

**RTCC Bylaws**  
**(revised 12/04/2020)**

**1. Rules regarding productions for award consideration**

- a. For recognition as part of its annual awards, the Richmond Theatre Critics Circle (RTCC) 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 qualified production is defined as follows:
  - i. 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 Theatre Alliance Panel members see 2/3 of the locally-produced professional productions during the season.
  - ii. 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.
- d. A production will be considered to be either a “play” or a “musical.” “Plays with musical performances” will generally be regarded as plays, 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.”
- e. 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.

- f. 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.
- g. 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 RTCC membership and RTCC and TAP participation**

- a. The Theatre Alliance Panel (TAP) is a group of local theatre enthusiasts appointed by the RVA On Stage membership to represent the theatre companies in the development of the nominations and selection of winners for the Artsies.
- b. RTCC Membership is open to any person actively engaged in substantive theater journalism on any publicly accessible platform, who supplies documentation in the form of eight pieces of content — reviews, substantive theater articles, or interviews with those who create theater, or links to video or audio content — from the past 12 months. Reviews must cover productions at a minimum of four (4) unique theaters.
- c. A prospective member’s status as an RTCC member will be subject to a majority vote by the existing RTCC members.
- d. RTCC Members pay annual dues of \$20 by August 1 of each year. Exceptions may be made on a case-by-case basis, in consultation with the RTCC Executive Committee.
- e. Maintaining RTCC membership will require continued critical review, as well as participation in the majority of RTCC administrative meetings – whether in person or virtual – that have been properly noticed (i.e., at least two weeks in advance) to RTCC members.
- f. For all members (RTCC and TAP) to vote on potential nominees or, for RTCC members, on 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. Members must see at least two (2) productions at each professional theater over the season.

g. New members may be accepted as provisional members following a vote by the RTCC; 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 August 1 of that year), participated in RTCC administrative meetings, and been formally approved by the RTCC prior to the final nomination meeting, he or she may then participate as a voting member.

h. 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 five (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.

i. Conflicts of interest

If a TAP member or RTCC voting critic is involved in any creative capacity for a local professional production during the current season, that member or critic will not be eligible for an Artsie nomination in any capacity for work on any production. The TAP member or critic may participate in the nomination discussion and final vote for Artsie nominees and winners in all categories but may at no time advocate or vote for a play or for an individual connected to a

play in which the member or critic was involved in a creative capacity. If a TAP member or RTCC voting critic is involved in any administrative or compensated capacity with a professional theater as defined above, the TAP member or critic may participate in the nomination discussion and final vote for Artsie nominees and winners in all categories but may at no time advocate or vote for a play or for an individual connected to a play for a theater in which the member or critic was involved in an administrative or compensated capacity.

### **3. Rules regarding organization administration**

- a. The RTCC will be administered by an Executive Committee consisting of a President, an Administrator, and a Secretary.
  - 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 RTCC President will act as the Chairperson of the awards. They will also act as the primary interface with RVAOnStage specifically and with the larger theater community in general. They will also oversee the RTCC website or delegate to another person.
  - ii. The Administrator's general duties will be to facilitate the tracking of shows seen by RTCC and TAP members, to oversee the nomination and final voting process, and to otherwise assist the President in the administration of the RTCC. The Administrator is a non-voting member; they will only vote in the event of a tie.
  - iii. 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. The Secretary will also collect annual dues and manage the funds of the RTCC.
- b. Executive Committee members will be elected during the annual December meeting.
- c. The RTCC will have five (5) scheduled meetings per year. Meeting date/time will be established by polling the members. Tasks to be completed annually are delineated below. Other tasks or topics for discussion may be added as needed.
  - i. Mid-season review: Identify possible award nominees from the first half of the theater season. Consider potential Legacy Award recipients. Gather recommendations for award presenters.
  - ii. Awards show planning: Executive Committee reports on awards show progress. Finalize categories for award consideration and, if possible, award presenters.
  - iii. Nominee finalization. Consider new members.
  - iv. Award recipients finalization
  - v. Awards recap/debriefing. Artsies Planning Committee recommends host(s) and theme for next year's awards. 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 at least 2 of the 5 scheduled meetings will result in suspension from the Circle. Former members can petition for readmission into the RTCC one year after their suspension.
- f. The definition of “a majority of members” will be determined as follows:
  - i. For administrative matters, “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 is not sufficient time to call a meeting OR there is not a majority, as defined by these Bylaws, present 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.

#### **4. Extraordinary Circumstances**

The following applies during a State of Emergency or Public Health Emergency declared by the Governor of the Commonwealth of Virginia, or due to any other extenuating circumstances under which it is not allowable or is impractical for professional theater companies to produce live theater events or under which circumstances theater performances are severely restricted. This section is to be activated by the President of the RTCC.

- a. **Awards and Recognition.** Whether it is practical and feasible to hold an awards or recognition ceremony – and what that event may look like – will be determined by the Artsies Planning Committee after consulting with the RTCC, TAP, and theater community, and taking into account all contributing factors and circumstances.
- b. **Criteria for Theaters.** When this section is activated, the usual criteria by which a theater production is considered by the RTCC for recognition is moot. Rather, guidelines to define categories may be established by the combined RTCC and TAP, and inclusion of works or performances for recognition will be determined on a case-by-case basis in accordance with any such guidelines.
- c. **Criteria for Critics.** In extraordinary times, when traditional journalism may not be an available avenue for theater critics, or when critics are unable to attend in-person theater performances

due to the circumstances outlined above, it may be necessary to employ alternative eligibility criteria for membership in the RTCC.

Maintaining RTCC membership will require continued participation in the majority of RTCC administrative meetings – whether in person or virtual – that have been properly noticed (i.e., at least two weeks in advance) to RTCC members.