

Southeastern Theatre Conference

AUDITIONS COMMITTEE

**Manual of Operations**

**SETC MISSION STATEMENT:** Connecting You to Opportunities in Theatre

**DESCRIPTION:** The Auditions Committee develops and approves all policies with regard to SETC spring and fall professional auditions with the goal of connecting college/university students, emerging professionals and career professionals to opportunities in theatre.

**PART I: OPERATING PROCEDURES** *(In this section should appear as much detail as may be necessary about how the subject group functions. These procedures are not binding upon future users of the manual, however they serve as important guidelines from previous committee leaders, as well as the SETC leadership team. Part I of this manual may be revised as needed or desired, following procedure outlined in Rule 1.18, providing that no changes conflict with SETC policies as stipulated in Articles of Incorporation, Bylaws, or Rules.)*

- I. The Auditions Committee Chair serves as part of the **Services** Advisory Council and is required to attend annual fall and spring Advisory Council meetings.
  - A. The Fall Advisory Council meeting will be held on the first weekend following Labor Day.
  - B. The Spring Advisory Council meetings are typically scheduled the Wednesday of the convention *(the first Wednesday in March)*.
  
- II. Responsibilities of the Committee
  - A. Ensure auditions maintain a high professional standard consistent with current national processes and trends.
  - B. Work with SETC Central Office staff to develop and conduct an annual review of forms, guidelines, notices, software, website content and other elements of communication and information processing.
  - C. Following consultation with the SETC Executive Director, Professional Theatre Services in the SETC Central Office, the Professional Division (ProDiv) and the Auditions Team make recommendations to the Finance Committee concerning such areas as honoraria for the Auditions Team, refreshments, lighting and other expenses relating to auditions.
  - D. Coordinate plans, guidelines and formats for professional auditions with the Auditions Director. This will include an annual review of the Auditions Team Guidelines, the Stage Managers Briefing Guidelines, Actor/Tech Walk-Through Procedures, among others.
  - E. In consultation with Professional Theatre Services in the SETC Central Office assist in the development and annual revision of guidelines and procedures for identifying and encouraging individual performing artists from across the professional spectrum to participate and foster continued growth of SETC Professional Auditions.
  - F. Hold annual review of services with ProDiv, SETC Executive Director, Professional Services Manager and Auditions Director.
  - G. Committee members shall attend all SETC auditions sets and make themselves available

to auditioning companies and actors in an effort to receive comments, complaints, and recommendations to most effectively and quickly deal with situations of immediate concern. They shall meet during the auditions sets to resolve problems and discuss the auditions process as requested by the Chair.

- H. The Chair of the Professional Division (or Vice-Chair) shall be invited to the Auditions Committee Meetings to serve as a non-voting resource person to the committee.
- I. If the committee is confronted with a situation of questionable ethics within the auditioning process, it is within the prerogative of the committee to take immediate action to resolve the situation, or, if necessary, to make immediate referral to a higher authority.

### III. Responsibilities of the Chair

- A. The chair of the committee is responsible for reporting to the Board of Directors and presenting recommendations requiring Board Approval.
- B. The chair shall establish and maintain efficient lines of communication between committee members and other elements of the SETC audition process.
- C. Typically in the fall, Chairs will receive budget request forms. The Chair shall complete and submit the budget request to the SETC Executive Director according to the deadline given.
- D. **Collaboration with Central Office:** Article XI, Section 3 of SETC's Bylaws specifies that all committee chairs "collaborate with the Executive Director (ED) and Central Office staff."
  - 1. Because the Executive Director provides leadership for the organization and, with the organization's professional staff, is responsible for the success of SETC's mission, vision, and all operations, effective partnership and communication is important between the committee chair, the Central Office staff, and the ED.
  - 2. This collaboration enhances the development of ideas and supports the planning and execution programs and services; ensures marketing/promotion support; and strengthens processes, funding and budgetary challenges while assisting with schedules, deadlines and timelines.
  - 3. Each committee has a designated staff member to assist the collaboration.
- E. Whenever requested, the chair should submit information and items for website, social media, and *SETC News* via email on the schedule provided to them.
- F. Succession:
  - 1. At the conclusion of the Chair's term of service, the Chair will review the committee manual and submit any changes to Operating Procedures to the Vice President of Services, following procedures outlined in Rule I.18.
  - 2. The outgoing Chair will contact the newly appointed Chair to provide information and aid in the transition period as the new Chair takes office.

