

# Bylaws of the Washington Area Theater Community Honors (WATCH)

Updated as of 7/15/18  
Changes listed in Appendix C

## I. Overview

- A. Name of organization – the name of the corporation shall be the Washington Area Theater Community Honors (WATCH), hereinafter referred to as “WATCH”.
- B. Mission statement – WATCH is an organization founded for the adjudication and presentation of annual awards recognizing artistic and technical excellence in community theater throughout the metropolitan Washington, D.C. area, and that these honors will:  
  

Foster and encourage the growth of community theater; Promote and enhance the image of community theater; and Educate and inform the general public about theatrical opportunities provided by the member theaters.
- C. Corporate structure – WATCH shall be governed by a board of directors composed of a representative from each member theater (see section III.A.). Day to day operations shall be handled by the officers and coordinators as approved by the board of directors (see section III.A.).
- D. Finances – WATCH shall operate under a fiscal year from January 1 to December 31. All bank accounts shall be under the name Washington Area Theater Community Honors (WATCH). Signature power shall rest with the treasurer and chair of the board of directors.
- E. Non-profit status – WATCH shall operate as a not-for-profit entity. Costs of running the corporation and administering the awards process shall be covered by the membership dues. The awards ceremony shall be covered by membership dues, admission receipts, individual donations and/or corporate sponsorships/grants.

## II. Membership

- A. Initial Admission to WATCH – any theater that meets the WATCH initial admission eligibility criteria (Section II, Paragraph B) may petition for membership.
  - 1. The board shall review and table all petitions and associated waiver requests at the 3rd quarterly board meeting. Tabled petitions and associated waiver requests will be voted by the board at the 4th quarterly board meeting.
    - a) Petitions submitted without eligibility waiver requests that meet initial admission eligibility criteria (II B) require only a simple majority vote of the meeting quorum.
    - b) Petitions submitted with requests for eligibility waivers require a two-thirds (2/3) majority vote of the entire board for acceptance.

- (1) If attendance at the board meeting does not provide for a ruling, the board officers are authorized to solicit votes from representatives not in attendance before or after the meeting.
    - (2) If a company requires multiple waivers, each waiver will be voted on separately so that a clear reason may be presented to the petitioner if membership is denied.
  2. Accepted petitioning theaters shall have voting rights beginning on January 1 of the next year.
- B. Initial Admission Eligibility Criteria – Petitioning member theaters must:
1. Produce an announced season of at least three full length main stage productions each year.
    - a) Reviews and compilations of one-acts shall only be eligible for adjudication if they are commercially available (licensed) and traditionally presented in that format.
    - b) Productions classified as “Children’s Theatre” (performed primarily by and/or for high school age and below), “Dinner Theatre” (any production where the cost of a base ticket includes food/drink), “Radio Plays” and “Staged Readings” are not eligible for adjudication. However, these productions (to include original reviews and one-act compilations) may be used to meet the WATCH membership criteria if they are presented as part of a theater’s regular main stage season.
      - (1) Original full-length plays/musicals (not reviews) are eligible if they meet all other criteria.
    - c) Productions must open with a minimum of, or be scheduled for a minimum of six performances.
      - (1) “Acts of God”-related cancellations which reduce the run to fewer than six performances after opening night shall not affect eligibility.
      - (2) To clarify, cancellations due to venue availability would not affect eligibility, if they are out of the control of the producing company. Choosing to cancel for any other reason, would affect eligibility if the cancellation brings the run of the show down to fewer than six performances total.
      - (3) Productions scheduled for fewer than six performances are not eligible for adjudication, although they may be counted toward the company’s qualification to participate in WATCH.
    - d) “Main Stage” productions are defined as the announced season being marketed to patrons as a single “season” and/or “subscription” by the theater company.
      - (1) “Main Stage” productions may be performed at multiple venues by the member theater as long as the productions are marketed, advertised and sold as a season (or subscription package) by the member theater.

- (2) Subsidiary productions and/or producing companies that are marketed and produced as a separate entity and/or season are not eligible for adjudication nor will they be considered in meeting eligibility criteria.
  - e) Member theatres are not required to submit all eligible shows for adjudication. Holiday productions and/or productions intended solely for fund-raising reasons are among productions that member theatres are encouraged to evaluate for possible omission or withdrawal from adjudication.
  - f) REQUEST FOR WAIVER: A petitioning group with a history of producing less than three shows per year may request a waiver to this requirement on their petition.
2. Be volunteer in nature and mission, excluding dinner theaters and children's theaters. Any payment, honoraria or other financial distributions to on-stage performer (excluding orchestra) constitutes a breach of this tenet.
    - a) "Children's Theater" is defined as any companies or theatrical productions that are either produced primarily for and/or by children or students (under age 18).
    - b) REQUEST FOR WAIVER: No waivers are available for this criterion.
  3. Perform within the established WATCH boundaries of the greater metropolitan Washington area (District of Columbia, Maryland counties of Prince Georges and Montgomery; Virginia counties of Fairfax and Arlington and all encompassed cities).
    - a) REQUEST FOR WAIVER: A petitioning group with a performance facility in a county that does not touch or fall within the Washington, D.C. Capitol Beltway (I-95/I-495) may request a waiver to this requirement on their petition.
  4. Have been active (as described above) for two complete and consecutive seasons prior to petition.
    - a) REQUEST FOR WAIVER: No waivers are available for this criterion.
  5. Petitions must be received before June 30 to be considered for membership and participation in the next adjudication session.
    - a) The board may vote to accept petitions submitted after June 30 but before the 3<sup>rd</sup> quarterly board meeting.
    - b) Petitions submitted after the 3<sup>rd</sup> quarterly meeting will not be considered for the upcoming adjudication session.
  6. A representative from the petitioning company must attend at least one quarterly board meeting before a petition will be granted.
    - a) REQUEST FOR WAIVER: No waivers are available for this criterion.
  7. In order to participate in the upcoming judging session (starting January 1) each petitioning member theater must submit its expected production schedule for the next calendar year by November 15, and required contact information on their adjudicators and dues by December 1.
    - a) REQUEST FOR WAIVER: No waivers are available for this criterion.

