relations in writing by October 1.

EdTA will then post a news story listing Chapter and its nominee(s) by October 15. In addition, EdTA will post the vita forms and the petition materials. The petition period then begins. Any member in good standing may petition to be placed on a chapter-wide ballot and submit a vita form and a signed campaign policy contract. The petition must contain at least 10% of the chapter's voting members' signatures. EdTA National Office will provide the necessary information to the chapter to determine the 10% calculation. The deadline for receipt at the EdTA Office of any completed petitions is November 15.

If petitions are received, a chapter wide election will be held. The petitioned candidates' information will be posted in an associated news story indicating the pending election. All eligible voting members of the chapter will receive an email indicating that the election will take place during the month of January. EdTA Voting Members in the Chapter may vote in a contested election for the Chapter Director. A tie vote shall be broken by a majority vote of the Chapter Board. The announcement of the outcome of the election will take place by February 15.

If the Chapter Board nominee is unchallenged, then he/she is elected by acclamation.

ACTIVITY	DEADLINE
Notice sent to voting members indicating that their Chapter Director's term is ending the following July 31. Vita included in the notification	July 1 (13 months prior)
All interested candidates must complete and submit vita	September 1 Midnight Pacific time
Chapter boards must select at least one candidate for the office of Chapter Director and notify the Director of Chapter Relations in writing	October 1
EdTA posts news story listing Chapter and its nominee(s) and includes petition form. Petition period begins	October 15
Petition period closes	November 15 Midnight Pacific time
If any petitions are received, a chapter-wide election must take place.	January 31
In the event of a tie, the tie will be broken by a majority vote of the Chapter Board	Feb 1
News story posted announcing Chapter Director(s)	February 15
Chapter Director new terms begin	August 1

Section 1.7. Removal Procedure. A Chapter Director may be removed by a two-thirds vote of his/her Chapter board or by a two-thirds vote of the EdTA board when warranted.

Section 1.8. Vacancy. When a Chapter Director vacancy occurs, whether from a resignation, lack of a nominee for office, or any other reason, the Chapter Board shall have up to thirty days to provide the Director of Chapter Relations with the replacement. If the Chapter Board fails to nominate a replacement within thirty days or if no Chapter Board exists, the EdTA Board President and the EdTA Executive Director shall appoint an individual to serve as Chapter Director for the remainder of the unexpired term.

Adopted June 2007
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