## **PART II: POLICY FROM HIGHER AUTHORITY**

### **BY-LAWS**

#### **ARTICLE V**

**Section 2.** The Vice-President of Services shall:

- (1) oversee and represent the primary service areas of the Corporation, including, but not limited to, the annual spring convention, the annual fall forum, publications, and auditions;
- (2) preside at meetings of the Services Council;
- (3) report to the Corporation regarding services and proceedings of the Services Council;
- (4) collaborate with the Executive Director and Central Office staff to develop products and services;
- (5) perform the duties of the President when designated to do so by the President or when the President is unable to fulfill such duties.

## **ARTICLE IX MEETINGS**

**Section 1.** There shall be an annual convention of members at a time and place fixed by the Executive Committee. At this convention, an opportunity shall be provided for having a business meeting for consideration of business of the Corporation and for hearing and considering reports of committees. One per cent of the membership present by registration at a convention shall constitute a quorum at a business meeting.

**Section 2.** The Board of Directors and the Executive Committee shall meet regularly each year at annual conventions and in September. Other meetings of either group may be called by the President whenever he or she deems necessary. A majority of the membership of either group shall constitute a quorum.

## **ARTICLE XI ADVISORY COUNCILS**

**Section 1.** The Advisory Councils shall be composed of:

- (1) the chairs of all committees, including those concerned with auditions, festivals, awards, and activities;
- (2) the Liaison Officers;
- (3) a Vice-President of the Corporation, acting as chair.

**Section 2.** Each Advisory Council shall meet at the call of its chair to consider the reports of all of its members and to recommend action to the Executive Committee. Advisory Councils may recommend to the incoming President candidates for all appointive positions.

**Section 3.** Committee chairs shall:

- (1) furnish leadership to their respective committees;
- (2) stimulate and develop interest in their assigned areas;
- (3) file written reports on the dates requested by the Vice-President chairing their respective Advisory Council;
- (4) keep their operational manuals up to date;
- (5) collaborate with the Executive Director and Central Office staff.

**Section 4.** Chairs of Advisory Councils shall:

- (1) be Vice-Presidents of the Corporation;
- (2) furnish leadership to their respective Advisory Councils;
- (3) serve as advocates to the Board of Directors and the Executive Committee;
- (4) solicit written reports from the members of their own Advisory Council;

- (5) coordinate with the Vice-President of Administration to establish dates for submission of reports;
- (6) file written reports on the dates requested by the Vice-President of Administration

**Section 5.** The Advisory Councils shall be classified as:

- (1) the Services Council, convened by the Vice-President of Services acting as chair, comprised of Liaison Chairs, chairs of the Publications Committee and committees or interest groups providing programming or services, along with other chairs recommended by the Executive Committee;
- (2) the Administration Council, convened by the Vice-President of Administration acting as chair, comprised of the chairs of the Bylaws Committee, Long Range Planning Committee, and Nominations Committee, and chairs of other committees charged with administrative or organizational functions, along with other chairs recommended by the Executive Committee;
- (3) the Finance Council, convened by the Vice-President of Finance acting as chair, comprised of chairs of the Finance Committee, Endowment Fund Committee, and chairs of committees conferring scholarships and awards, along with other chairs recommended by the Executive Committee;
- (4) the Divisions Council, convened by the Vice-President of Divisions acting as chair, comprised of Division Chairs and chairs of auditions, festivals, or activities associated with each division;
- (5) the States Council, convened by the Vice-President of States acting as chair, comprised of the State Representatives.