- b) Failure to meet this deadline constitutes grounds for revocation and/or delay of membership.
- C. Maintaining Eligibility and Good-Standing as a member company of WATCH
  1. Company must remain volunteer in nature and mission.
  2. Company must provide their expected production schedule for the upcoming calendar year by November 15.
    - a) Productions may be cancelled or rescheduled in coordination with the adjudication coordinator (and with sufficient notice for adjudicators), but no productions will be added to the annual adjudication schedule once it is published and distributed to the judges as final. The only exception, which can be made at the discretion of the Board, is that a slot that is canceled by one company can be filled by another company, if the production dates are similar.
    - b) Failure to meet this deadline may result in a company being placed on inactive status or being submitted for membership revocation.
  3. Company must provide required contact information for adjudicators for the upcoming year by December 1.
    - a) Failure to meet this deadline may result in a company being placed on inactive status or being submitted for membership revocation.
  4. Company must remain current in payment of dues by December 1 for the following calendar year.
    - a) Failure to meet this deadline may result in a company being placed on inactive status or being submitted for membership revocation.
  5. Company adjudicators must continue to demonstrate a commitment to faithfully fulfill their duties to view shows assigned and submit ballots in a timely manner.
    - a) Company shall replace judges within 30 days of a combined notice from the adjudication coordinator and chair. Notice shall include the specific reasons for the replacement request.
  6. Company shall appoint a responsible representative to serve on the board of WATCH.
    - a) The representative will perform the following duties:
      - (1) Recruit and monitor company adjudicators to assure they are performing duties as expected.
      - (2) Faithfully attend quarterly WATCH board meetings.
      - (3) Be empowered to vote on all WATCH board issues on the company's behalf.
      - (4) Provide information about WATCH directly to your company board.
      - (5) Respond in a timely manner to WATCH communications and resource requests.
    - b) Company shall replace their representative within 90 days of a combined notice from the officers of WATCH. Notice shall include the specific reason for the replacement request.

7. Company must provide timely notice to WATCH of major changes to their season, company and/or mission. These events include but are not limited to:
    - a) Performing fewer than three main stage productions per year. As community theaters, it is recognized this may be necessary due to facility and other factors.
    - b) Change of theater name.
    - c) Merger with (or acquisition by) another theater.
    - d) Change of venue which significantly changes the commute of judges and/or changes the county of performance.
    - e) The chair and officers shall determine if a special meeting is needed to approve any major changes if they are deemed as an eligibility concern. Otherwise, the chair and officers shall present the changes at the next scheduled board meeting for acceptance by the board. If the changes are not accepted, a company representative must formally request a membership revocation proceeding in accordance with the by-laws.
- D. Member Company Status – there shall be four classes of members:
1. Charter Members – shall have participated in the planning and creation of the corporation by July 1, 1999. This group shall appoint the initial board of directors who will review the petitions of additional theaters wishing to participate in the inaugural season (January 1, 2000 – December 31, 2000). This class of members will be honorary after the inaugural season to recognize those theaters who participated in the formation of WATCH (See appendix A).
  2. Active – those members who are current with their dues, annual production schedule, have provided the requisite number of adjudicators for the judging process and have provided a representative to the board of directors.
  3. Inactive – those members whose theater ceases production for reasons beyond its control or companies that fail to meet annual new year/session adjudication preparation deadlines but who wish to remain associated with WATCH. This status may only be imposed or granted by the board of directors as the situation warrants.
    - a) Imposing inactive status on a company for non-compliance with year-end deadlines may be recommended by the chair or other officers for immediate (electronic or in-person) vote by the board, simple majority required.
    - b) Voluntary inactive status due to loss of venue or temporary inactivity of the company may be requested and granted by simple majority vote (electronic or in-person).
    - c) If a company becomes inactive in the middle of a calendar year, their judges will be asked to continue meeting their judging assignment for the remainder of the year, and the representative is asked to report on any judges who choose to resign.
    - d) Membership dues for inactive members will be half of current full dues. There will be no refunds granted for companies that become inactive during an adjudication season.

- e) The representative on the board of directors may continue to attend quarterly meetings, but will not be permitted to vote or hold any office.
  - f) Inactive status may be extended for up to three years, with an option to petition for additional years, which would require a new simple majority vote each additional year.
4. Petitioning Company – those members who have been successfully granted membership during a judging session (calendar year) but whose productions will not be judged until the following session may send a non-voting member to the board of directors for the purpose of representation on any issues that may affect the upcoming session. Dues (if any) shall be determined by the board of directors as necessary.
- E. Dues – each member theater must pay its administrative dues before the beginning of a new year and judging period. These dues shall be due annually by December 1 and the amount set by the board of directors as appropriate. Companies with unpaid dues as of December 1 shall be notified that WATCH membership revocation proceedings will commence if dues are not received by January 1.
- F. Member Grievances – if any member theater has grievances about how the awards process is run or the administration of the corporation, their representative on the board is encouraged to bring them before the entire board of directors for discussion.
- G. Withdrawal – any member theater who wishes to withdraw may do so at any time by submitting their intentions in writing to the board of directors. If said resignation occurs during an adjudication period the board will notify the adjudication coordinator of the withdrawal and she/he will notify the adjudicators scheduled to judge that theater’s remaining productions not to do so. Productions already judged shall be removed from the tabulation data (adjudication coordinator shall notify the tabulator), however scores submitted by the withdrawing theater’s adjudicators shall remain in effect. The withdrawing theater forfeits their dues paid. Withdrawing theaters agree to request that their adjudicators fulfill their assignments for the calendar year and provide a report of any adjudicators that resign.
- H. Revocation of Membership – the following process shall be adhered to in order to revoke the membership of a company from WATCH.
- 1. Grounds for revocation – In order for a company to be considered for revocation, a specific and direct violation of the by-laws regarding “Maintaining Eligibility and Good-Standing as a member company of WATCH” (Section II, Paragraph C) must be documented and submitted to the officers of WATCH.
  - 2. Company representatives are encouraged to bring violations of eligibility rules and/or by-laws to the attention of the chair prior to formally requesting a revocation process.
  - 3. Any company representative may formally request a membership revocation proceeding against another company.
  - 4. Anonymous revocation requests will not be honored. Any board member(s) submitting a revocation request is hereby notified that their request will bear their name(s) and that the formal request may be shared with the company cited and the rest of the board with their name(s) attached.

5. Notice of such a request shall be provided in writing (electronic or hard-copy) to the chair of WATCH, or to the secretary if the chair's company is cited.
6. The chair (or secretary) will distribute copies of the request to the other officers and they shall determine the validity of the request. If the request holds merit and requires attention prior to the next quarterly board meeting, the officers may present notice of a special board meeting with at least 14 days' notice.
7. The secretary (or chair) shall distribute a formal notice (electronic or hard-copy) of any board vote on revocation of a company membership at least seven days prior to the meeting and vote. The notice shall include the pertinent revocation reason(s).
8. In the event an officer of WATCH represents the company submitted for revocation, that officer will not participate in the determination of validity and the other officers shall select an alternate board member, preferably the adjudication coordinator or a long-standing (charter) member of the WATCH board, to serve in their place on this matter.
9. If the matter is deemed valid for board consideration, it will be voted on at the next board meeting (special or quarterly).
10. Revocation of membership shall pass if:
  - a) At the meeting, attendance represents greater than 60% of the entire membership and the vote is UNANIMOUS.
  - b) OR, a three-quarters (3/4) vote of the entire membership, including the electronic collection of votes by the officers from absent representatives.
  - c) The company whose membership is being considered for revocation does not have a vote in this process, but their representative and/or president shall be invited to the meeting and allowed to speak for up to 20 minutes (or more at the discretion of the chair) to refute information and/or reasons presented.
11. Revocation requests may not be presented as normal business at a quarterly board meeting. At a minimum, a special meeting must be scheduled and notice must be distributed at least 14 days prior to a meeting and vote.

