

RTCC BY-LAWS
(last revision: 3/11/2018)

1. Rules regarding productions for award consideration

- a. For recognition as part of its annual awards, the Richmond Theatre Critics Circle will consider a theater production that meets the following criteria:
 - i. The production is, as best as can be determined, a “professional” production; that is, all actors, directors, and designers who work on the production are paid.
 - ii. The production has scheduled performances over at least two weekends on a stage located in the Richmond area.
 - iii. Productions that run less than two weekends are considered theater “events” and will be considered for separate recognition at the discretion of the RTCC membership.
- b. The “Richmond area” is defined as including the city of Richmond, the city’s immediately adjacent counties, and nearby cities such as Ashland, Hanover, Colonial Heights, and Petersburg.
- c. A production will be considered to be either a “play” or a “musical.” “Plays with musical performances” will generally be regarded as musicals, though final category determination will be by the vote of the RTCC membership. Listing of a professional musical director is a necessary, though not determining, factor in designating a production a “musical.”
- d. A production that is considered to be exclusively targeted at school or youth audiences will be considered a “children’s show” and will be considered for separate recognition at the discretion of the RTCC members. A “family-friendly” show that encompasses school or youth audiences but does not seem exclusively targeted at children will be considered for general awards if it meets the criteria listed above.
- e. Only locally-produced productions are qualified for awards consideration. The definition of a “locally-produced production” is one that was cast (or at least auditioned) in the Richmond area, rehearsed locally, and presented locally for Richmond audiences. If there are any shows for which the determination is vague, the voting members may make a judgment call.
- f. For awards consideration, the RTCC considers a theater season to consist of productions opening after August 1st of one calendar year and before July 31st of the succeeding calendar year.

2. Rules regarding membership

- a. Members of the RTCC must have reviews appearing in print for an established for-profit media outlet or as broadcast for a radio, television, or Internet media venture. Print reviews must have been subjected to an editor’s purview.
- b. For a member to vote on potential nominees or award recipients as part of the annual awards process, a member needs to have seen at least two-thirds of the qualified productions that are under consideration for awards in the current season.

A qualified production is defined as follows:

1. A production must run two consecutive weeks, with a minimum of four performances over the two-week period, to qualify to be reviewed. Productions that run only two weekends can be reviewed and nominated, but they do NOT count toward the requirement that critics and TAP members see 2/3 of the locally-produced professional productions during the season.
 2. The production must be announced as part of the theatre's season or be a substitution to fill a specific, pre-announced timeslot of that season. Productions that are added later may be reviewed (if they meet criterion #1), and it will be up to the critics to determine whether those productions qualify for awards consideration. To help establish this rule and inform the theatres, the RTCC will publish a schedule of announced shows to be considered for awards on September 1 and again on February 1 of each season.
- c. New members are generally accepted as provisional members; that is, they can participate in discussions related to the nomination and selection of award recipients, but they cannot vote. After a provisional member has published reviews, seen the required number of productions over the course of a season (starting in September of that year), and participated in RTCC administrative meetings, he or she may then participate as a voting member for the selection of award nominees and recipients. If the provisional member joins the Circle later than September, he or she remains provisional through one voting cycle.
- d. RTCC Member Emeritus
There shall be a category of Circle member known as a Richmond Theatre Critics Circle (RTCC) Member Emeritus, who is nominated and elected by the RTCC. RTCC members emeritus shall be selected from those RTCC members who have served on the RTCC with distinction and excellence and whose historical knowledge is invaluable to the organization. Emeritus members shall serve as long as they remain active in the work of the RTCC and may end their term at any time.

An RTCC member emeritus shall be entitled to receive all written notices and information which are provided to the RTCC, to attend all RTCC meetings, and to participate in meetings of the committees or RTCC projects on which they serve. An RTCC member emeritus shall not be subject to any attendance policy, counted in determining whether a quorum is present at a meeting, entitled to hold office, or entitled to vote at any RTCC meeting.

Eligibility: In order to be considered for designation as an RTCC member emeritus, a person must be a current or former member of the RTCC who:

1. Has served the RTCC with distinction for at least 5 years
2. Held an important leadership role and made or continues to make significant contributions
3. Engaged in major volunteer or advocacy activities in his or her service on the RTCC
4. Continues to participate in RTCC activities (e.g., planning or fundraising for the Richmond Theatre Critics Circle Awards, local/regional arts advocacy, etc.)

Election: An RTCC member emeritus nominee may be presented for consideration at any regular meeting of the RTCC. A simple majority vote of RTCC members present at a meeting at which there is a quorum is sufficient to approve an RTCC member emeritus appointment.

3. Rules regarding organization administration

- a. The RTCC will be administered by an Executive Committee consisting of a President, a Secretary, and a Community Liaison.
 - i. The President's general duties will be to call and preside over meetings, facilitate the smooth operation of the organization, and manage the administration of the RTCC awards, including the development and submission of grant applications and funding requests. As a general rule, the Circle President will act as the Chairperson of the awards.
 - ii. The Secretary's general duties will be to record all RTCC activities as needed and assist the president in communication and outreach both within and beyond the RTCC.
 - iii. The Community Liaison will act as the primary interface with the RVA Theatre Alliance specifically and with the larger theater community in general.
- b. Executive Committee members will be elected during the annual December meeting.
- c. The RTCC will have 5 scheduled meetings annually in March, June, August, September, and December. These meetings will be held on the second Sunday of the specified month. Tasks to be completed during each meeting are delineated below. Other tasks or topics for discussion may be added as needed.
 - i. March: mid-season review. Gather suggestions for possible award nominees from the first half of the theater season. Consider and finalize, if possible, potential Liz Marks Award recipients. Gather recommendations for award presenters.
 - ii. June: awards show planning. Report from the Executive Committee on awards show progress. Finalize categories for award consideration. Finalize, if possible, award presenters.
 - iii. August: finalize nominees.
 - iv. September: finalize award recipients.
 - v. December: awards recap. Recommend host for next year's awards. Propose theme for next year's awards. Consider invitations to other critics for membership. Elect executive committee members.
- d. The RTCC Executive Committee will have 3 additional meetings per year in April, May, and November. These may dovetail with Awards planning meetings and specific dates adjusted as needed. Tasks to be completed during each meeting are delineated below.
 - i. April: convene awards planning committee.
 - ii. May: plan awards marketing/promotion.
 - iii. November: awards post mortem.
- e. Failure of an RTCC member to attend 2 in a row of the 5 scheduled meetings will result in suspension from the Circle. Former members can petition for re-admission into the Circle a year after their suspension.

- f. The definition of “a majority of members” will be determined as follows:
 - i. For administrative issues, “a majority of members” will consist of a simple majority of the member critics, provisional critics, and TAP members.
 - ii. For Bylaw changes, “a majority of members” will consist of a simple majority of the member critics only.

- g. If a vote is needed on any issue and there isn't sufficient time to call a meeting OR there is not a majority as defined by these Bylaws at the meeting, email may be used to tally the vote. All votes must be received by the RTCC President within 48 hours to be counted.