### **SETC Rules of the Association**

Rule I.4. ***Semi-Annual Reports.*** The semi-annual reports described in the Bylaws and required for timely submission to the Executive Committee are submitted on or before the deadline established by the Vice-President of Administration. Those semi-annual reports containing action items and/or items of interest will be mailed to Board and Advisory Council members prior to the Executive Committee meetings. The Vice-President of Administration will read the reports submitted by the deadline and distribute to the Board an action agenda showing only those items that require Executive Committee or Board action. No action items or reports will be discussed in the Reports portion of the Executive Committee agenda unless submitted to the Vice-President of Administration by the deadline. Members of the Board and Advisory Councils will receive a list of reports submitted and not submitted. (3/8/14)

Rule I.5. ***Committee and Interest Group Appointments.*** The incoming President of SETC will announce all new appointments insofar as possible at the first Executive Committee meeting at which President presides. Unless otherwise provided for by the Articles, Bylaws, or other Rules of SETC, committee and interest group appointments are for a term corresponding to that of the officer who lawfully makes the appointment. Ordinarily, committee and interest group appointments end at the conclusion of the Annual Meeting following the appointment, unless the committee, interest group, or member is discharged sooner. (9/6/08)

Rule I.6. ***Meeting Dates.*** The annual convention will begin on the first Wednesday in March, except that, in extraordinary circumstances, the Executive Committee may approve beginning the convention no more than one week before or after that Wednesday. The fall auditions and Board of Directors and Advisory Council meeting will be held on the first weekend following Labor Day. In addition to meetings during the annual convention and fall Board of Directors meeting, the Executive Committee will meet during the weekend immediately following the first Sunday in January and the weekend immediately following the second Sunday in May. (9/6/14)

Rule I.7. ***Distribution of Minutes.*** Within two weeks of the conclusion of any meeting of the corporation, the Board of Directors, or the Executive Committee, the Secretary shall electronically circulate, for possible correction, the minutes thereof to Executive Committee members and selected interested parties. No more than two weeks subsequent, corrected minutes shall be sent to the Executive Director, who in turn shall send copies to all members of the Board of Directors, the Advisory Councils, and other interested parties. "Interested parties" shall consist of those SETC members who request to be on the distribution list, provided that the Executive Director may purge the list occasionally by calling for new requests. (3/8/14)

Rule I.8. ***Distribution of Manuals.*** Outgoing officers and members of the Board and Advisory Council will deliver current copies of the appropriate Manuals of Operations to their successors or make arrangements with the Vice-President of Administration to do so. (3/8/14)

Rule I.11. ***Advisory Council Meetings.*** The Advisory Councils, chaired by the Vice-Presidents, will meet separately before the fall and spring Executive Committee meetings. (3/8/14)

Rule I.17. ***Preparation of Manuals.*** All manuals must be prepared in the following format:  
Part I. *Operating Procedures.* (In this section should appear as much detail as may be necessary about how the subject group or activity functions. These procedures are not binding upon future users of the manual, but rather constitute useful hints from previous activists. They may be changed at any time.)

Part II. *Policy from Higher Authority.* (In this section should be quoted any Bylaws, Rules, Board or Executive Committee actions, or other policy statements bearing on the work of the manual's subject group. These policy statements may not be changed except by acceptance of the higher authority involved.)

Part III. *Regulations from This Constituency.* (In this section should be presented in full any decisions by the manual's subject group that are intended to be binding on future operation. These regulations may not be changed except when the subject group meets.) All manuals must be set in 12 point Times New Roman and structured in MLA outline format. At the end of the manual, there should appear the name of the originator of the latest revision and the date of its acceptance by the Executive Committee. Manuals may not contain commitments to specific dollar amounts or to any expenditure. At the end of the division or committee chair's term of office all copies of the minutes, budget, and

other information shall be passed on to the next chair and copies shall also be sent to archives. (9/6/08)