### **III. Administrative Structure**

- A. Board of Directors – shall manage the affairs of the corporation and oversee the awards process
  1. Number, tenure and qualification. The number of directors shall equal the number of active member theaters for the current judging session (calendar year). Each member theater should appoint a representative (and specify an alternate) to this board. Board members are requested to serve a minimum of one year terms from July 1 through June 30. The number of terms an individual may serve on the board shall be determined by the member theater appointing him/her. Member theaters are encouraged to send a representative to the WATCH board who also sits on the theater's board.
  2. Meetings. The WATCH board of directors shall meet at minimum quarterly to discuss the regular business of the corporation. Special meetings may be called

as necessary by the chair. Notice of any special meeting must be given at least two weeks prior by written notice or by phone or email, with acknowledgement of receipt returned.

3. Quorum – for the WATCH board shall be simple majority.
4. Voting – each board member shall receive equal vote in any matter being decided by the board. A vote requires majority of quorum to pass unless otherwise specified in these bylaws.
5. Vacancies – any board member who resigns for any reason during the year will be replaced by his/her member theater board. Such change in representation should be in writing to the WATCH board from the member theater’s president.
6. Officers – every other year (or as necessary due to vacancy) the board of directors at its 3<sup>rd</sup> quarterly meeting shall elect from within the following officers: chair, treasurer, recording secretary.
  - a) Chair – shall run the meetings of the board of directors
  - b) Treasurer – shall pay the bills, collect the dues, maintain any financial accounts and records of the corporation.
  - c) Recording Secretary – shall record the minutes of the board meetings.
  - d) Powers – these officers have no greater authority than any other board member in deciding matters, but are necessary for the purpose of administering the corporation.
  - e) Officers (chair, secretary, treasurer) shall be elected to terms of two years in length.
7. Vacancies – if any of the three officers leaves the board of directors for any reason, their position shall be filled by vote of the board of directors at the next meeting (allowing the affected member theater time to appoint a replacement to the board).
8. Officers may be removed from office by a 2/3 vote of the full board of directors.

#### B. Coordinators

1. The board of directors shall approve a committee of coordinators to handle the administrative operation of the awards process. Coordinator positions shall be created by the board of directors as necessary, but must include:
  - a) Adjudication Coordinator – responsible for the administration of the adjudication process. Is expected to attend Board meetings. Coordinates the matrix assigning each adjudicator to a particular production for adjudication. Works with the tabulation coordinator to clarify judge questions and issues. Is a non-voting position, unless they are also a member theater’s representative on the board of directors, in which case they shall have that theater’s vote.
  - b) Production coordinator – responsible for all aspects of producing the awards ceremony and the publishing of the nominations. Is expected to attend Board meetings. May delegate some aspects of the process to Board members, as necessary. Will work with the Chair and Treasurer regarding all necessary expenses and reimbursements. Is a non-voting



- position, unless they are also a member theater's representative on the board of directors, in which case they shall have that theater's vote.
- c) Tabulation coordinator – responsible for collecting and validating all ballots, and communicating with the judges and the adjudication coordinator to resolve all questions and issues. Is expected to attend the December tabulation meeting. Will produce an end-of-year report to present to the Tabulation Committee. Must be an independent party, not affiliated with any member company, either as a WATCH representative, a judge, or participant on the board of any member company, and is therefore a non-voting position.
  - d) Other coordinators as deemed necessary by the board of directors.
2. Nominations/elections/terms of office – Nominations/Elections for coordinator positions should take place at the 4<sup>th</sup> quarterly board meeting. A coordinator will be nominated by a board member and approved by the board of directors for the upcoming adjudication season. Each coordinator shall hold that office for one adjudication season, beginning at the time of election and ending at the announcement of the nominations, as necessary to fulfill the duties of the position. Coordinators may hold the office for more than one session upon approval of the board of directors. The adjudication coordinator can be removed by a 2/3 vote of the board of directors. Any other coordinator may be removed by a simple majority of the board of directors. Any vacancy shall be filled by the board of directors as necessary.

#### **IV. The Awards Process**

- A. There shall be 40 awards presented for outstanding achievement in the theater arts by the member theaters in 40 categories as approved by the board of directors (see appendix B). Plus any special awards as deemed appropriate by the board of directors.
- B. The awards shall be presented at an event deemed appropriate by the board of directors on the first Sunday in March the year following the adjudication period, or on a date approved by the board of directors. Awards may be sponsored as deemed appropriate by the board of directors.
- C. The judging session shall be based on a calendar year, the first year to start on January 1, 2000, ending December 31, 2000. All main-stage productions opened during that year shall be eligible for competition. The session for adjudication shall be the year in which the production opens regardless of when it auditions or rehearses. Any production that has performances spanning two calendar years, for example running from December to January, will not be eligible for adjudication in either year.
- D. Each member theater will appoint at its own discretion the requisite number of adjudicators as required of all theaters as determined by the board. Adjudicators should have expertise in production and/or technical theater. Adjudicators should be appointed by December 1 of the year preceding competition and reported to the Adjudication Coordinator.
- E. Adjudicators will be assigned productions to score using an electronic matrix to guarantee random assignments. A matrix validation will be performed by a committee

of no less than two people (including the current adjudication coordinator) according to statistical data from previous two years to assure a balanced distribution of judges to each show. If an adjudicator is unable to score a particular production, the Adjudication Coordinator will coordinate an exchange to ensure the requisite number of adjudicators score each production. Each adjudicator will be assigned up to 10 productions during the calendar year.

- F. Criteria for scoring each element shall be approved by simple majority vote of the board of directors. A criteria coordinator may be appointed to review all scoring criteria if there becomes a need for this.
- G. Each member theater's productions will be eligible if they meet the criteria as defined above under Membership (Section II, B.)
- H. Each eligible production will be assigned to a total of 10 judges for adjudication each of whom will complete a ballot sent directly (via electronic transmission) to the independent tabulator. Tabulation rules will be maintained as an appendix to the by-laws (Appendix E). A list of the nominees will be made available for notification and publicity prior to the presentation event.
- I. No adjudicator will score a production by his/her member theater. No adjudicator shall score a show he/she is directly involved with. The Adjudication Coordinator will handle any swapping of shows by adjudicators if a conflict of interest arises.

#### **V. Bylaw amendments**

- A. Must be presented to the board of directors in writing. The board will discuss the amendments at the meeting at which they are presented. Ratification of amendments shall be accomplished by a 2/3 vote of the full board (not quorum) at the next full board or special meeting. This is so each board member may take the amendment back to his/her theater's board for further discussion (if any) prior to the vote.

#### **VI. Dissolution, Merger or Consolidation**

- A. At any special meeting of the board of directors where the purpose has been stated in the notice of meeting (sent 30 days in advance), the corporation may elect to dissolve, merge or consolidate with another organization by a 2/3 vote of the full board of directors. In this event, the board of directors shall liquidate its assets and distribute them in accordance with the law and the articles of incorporation.

ORIGINAL BY-LAWS (EXCLUDING CHANGES NOTED IN APPENDIX C) WERE APPROVED 7/11/99.

## **APPENDIX A**

Charter Members of WATCH and Inaugural Season Members for 2000:

The Arlington Players

Castaways Repertory Theater  
 Elden Street Players  
 Hard Bargain Players  
 Little Theatre of Alexandria  
 Montgomery Playhouse  
 Port Tobacco Players  
 Prince William Little Theatre  
 Reston Community Players  
 Tapestry Theater Company

**APPENDIX B**

Awards Presented by WATCH are for Outstanding Achievement in the following areas:

Overall (7):	Technical (21):	Performance (12):
Production of a Play Production of a Musical	Set Design in a Play Set Design in a Musical	Lead Actor in a Play Lead Actor in a Musical
Direction of a Play Direction of a Musical	Set Construction in a Play Set Construction in a Musical	Lead Actress in a Play Lead Actress in a Musical
Musical Direction	Set Painting in a Play Set Painting in a Musical	Featured Actor in a Play Featured Actor in a Musical
Choreography	Set Decoration/Dressing in a Play Set Decoration/Dressing in a Musical	Featured Actress in a Play Featured Actress in a Musical
Stage Combat	Properties in a Play Properties in a Musical	Cameo Performance in a Play Cameo Performance in a Musical
	Costumes in a Play Costumes in a Musical	Ensemble in a Play Ensemble in a Musical
	Lighting Design in a Play Lighting Design in a Musical	
	Sound Design in a Play Sound Design in a Musical	
	Make-up Design in a Play Make-up Design in a Musical	
	Hair Design in a Play Hair Design in a Musical	
	Special Effects	

**APPENDIX C**

Approved Bylaw Changes:

11/00 - Section IV, Paragraphs D and E - The number of judges was increased to five from four in order to reduce the number of productions adjudicated by each judge to ten or fewer per year.

07/15/01 - Section II., Paragraph B - Eligibility criteria for membership, subparagraph 3 be amended to as follows: Perform within the accepted boundaries of the greater metropolitan Washington area (District of Columbia; Maryland counties of Prince Georges and Montgomery; Virginia counties of Fairfax and Arlington and encompassed cities). A group with a performance facility in a county that does not touch or fall within the Washington, D.C. Capitol Beltway (495) requires a two-thirds (2/3) majority vote by the Board to accept membership. Previous language was as follows: Perform within the accepted boundaries of the greater metropolitan Washington area (District of Columbia; Maryland counties: Montgomery, Frederick, Howard, Anne Arundel, Prince Georges, and Charles; Virginia counties: Arlington, Loudon, Fairfax, Prince William, Fauquier, Stafford and encompassed cities).

07/15/01 - Section IV., Paragraph A, - Change the number of categories and awards from 25 to 26.

07/15/01 - Appendix B - Elimination of the combined category award for Make-Up/Hair. The addition to Appendix B of one technical category award for Hair and one technical category award for Make-Up. The total number of Technical awards in Appendix should be changed from ten (10) to eleven (11). (effective for adjudication in the 2002 calendar year)

09/30/01 - Section IV., Paragraph A is amended to reflect the following: A. There shall be twenty-eight (28) awards presented for outstanding achievement in the theater arts by the member theaters in twenty-eight (28) categories as approved by the board of directors. Plus any special awards as deemed appropriate by the board of directors.

09/30/01 - Appendix B is amended to reflect the following: Amend Performance (8) to Performance (10) and add the two following awards under this category: Cameo Performance in a Play and Cameo Performance in a Musical.

10/07/02 - Section II, Paragraph B Articles 5 and 6 - added to the by-laws to allow the board the ability to grant waivers on individual eligibility requirements on a case by case basis. Also the deadline for petitioning to join WATCH was specified as June 30. The word "president" was originally approved but changed to "chair" for consistency in the by-laws, since the office of president does not exist in WATCH.

7/20/03 - Section I, Paragraph E - changed the following original language: "The awards themselves shall be covered by individual sponsors. The awards ceremony shall be covered by admission receipts and corporate sponsorship and/or grants." to the following language: "The awards ceremony shall be covered by membership dues, admission receipts, individual donations and/or corporate sponsorships/grants."

7/20/03 - Section II, Paragraph B, Article 1 - changed the following original language: "Original reviews or One-Act Evenings may be used to meet the WATCH membership criteria if they are presented as part of a theater's regular season." to the following language: "—Radio Plays and —Staged Readings are not eligible for adjudication. However, radio plays, staged readings, original reviews or one-act compilations may be used to meet the WATCH membership criteria if they are presented as part of a theater's regular main stage season."

7/20/03 - Section II, Paragraph B, Article 2 - added the following language to further define the meaning of volunteer in nature: "Any payment, honoraria or other financial distributions to on-stage performers (excluding orchestra) constitutes a breach of this tenet."

7/20/03 - Section III, Paragraph A, Article 6, Sub-article b - changed the following original language: "shall pay the bills, collects the dues, maintains any financial accounts of the corporation. Maintains all financial records of the corporation." to the following language: "shall pay the bills, collect the dues, maintain any financial accounts and records of the corporation."

7/20/03 - Section IV, Paragraph H - This section defined the original plan for tabulation. The change moved the tabulation rules to an appendix still being finalized.

1/6/04 - Appendix D updated for 2004.

4/18/04 - Appendix E approved.

1/1/05 - Appendix D updated for 2005.

7/12/05 - Section IV, Paragraph G - The following statement was added. "Productions scheduled for fewer than six performances are not eligible for adjudication, although they may be counted toward the company's qualification to participate in WATCH." This change to the by-laws is effective as of 1/1/2006.