Rule I.18 ***Procedures for Updating Manuals.*** The Vice-President of Administration solicits current operations manuals and asks that all committee chairs, division chairs, officers and festival chairs to send changes to the appropriate Vice-President. Any constituency wishing to amend its manual may do so by clearly highlighting proposed changes in an electronic copy of the document and submitting the manual to the designated Vice-President. The designated Vice-President collaborates with the Executive Director on proposed changes to Part I Operational Procedures as appropriate. All amended manuals are then sent to the Bylaws Committee, which shall advise whether each manual conforms to applicable Bylaws, Rules, and other directives of the Corporation. Nonconforming manuals will be returned to the designated Vice-President for further revision and consultation with the appropriate chair or officer. That Vice-President will present manuals conforming to applicable statutes for acceptance at the next regularly scheduled meeting of the Executive Committee. Revisions in Part I *Operating Procedures* or Part II *Policy from Higher Authority* may be submitted to the designated Vice-President at any time. Revisions to Part III *Regulations from this constituency* must follow a vote on such amendments by the constituency during the annual convention.

Process:

1. Committee Chair sends updated manuals to designated Vice-President;
2. Designated Vice-President collaborates with Executive Director on proposed changes to Part I *Operating Procedures* as appropriate;
3. Vice-President sends to Bylaws, who sends response to the designated Vice-President
4. That Vice-President presents manuals to Executive Committee;
5. After approval, Vice-President of Administration sends approved manual to Executive Director;
6. Executive Director facilitates archiving of manual, uploading to website, and copy of approved manual to Committee Chair or Officer. (9/12/2015)

Rule II.2. ***Auditions Committee.*** The Auditions Committee shall consist of five members, one member to be appointed by the President each year for a five-year term, with individual appointees so selected as always to keep as near even balance as possible between representatives of auditioning companies and representatives of other SETC interests. The chair shall be appointed from the committee by the President. Any vacancies will be filled by appointment by the President for the balance of an unexpired term. The Director of any SETC auditions shall not concurrently serve as a member of the Auditions Committee. The duties of the Auditions Committee shall include, but not be limited to:

1. Developing and approving all policies with regard to the spring and fall professional auditions, presenting their recommendations to the Executive Committee for approval;
2. Selecting, in consultation with the Professional Division and the Central Office, the Director for each set of auditions;
3. Receiving, investigating, and acting upon complaints relating to the auditions and to professional practices arising therefrom, and, when the actions contemplated are of sufficient magnitude, presenting their recommendations to the Executive Committee;

4. Assisting the SETC Central Office staff regarding complaints, questions, or procedures in connection with the auditions;
5. Developing publicity plans for the auditions aimed at reaching the widest possible array of qualified auditionees and auditioning companies;
6. Planning convention programs and other presentations that will enhance the auditioning process;
7. Serving as principal liaison between SETC and the Screening Auditions Coordinators in each state. (9/6/08)

Rule III.1. ***Budget Preparation.*** Each officer, division or committee chair shall submit a budget request when it is requested by the central office. The Executive Director shall incorporate these requests into a draft budget for the forthcoming fiscal year. This draft budget, together with all budget requests, shall then be studied by the Finance Committee, which will recommend to the Executive Committee for approval a balanced budget. Each officer, division or committee shall operate within the approved budget. (3/15/98)

Rule III.4. ***Convention Program Expenses.*** Except as otherwise provided in these Rules, convention program budget funds may not be used to reimburse convention or travel expenses incurred by persons who reside or organizations located within the SETC region. Anyone who resides within the SETC region and who serves on a convention panel will not receive an honorarium. (3/5/08)

Rule III.10. ***Expenditures Not in the Budget.*** Any business before the Board of Directors or Executive Committee which involves financial commitments not provided for in the current budget shall be reviewed by the Finance Committee and its recommendations considered before any final vote. (3/7/93)

Rule III.13. ***Changes in the Budget.*** The Finance Committee must approve any changes in the budget between meetings of the Executive Committee, but may do so only within a latitude of five percent of the total budget. (3/15/98)

Rule V.1. ***Alcoholic Beverages.*** SETC will not sell or provide alcoholic beverages in the hospitality suites or at SETC activities to anyone under the legal age limit established by the laws of the state in which the convention is being held. (9/7/91)