10/30/05 - Appendix D, updated for 2006.

10/18/06 - Appendix D, updated for 2007.

10/18/06 - Section IV, Paragraph D - The following statement was changed: "Each member theater will appoint at its own discretion five adjudicators." to the following: "Each member theater will appoint at its own discretion the requisite number of adjudicators as required of all theaters as determined by the board." This change allows the board to annually set the number of judges per company (for the following year) without requiring a formal by-law change process, and according to a majority vote by the quorum at a regular board meeting. This change was approved and is effective as of 10/15/06.

10/18/06 - Section IV, Paragraph E - The following statement was changed: "This will be done by the Adjudication Coordinator." to the following: "A matrix validation will be performed by a committee of no less than two people (including the current adjudication coordinator) according to statistical data from previous two years to assure a balanced distribution of judges to each show." This change was approved and is effective as of 10/15/06.

7/27/08 - Section IV, Paragraph A used to read: "There shall be 28 awards presented for outstanding achievement in the theater arts by the member theaters in 28 categories as approved by the board of directors (see appendix B). Plus any special awards as deemed appropriate by the board of directors." and was updated to 39 awards and 39 categories when all of the 11 technical awards were split into play and musical distinction. This by-law was enacted following the report to the board by Colonial Players analyzing the history of nominations and awards in the technical categories.

07/27/08 - Appendix B is amended to reflect a change in Technical eleven (11) to Technical twenty-two (22) resulting in the addition of an award for a play and an award for a musical in each of the technical categories.

7/27/08 – Appendix E, Paragraph 14, is amended to remove technical elements as applying to all productions due to the changes reflected in Appendix B where designations are plays and musicals.

7/27/08 - Section III, Paragraph 6, is amended to include the clause "every other year (or as necessary due to vacancy)" and item "e." defining the term of officers to be 2-years. This was enacted due to precedent, nearly all officers since WATCH was founded had served two year terms. Rather than hold elections each year, it seemed reasonable to just make the terms two years.

10/18/09 – A ten-year review of the by-laws was performed. Rather than list all changes here individually, the prior version of the [by-laws has been archived](#) online for reference and review. The bulk of the changes revolved around three primary areas: clarification of rules for joining WATCH, rules for remaining eligible and good-standing in WATCH, and rules for revocation of membership in WATCH. The rest of the changes were minor clarifications of existing policy.

9/30/14 – Section II, Paragraph B1, is amended to clarify language regarding show eligibility. Section IV, Paragraph G, is amended to clearly state that a show's eligibility for awards is contingent upon meeting the criteria listed in Section II, B. Appendix D and Officer History updated.

4/23/17 – Section II, Paragraph C4, is amended to change the due date for yearly dues to December 1. Updated Appendix D to bring information up to date.

7/15/18 – An almost-ten-year review of the bylaws was performed. The majority of the changes were in the areas of membership eligibility, the process for becoming inactive and then returning from inactivity, and codification of the production coordinator and tabulation coordinator positions. Also, some clarification was added regarding the awards process, including the addition of the Leta Hall Ensemble award.

## **APPENDIX D**

List of Participating Companies by Adjudication Year:

### **2000 - Charter Membership Year**

1. The Arlington Players
2. Castaways Repertory Theater
3. Elden Street Players
4. Hard Bargain Players
5. Little Theatre of Alexandria
6. Montgomery Playhouse
7. Port Tobacco Players
8. Prince William Little Theatre
9. Reston Community Players
10. Tapestry Theater Company

**2001**

1. The Arlington Players
2. Castaways Repertory Theater
3. Elden Street Players
4. Great Falls Players (new)
5. Hard Bargain Players
6. Little Theatre of Alexandria
7. Montgomery Playhouse
8. Port Tobacco Players
9. Prince William Little Theatre
10. Reston Community Players
11. St. Mark's Players (new)
12. Silver Spring Stage (new)
13. Tapestry Theater Company (inactive)

**2002**

1. The Arlington Players
2. Castaways Repertory Theater
3. Dominion Stage (new)
4. Elden Street Players
5. Great Falls Players
6. Hard Bargain Players
7. Little Theatre of Alexandria
8. Montgomery Playhouse
9. Port Tobacco Players
10. Prince William Little Theatre
11. Reston Community Players
12. Rockville Little Theatre (new)
13. St. Mark's Players
14. Silver Spring Stage
15. Tapestry Theater Company
16. Vienna Theatre Company (new)

**2003**

1. American Music Stage (new)
2. The Arlington Players
3. Castaways Repertory Theater
4. Dominion Stage
5. Elden Street Players
6. Hard Bargain Players
7. Kensington Arts Theatre (new)
8. Little Theatre of Alexandria
9. Montgomery Playhouse

10. Port City Playhouse (new)
11. Port Tobacco Players
12. Prince William Little Theatre
13. Reston Community Players
14. Rockville Little Theatre
15. St. Mark's Players
16. Silver Spring Stage
17. Springfield Community Theatre (new)
18. Tapestry Theater Company
19. Vienna Theatre Company

## **2004**

1. Aldersgate Church Community Theater (new)
2. American Music Stage
3. The Arlington Players
4. Castaways Repertory Theater
5. Chevy Chase Players (new)
6. Dominion Stage
7. Elden Street Players
8. Fauquier Community Theatre (new)
9. Hard Bargain Players
10. Kensington Arts Theatre
11. Little Theatre of Alexandria
12. Montgomery Playhouse
13. Port City Playhouse
14. Port Tobacco Players
15. Prince William Little Theatre
16. Providence Players of Fairfax (new)
17. Reston Community Players
18. Rockville Little Theatre
19. Rockville Musical Theatre (new)
20. St. Mark's Players
21. Silver Spring Stage
22. Springfield Community Theatre (inactive status - 2004)
23. Tantallon Community Players (new)
24. Tapestry Theater Company
25. Vienna Theatre Company

## **2005**

1. Aldersgate Church Community Theater
2. The Arlington Players
3. Castaways Repertory Theater
4. Chevy Chase Players
5. Dominion Stage
6. Elden Street Players



7. Fauquier Community Theatre
8. Foundry Players (new)
9. Hard Bargain Players
10. Kensington Arts Theatre
11. Little Theatre of Alexandria
12. Montgomery Playhouse
13. Port City Playhouse
14. Port Tobacco Players
15. Prince William Little Theatre
16. Providence Players of Fairfax
17. Reston Community Players
18. Rockville Little Theatre
19. Rockville Musical Theatre
20. St. Mark's Players
21. Silver Spring Stage
22. Springfield Community Theatre
23. Tantallon Community Players
24. Tapestry Theater Company
25. Vienna Theatre Company