Rule V.2. ***Nondiscrimination.*** The right to membership, to hold office, and to participate in SETC activities, including (but not limited to) conventions, meetings, auditions, and performances shall not be abridged because of age, color, disability, gender, gender expression, gender identity, genetic information, military veteran's status, national origin, race, religion, sex, sexual orientation or any other characteristic protected by law. (3/7/12)

Rule V.4. ***Board and Committee Membership.*** All officers, Board of Directors and Advisory Council members, and committee members (except the Local Arrangements Committee) must individually be current members of SETC. Employees of the SETC Central Office may collaborate with and serve committees, without vote, as an aspect of their job

descriptions or as instructed by the Executive Director upon the request of the Executive Committee. (3/8/14)

Rule V.5. ***Smoking Policy.*** Smoking at all SETC convention meal functions, committee meetings, and programs shall be prohibited. (3/10/91)

Rule V.7. ***SETC News Responsibilities.*** All Division Chairs, State Representatives, interest area chairs, and other chairs shall submit appropriate items to SETC News on a schedule provided to them. This responsibility shall be included in all appropriate operations manuals. (3/8/14)

### **PART III: REGULATIONS FROM THIS CONSTITUENCY**

#### **A. Responsibilities of the Audition Committee**

The Responsibilities of the Auditions Committee are:

1. To provide an opportunity for actors seeking short term, summer, and long term employment to most effectively present their talents to prospective employers;
2. To encourage communication and cooperation during SETC sponsored auditions with the purpose of giving focus and voice to the needs and concerns of the participants;
3. To provide an opportunity-for theatre company representatives to participate in audition sets that most effectively meet the needs of their respective companies;
4. To appoint one adjudicator to each screening audition within member states as a representative of AudCom. The AudCom adjudicator shall be joined by adjudicators selected by the Professional Division (ProDiv) and the Screening Auditions Coordinator (SAC) to select qualified applicants for the Spring Auditions.
  - a. Adjudicators should have experience with SETC auditions, SETC auditioning companies or professional auditions in similar markets;
  - b. Efforts shall be made to select adjudicators that do not have teaching or professional relationships with colleges or universities participating in the screenings within a particular state;
  - c. Adjudicators should be selected with consideration for travel costs, choosing persons in reasonable proximity to the state's audition site;
  - d. When possible the appointment of adjudicators shall be made by the fall Board Meeting;
  - e. Appointments shall be made at the discretion of the AudCom chair after consultation with committee members, state audition coordinators, ProDiv and Professional Theatre Services in the SETC Central Office;
  - f. Notification of adjudicator assignments shall be distributed to the individual states, the chair of the Professional Division and Professional Theatre Services in the SETC Central Office.
5. To examine the screening process and recommend areas of improvement;
6. To assist the states with their individual needs when requested;
7. To consider comments and recommendations from the States, ProDiv, Auditionees, Central Office and others when determining committee actions;

8. To examine existing forms, guidelines, notices, software, website content and other elements of communication and information processing on an annual basis.
9. Make recommendations for creating, deleting or amending forms, guidelines, notices, software, website content and other elements of communication and information processing;
10. To assist in determining the number and type of audition slots that can most effectively be served during the Spring Auditions.
  - a. The total number of audition slots shall be determined in consultation with SETC Professional Services, the Director of Auditions, the Professional Division and the Central Office;
  - b. A number of audition slots shall be held in reserve for career professional and qualified professional actors. The exact number of slots will be based on projected participation and audition spaces in consultation with ProDiv, the Director of Auditions, SETC Professional Services and the Central Office.
    - i. Career Professional actors shall be identified as those individuals having a minimum of two (2) paid professional roles with established professional theatres or production companies, or active members of either Actor's Equity Association (AEA) or Screen Actor's Guild (SAG);
    - ii. Qualified Professional actors shall be identified as those individuals who are currently enrolled in an accredited graduate performance program and have a minimum of two (2) paid performance roles with established professional theatres or production companies, or active members of Actors Equity Association (AEA) or Screen Actor's Guild (SAG) This allows experienced graduate students to participate in auditions without having to participate in screening process;
    - iii. In the event there are vacancies in the non-professional allotment due to insufficient numbers of approved applicants or cancellations the Central Office may fill the available slots with additional professional actors.
    - iv. AudCom, in consultation with ProDiv, is responsible for determining if professional experience presented on the application is of sufficient quality for admission as a career or qualified professional.
  - c. The total number of Emerging Auditionees at the Spring Auditions will be based on projected participation in consultation with ProDiv, the Director of Auditions, SETC Professional Theatre Services and the Central Office.
    - i. Each state shall host SETC Professional Screening Auditions to determine auditionees who, in the opinion of adjudicators assigned by the ProDiv, AudCom, and by the state, have the potential of making a favorable impression on the companies involved with the spring auditions;
    - ii. AudCom, in consultation with ProDiv and Professional Theatre Services in the SETC Central Office, will determine a percentage of the total number of SETC Screened Auditionees which shall be permitted to advance for participation in the Spring Professional Auditions. The percentage shall be adjusted annually to optimize the ratio of Professional and Emerging Auditionees;
    - iii. Out of region auditionees will be screened in the state assigned by AudCom.

Scheduling conflicts that may arise will be resolved on a case-by-case basis by AudCom in consultation with SETC Professional Theatre Services and the affected states;

- iv. Each state may elect to identify alternate auditionees for consideration by the Professional Theatre Services in the SETC Central Office for possible inclusion in the non-professional auditions. Alternates, when submitted by the Screening Audition Coordinator, shall be ranked based on the adjudicator scores;
  - v. Upon the completion of all screening auditions and the submission of ranked alternates by the screening audition coordinators the Professional Theatre Services in the SETC Central Office may assign Emerging Professional audition numbers, by ranked order, to completely populate the annual allotment.
11. To prepare and distribute annually a current SETC Screening Auditions Coordinators Manual of Instructions;
  12. To prepare and distribute annually an up-to-date manual of instructions to SETC Screening Adjudicators;
  13. To identify and retain (for honoraria as established in the SETC budget) an onsite Auditions Director and all necessary team members. This shall be done in consultation with the Central Office with budget allocation and approval of the Board;
  14. To prepare and distribute annually to each auditions team member a current Audition Manual of Instruction detailing SETC audition procedures.

**B. Responsibilities of the Audition Committee Chair**

The Responsibilities of the Audition Committee chair are:

1. To represent the interests and concerns of the committee to various elements of the organization;
2. To provide regular communication with members of the committee, Professional Theatre Services in the SETC Central Office, the Professional Division (ProDiv) Chair, the Screening Auditions Coordinators (SAC's), the Advisory Council, the Vice-President of Services, the Executive Committee, the Board of Directors and other interested parties;
3. To represent the Auditions Committee on the Advisory Council;
4. To call meetings of the committee to discuss and implement policies of the committee;
5. To discuss with Professional Theatre Services in the Central Office and Audition Team regarding the planning and operations of SETC Professional Auditions;
6. To receive nominations for new members of the committee;
7. To make recommendations for new members to the President for appointment to the committee. This shall be done following discussions with the nominee, members of the committee, the chair of the Professional Division (ProDiv), the screening audition coordinators, the auditions team and SETC Professional Theatre Services in the Central Office.

**Revised by Mike Murphy, Auditions Committee Chair, January 2006**

**Date of Acceptance by Executive Committee: March 5, 2006 - President: Dennis Wemm**

**Revised by Jack Benjamin, Administrative Vice President, June 2010**

**Date of Acceptance by the Executive Committee: September 11, 2010 – President Alan Litsey**

**Date of Acceptance by Executive Committee: September 10, 2011 - President: Alan Litsey**

**Approved by the Executive Committee: September 12, 2015 – President Tiza Garland**

**Revised by Mike Murphy, Auditions Committee Chair and Pat Gagliano, Vice President of Services, March 4, 2017**

**Date of Acceptance by the Executive Committee: May 7, 2017 – President Tiza Garland**