## **2006**

1. Aldersgate Church Community Theater
2. The Arlington Players
3. Bowie Community Theatre (new)
4. Castaways Repertory Theater
5. Chevy Chase Players
6. Dominion Stage
7. Elden Street Players
8. Fauquier Community Theatre
9. Foundry Players
10. Hard Bargain Players
11. Kensington Arts Theatre
12. Little Theatre of Alexandria
13. Montgomery Playhouse
14. Port City Playhouse
15. Port Tobacco Players
16. Prince William Little Theatre
17. Providence Players of Fairfax
18. Reston Community Players
19. Rockville Little Theatre
20. Rockville Musical Theatre
21. St. Mark's Players
22. Silver Spring Stage
23. Springfield Community Theatre

24. Tantallon Community Players
25. Tapestry Theater Company
26. Vienna Theatre Company

## **2007**

1. 2nd Flight Productions (new)
2. Aldersgate Church Community Theater
3. The Arlington Players
4. Bowie Community Theatre
5. Castaways Repertory Theater
6. Chevy Chase Players
7. Colonial Players of Annapolis (new)
8. Dominion Stage
9. Elden Street Players
10. Fauquier Community Theatre
11. Foundry Players
12. Hard Bargain Players
13. Kensington Arts Theatre
14. Laurel Mill Playhouse (new)
15. Little Theatre of Alexandria
16. Montgomery Playhouse
17. Port City Playhouse
18. Port Tobacco Players
19. Prince William Little Theatre
20. Providence Players of Fairfax
21. Reston Community Players
22. Rockville Little Theatre
23. Rockville Musical Theatre
24. St. Mark's Players
25. Silver Spring Stage
26. Springfield Community Theatre
27. Tantallon Community Players
28. Tapestry Theater Company
29. Vienna Theatre Company

## **2008**

1. 2nd Flight Productions
2. Aldersgate Church Community Theater
3. The Arlington Players
4. Bowie Community Theatre
5. Castaways Repertory Theater
6. Chevy Chase Players
7. Colonial Players of Annapolis
8. Dominion Stage

9. Elden Street Players
10. Fauquier Community Theatre
11. Foundry Players
12. Greenbelt Arts Center (new)
13. Hard Bargain Players
14. Kensington Arts Theatre
15. Laurel Mill Playhouse
16. Little Theatre of Alexandria
17. Montgomery Playhouse
18. Port City Playhouse
19. Port Tobacco Players
20. Prince William Little Theatre
21. Providence Players of Fairfax
22. Reston Community Players
23. Rockville Little Theatre
24. Rockville Musical Theatre
25. Rooftop Productions (new)
26. St. Mark's Players
27. Silver Spring Stage
28. Tantallon Community Players
29. Vienna Theatre Company

## **2009**

1. Aldersgate Church Community Theater
2. The Arlington Players
3. Bowie Community Theatre
4. Castaways Repertory Theater
5. CCT with 2nd Flight Theatre Company
6. Chevy Chase Players
7. Colonial Players of Annapolis
8. Dominion Stage
9. Elden Street Players
10. Fauquier Community Theatre
11. Foundry Players
12. Greenbelt Arts Center
13. Hard Bargain Players
14. Kensington Arts Theatre
15. Laurel Mill Playhouse
16. Little Theatre of Alexandria
17. McLean Community Players (new)
18. Montgomery Playhouse
19. Port City Playhouse
20. Port Tobacco Players
21. Prince William Little Theatre
22. Providence Players of Fairfax

23. Reston Community Players
24. Rockville Little Theatre
25. Rockville Musical Theatre
26. Rooftop Productions
27. St. Mark's Players
28. Silver Spring Stage
29. Tantallon Community Players
30. Vienna Theatre Company

## **2010**

1. Aldersgate Church Community Theater
2. The Arlington Players
3. Bowie Community Theatre
4. Castaways Repertory Theater
5. CCT with 2nd Flight Theatre Company
6. Chevy Chase Players
7. Colonial Players of Annapolis
8. Damascus Theatre Company (new)
9. Dominion Stage
10. Elden Street Players
11. Fauquier Community Theatre
12. Foundry Players
13. Greenbelt Arts Center
14. Hard Bargain Players
15. Kensington Arts Theatre
16. Laurel Mill Playhouse
17. Little Theatre of Alexandria
18. McLean Community Players
19. Montgomery Playhouse
20. Port City Playhouse
21. Port Tobacco Players
22. Prince George's Little Theatre (new)
23. Prince William Little Theatre
24. Providence Players of Fairfax
25. Reston Community Players
26. Rockville Little Theatre
27. Rockville Musical Theatre
28. Rooftop Productions (inactive)
29. St. Mark's Players
30. Silver Spring Stage
31. Tantallon Community Players
32. Vienna Theatre Company

## **2011**

1. Aldersgate Church Community Theatre

2. The Alliance Theatre (new)
3. The Arlington Players
4. Bowie Community Theatre
5. Capital City Players of DC
6. Castaways Repertory Theater
7. Chevy Chase Players
8. Colonial Players of Annapolis
9. Damascus Theatre Company
10. Dominion Stage
11. Elden Street Players
12. Fauquier Community Theatre
13. Greenbelt Arts Center
14. Hard Bargain Players
15. Kensington Arts Theatre
16. Laurel Mill Playhouse
17. Little Theatre of Alexandria
18. McLean Community Players
19. Montgomery Playhouse
20. Port City Playhouse
21. Port Tobacco Players
22. Prince George's Little Theatre
23. Prince William Little Theatre
24. Providence Players of Fairfax
25. Reston Community Players
26. Rockville Little Theatre
27. Rockville Musical Theatre
28. Rooftop Productions (inactive)
29. St. Mark's Players
30. Silver Spring Stage
31. Taking Flight Theatre Company
32. Tantallon Community Players
33. Vienna Theatre Company

## **2012**

1. 2<sup>nd</sup> Star Productions (new)
2. Aldersgate Church Community Theater
3. The Alliance Theatre
4. The Arlington Players
5. Bowie Community Theatre
6. Capital City Players of DC
7. Castaways Repertory Theater
8. Chevy Chase Players
9. Colonial Players of Annapolis
10. Damascus Theatre Company
11. Dominion Stage
12. Elden Street Players
13. Fauquier Community Theatre
14. Greenbelt Arts Center

15. Hard Bargain Players
16. Kensington Arts Theatre
17. Laurel Mill Playhouse
18. Little Theatre of Alexandria
19. McLean Community Players
20. Montgomery Playhouse
21. Port City Playhouse
22. Port Tobacco Players
23. Prince George's Little Theatre
24. Prince William Little Theatre
25. Providence Players of Fairfax
26. Reston Community Players
27. Rockville Little Theatre
28. Rockville Musical Theatre
29. Rooftop Productions (inactive)
30. St. Mark's Players
31. Silver Spring Stage
32. Taking Flight Theatre Company
33. Tantallon Community Players
34. Vienna Theatre Company

## **2013**

1. 2<sup>nd</sup> Star Productions
2. Aldersgate Church Community Theater
3. The Alliance Theatre
4. The Arlington Players
5. Bowie Community Theatre
6. Capital City Players of DC
7. Castaways Repertory Theater
8. Chevy Chase Players
9. Colonial Players of Annapolis
10. Damascus Theatre Company
11. Dominion Stage
12. Elden Street Players
13. Fauquier Community Theatre
14. Greenbelt Arts Center
15. Hard Bargain Players
16. Kensington Arts Theatre
17. Laurel Mill Playhouse
18. Little Theatre of Alexandria
19. McLean Community Players
20. Montgomery Playhouse
21. Port City Playhouse
22. Port Tobacco Players
23. Prince George's Little Theatre
24. Prince William Little Theatre
25. Providence Players of Fairfax

26. Reston Community Players
27. Rockville Little Theatre
28. Rockville Musical Theatre
29. Rooftop Productions (inactive)
30. St. Mark's Players
31. Silver Spring Stage
32. Taking Flight Theatre Company
33. Tantallon Community Players
34. Vienna Theatre Company

## **2014**

1. 2<sup>nd</sup> Star Productions
2. Aldersgate Church Community Theatre
3. The Alliance Theatre
4. The Arlington Players
5. Bowie Community Theatre
6. Capital City Players of DC (inactive)
7. Castaways Repertory Theatre
8. Chevy Chase Players
9. Colonial Players of Annapolis
10. Damascus Theatre Company
11. Dominion Stage
12. Fauquier Community Theatre
13. Greenbelt Arts Center
14. Hard Bargain Players
15. Kensington Arts Theatre
16. Laurel Mill Playhouse
17. Little Theatre of Alexandria
18. McLean Community Players
19. Montgomery Playhouse
20. Port City Playhouse
21. Port Tobacco Players
22. Prince George's Little Theatre
23. Prince William Little Theatre
24. Providence Players of Fairfax
25. Reston Community Players
26. Rockville Little Theatre
27. Rockville Musical Theatre
28. Rooftop Productions
29. St. Mark's Players
30. Silver Spring Stage
31. Taking Flight Theatre Company (inactive)
32. Tantallon Community Players
33. Vienna Theatre Company

## **2015**

1. 2<sup>nd</sup> Star Productions
2. Aldersgate Church Community Theatre

3. The Alliance Theatre
4. The Arlington Players
5. Bowie Community Theatre
6. Castaways Repertory Theatre
7. Chevy Chase Players (inactive)
8. Colonial Players of Annapolis
9. Damascus Theatre Company
10. Dominion Stage
11. Fauquier Community Theatre
12. Greenbelt Arts Center
13. Hard Bargain Players
14. Kensington Arts Theatre
15. Laurel Mill Playhouse
16. Little Theatre of Alexandria
17. McLean Community Players
18. Montgomery Playhouse
19. Port City Playhouse
20. Port Tobacco Players
21. Prince George's Little Theatre
22. Prince William Little Theatre
23. Providence Players of Fairfax
24. Reston Community Players
25. Rockville Little Theatre
26. Rockville Musical Theatre
27. Rooftop Productions
28. St. Mark's Players
29. Silver Spring Stage
30. Tantallon Community Players
31. Vienna Theatre Company

## **2016**

1. 2<sup>nd</sup> Star Productions
2. Aldersgate Church Community Theatre
3. The Alliance Theatre
4. The Arlington Players
5. Bowie Community Theatre
6. Castaways Repertory Theatre
7. Chevy Chase Players (inactive)
8. Colonial Players of Annapolis
9. Damascus Theatre Company
10. Dominion Stage
11. Fauquier Community Theatre
12. Greenbelt Arts Center
13. Hard Bargain Players
14. Kensington Arts Theatre
15. Laurel Mill Playhouse
16. Little Theatre of Alexandria
17. McLean Community Players



18. Montgomery Playhouse
19. Port City Playhouse
20. Port Tobacco Players
21. Prince George's Little Theatre
22. Prince William Little Theatre
23. Providence Players of Fairfax
24. Reston Community Players
25. Rockville Little Theatre
26. Rockville Musical Theatre
27. Rooftop Productions
28. St. Mark's Players
29. Silver Spring Stage
30. Tantallon Community Players
31. Vienna Theatre Company

## **2017**

1. 2<sup>nd</sup> Star Productions
2. Aldersgate Church Community Theatre
3. The Alliance Theatre (inactive)
4. The Arlington Players
5. Bowie Community Theatre
6. Capital City Players of DC (inactive)
7. Castaways Repertory Theatre
8. Chevy Chase Players (inactive)
9. Colonial Players of Annapolis
10. Damascus Theatre Company
11. Dominion Stage
12. Fauquier Community Theatre
13. Greenbelt Arts Center
14. Hard Bargain Players
15. Kensington Arts Theatre
16. Laurel Mill Playhouse
17. Little Theatre of Alexandria
18. McLean Community Players
19. Montgomery Playhouse
20. Port City Playhouse
21. Port Tobacco Players
22. Prince George's Little Theatre
23. Prince William Little Theatre
24. Providence Players of Fairfax
25. Reston Community Players
26. Rockville Little Theatre
27. Rockville Musical Theatre
28. Rooftop Productions
29. St. Mark's Players
30. Silver Spring Stage

## **2018**

1. 2<sup>nd</sup> Star Productions
2. Aldersgate Church Community Theater
3. The Arlington Players
4. Bowie Community Theatre
5. Castaways Repertory Theatre
6. Chevy Chase Players (inactive)
7. Colonial Players of Annapolis
8. Damascus Theatre Company
9. Dominion Stage
10. Fauquier Community Theatre
11. Greenbelt Arts Center
12. Hard Bargain Players
13. Kensington Arts Theatre
14. Laurel Mill Playhouse
15. Little Theatre of Alexandria
16. McLean Community Players
17. Montgomery Playhouse
18. Port City Playhouse
19. Port Tobacco Players
20. Prince George's Little Theatre
21. Prince William Little Theatre
22. Providence Players of Fairfax
23. Reston Community Players
24. Rockville Little Theatre
25. Rockville Musical Theatre
26. Rooftop Productions
27. St. Mark's Players
28. Silver Spring Stage
29. Silhouette Stages

### **Officers of WATCH - History**

1998 - Al Edick

1999 - John Monnett, TAP (Chair), Bob Bartlett, HBP (Treasurer), Eleanore Tapscott/Peggy Jones, TTC (Secretary)

2000 - John Monnett, TAP (Chair), Bob Bartlett, HBP (Treasurer), Peggy Jones, TTC & Sue Pinkman, RCP (Secretary)

2001 - Sue Pinkman, RCP (Chair), John Monnett, TAP (Treasurer), Mary-Anne Sullivan, CRT (Secretary)

2002 - Sue Pinkman, RCP (Chair), John Monnett, TAP (Treasurer), Mary-Anne Sullivan, CRT (Secretary)

2003 - Kye-Won Kopko, AMS (Chair), Seth Ghitelman, RLT (Treasurer), Scott Olson, CRT (Secretary)

2004 - Kye-Won Kopko, TCP (Chair), Seth Ghitelman, RLT (Treasurer), Scott Olson, CRT (Secretary)

2005 - Todd C. Huse, ESP (Chair), Bailey Center, ACCT (Treasurer), Leta Hall, SSS (Secretary)

2006 - Todd C. Huse, ESP (Chair), Bailey Center, ACCT (Treasurer), Leta Hall, SSS (Secretary)

2007 - Bailey Center, ACCT (Chair), Jim Robertson, CCP (Treasurer), Sue Pinkman, RCP (Secretary)

2008 - Bailey Center, ACCT (Chair), Jim Robertson, CCP (Treasurer), Sue Pinkman, RCP (Secretary)

2009-2010 - Jenna Ballard, KAT (Chair), Jim Robertson, CCP (Treasurer), Don Neal (Secretary)

2011-2012 – Craig Mummey, CPA (Chair), Jim Robertson, CCP (Treasurer), Jenna Ballard, KAT (Secretary)

2013-2014 – Roy Peterson, PGLT, (Chair), Jim Robertson, CCP (Treasurer), Jenna Ballard, KAT (Secretary)

2015-2016 – Roy Peterson, PGLT (Chair), Jim Robertson, CCP (Treasurer), Bailey Center, ACCT/John Kirby, PTP (Secretary)

2017-2018 – Mary Beth Smith-Toomey, PCP (Chair), Jim Robertson, CCP (Treasurer), Mario Font, PPF, (Secretary)

#### Adjudication Coordinator History

2000 - Don Wilson, PWLT

2001 - Don Wilson, PWLT

2002 - Suzanne Fehl, PTP

2003 - Suzanne Fehl, PTP

2004 - Suzanne Fehl/Donohue, HBP

2005 - Suzanne Donohue, HBP

2006-2016 - Leta Hall, SSS

2017-present – Kira Hogan, LTA

## **APPENDIX E**

### Tabulation Rules

1. (as of Jan. 2005) To be accepted for scoring, all ballots must be received within thirty days of the closing date of the show. Ballots received later than 30 days from closing will not be accepted or included in the average score.
2. As of the deadline, any shows that have received eight ballots or more shall be considered closed.
3. For any shows that fail to have at least seven ballots received for tabulation before the deadline, board representatives will attempt to collect outstanding ballots until seven or more ballots is reached.
4. A tabulation committee shall be established each year at the 4<sup>th</sup> quarterly board meeting, and a final tabulation day will be scheduled with the Tabulation Coordinator to occur no later than two full weeks prior to the nomination announcement event. The six-member tabulation committee shall include the Chair, Adjudication coordinator, Production coordinator, and three additional board members. The three board members will be selected by random lottery with preference given to board members who have not previously participated on the tabulation committee, or representatives of newly admitted member groups. The makeup of this group is aimed toward keeping the number of people who know the results in advance small, and therefore should always include these three named positions, if possible.
5. Seven days before final tabulation day, any shows that still fail to have collected at least seven ballots shall be deemed closed. The tabulation coordinator will then be granted permission to copy received ballots until the ballot total reaches seven. The second received ballot shall be copied, then the third, then the first. If a show receives less than four ballots, an emergency meeting of the board shall be called to determine a solution.
6. All ballots will be completely entered into an accepted tabulation spreadsheet or database, including all N/A and N/I scores.
7. The tabulation coordinator will bring the compiled raw electronic data and the original ballots to the place of final tabulation day.
8. The ballot data will be averaged as follows:

- a) The sum of the received scores shall be normalized by multiplying the sum by 10 and then divided by the number of scores received (N/A and N/I shall be counted as “no scores” and shall not be counted as a “score received”). From this total, the high score and low score will be subtracted and the final remainder shall be divided by 8 for a final score.
  - b) A threshold of 7 minimum ballots has been the accepted limit since the inception of the WATCH Awards program. If, in the future, fewer than seven ballots are received, ballots will be copied until a seven ballot threshold is achieved.
  - c) At least seven numeric scores must be received for any element to be “qualified”. This means that any show where only seven ballots are tabulated any elements receiving a score of N/A or N/I by one or more judges shall disqualify the element regardless of other scores.
9. Before any nominations or awards are disclosed to the committee, the tabulation coordinator may ask clarification from the committee on any of the following areas:
- a) Agreement on which productions were musicals.
  - b) Lead, Feature and Cameo designations.
    - (1) All roles receiving 7 lead or cameo designations are considered set in their category, however it is incumbent upon the committee to review any roles where only 5 or 6 lead designations were provided. If missing ballots or incomplete ballots were cause for the exclusion, the committee is authorized to move the role into the lead or cameo category.
    - (2) If the cameo category does not have enough roles with 7 designations to fill out a nomination slate of five, then the committee shall agree on a new threshold that does provide at least five nominees.
    - (3) The tabulator will also request approval of any other issues and tabulation resolutions.
10. The tabulation coordinator will then provide compiled reports to the tabulation committee showing the projected nominees and award recipients.
- a) Ties that result in more than five nominees will be accepted.
  - b) The formula implemented in 2003 makes award ties much less likely and any resulting ties should remain.
11. Once all decisions affecting nominations and award recipients have been completed the slate will be declared complete.
12. The committee will then be divided into teams of two. Each team will receive two show packages of ballots to confirm data entry. If errors are discovered, they shall be corrected and each team will continue checking ballots until each team has successfully checked two full show packages of ballots without discovering any errors.
13. All acting awards are split into musical and play categories and by gender of the performer (not the character portrayed). The only exception is the cameo awards which are not split by gender, only by musical and play.
14. All technical awards and overall elements are split into music and play categories, except for Special Effects, Music Direction, Stage Combat Choreography and Choreography.