

Southeastern Theatre Conference

COLLEGE AND UNIVERSITY THEATRE DIVISION

Operations Manual

Description: As members of the SETC Board of Directors, Division Chairs help oversee the affairs of the organization and have fiduciary responsibilities that serve to steer it towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies. All board members are expected to make decisions in the best interest of the corporation.

Division Chairs serve SETC as well as their state theatre organization. Division Chairs are normally “recommended” (either by election or selection) by the Division Advisory Council/individual Divisions and then nominated by SETC’s Nominations Committee. They are elected by the membership at large at the annual business meeting during the convention. All Division Chairs must be members of SETC at the time of their election and throughout their tenure in office

The purpose of the College and University Theatre Division is to fulfill the general purposes of the Southeastern Theatre Conference as they pertain specifically to the College and University Theatre. This purpose includes (but is not limited to), the creation and execution of program, projects, and activities, the deliberation of issues, the development of recommendations to the SETC Board, the creation of liaisons with other Divisions and organizations, and other activities which from time to time emerge as interests of the members and affiliates of the Division.

PART I - OPERATING PROCEDURES

Regarding 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.

1. Division chairs should submit a story to the July/August issue. Deadline: May 7. Whenever possible the chair should submit items to *SETC News* editor via email by the 7th day of the months of January, March, May, July, September and November.
2. Division Chairs shall solicit workshop proposals from Division members, and may be asked to take part in the review and scheduling of convention workshop proposals, working in conjunction with the Vice President of Services.
3. Division Chairs will complete and submit semi-annual reports to the Vice President of Administration when requested.
4. Division Chairs will receive budget request forms. Complete and submit the budget request to the SETC Executive Director according to the deadline given (typically in the fall).
5. Division Chair (or her or his designee) will work with the Vice-President of Services and the Playwriting Committee to administer the Ten Minute Play Festival

6. Division Chair will work with Central Office Staff to maintain and solicit sponsorships for the College and University Division Reception at the annual convention.
7. The Division Chair is a voting member of the Board of Directors of SETC and is required to attend all Board meetings.
8. The Division Chair serves as part of the Division Advisory Council and is required to attend Fall and Spring Advisory Council meetings.
9. **Succession:**
 - A. At the conclusion of the Division Chair's term of service, the chair will review the committee manual and submit any changes to Operating Procedures to the Vice President of Divisions.
 - B. The outgoing Division Chair will contact the newly appointed Division Chair to provide information and aid in the transition period as the new chair takes office.

PART II - POLICY FROM HIGHER AUTHORITY

BYLAWS

Article III

Section I.2 a Division Chair from each of the five divisions for a term of two years; with the College and University Division, Theatre for Youth Division, and Secondary School Division Chairs elected in even numbered years, and the Community Theatre Division and Professional Theatre Division Chairs elected in odd numbered years

Article V

Section 7. The Vice-President of Divisions shall:

- (1) represent activities and concerns of the five divisions of the Corporation;
- (2) preside at meetings of the Divisions Council;
- (3) collaborate with the Executive Directors regarding activities of the Divisions;
- (4) report to the Corporation on proceedings of the Divisions and the Divisions Council.

Article VI

Divisional Chairs Shall:

- (1) furnish leadership for the division which they represent;
- (2) stimulate and develop interest in their respective areas;
- (3) file reports of the work of their respective divisions on the dates requested by the Vice-President of Divisions.

RULES OF THE ORGANIZATION

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.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 expenditures. 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. (09/06/2008)

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. Division 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 back to the designated Vice-President
4. That Vice-President presents manuals to Executive Committee
5. After Executive Committee 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 Chair or Officer (9/12/15)

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 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 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.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 OF THE DIVISION

PURPOSE:

The purpose of the College and University Theatre Division is to fulfill the general purposes of the Southeastern Theatre Conference as they pertain specifically to the College and University Theatre. This purpose includes (but is not limited to), the creation and execution of program, projects, and activities, the deliberation of issues, the development of recommendations to the SETC Board, the creation of liaisons with other Divisions and organizations, and other activities which from time to time emerge as interests of the members and affiliates of the Division.

MEMBERSHIP:

Membership in the Division shall be composed of members of SETC who have indicated with their membership application an affiliation with the Division.

MEETINGS:

The Division meets at least once during the annual convention of SETC in order to conduct its business. During even numbered years, the Division holds a second meeting at which time a Chair and Vice Chair are chosen and recommended to the chair of the Nominations Committee for election to those respective divisional positions. A majority vote is required for selection and a quorum of the Division consists of the membership present at the annual meetings as announced in the convention program.

OFFICERS:

The officers of the Division shall consist of a Chair and Vice Chair who serve for two-year terms upon their election in even numbered years at the annual Division meeting provided these elections are confirmed by the election at the annual SETC business meeting.

CHAIR:

- 1) initiates program proposals for the annual convention which pertain to and reflect the performance and scholarly interest of the Division;
- 2) submits Divisional news items to the SETC Newsletter;
- 3) establishes liaison relationships with the college and university divisions in the state organizations and meets with them at the annual convention;
- 4) prepares an agenda for the annual meetings(s) of the Division and presides at the meeting(s);
- 5) submits budget proposals to the SETC treasurer when they are requested.

VICE CHAIR:

The Vice Chair fulfills the duties delegated by the Division Chair. The Vice Chair serves in the absence of the Chair and in the event of a vacancy in the office of chair may be appointed to the office by the President and serves the remainder of the uncompleted term. In the event of a vacancy in the office of Vice Chair, the President may appoint a member of the Division to serve in this capacity for the remainder of the term.

The Vice Chair of the Division will:

- 1) serve as recorder for the annual meetings and is responsible for the writing and distribution of the minutes;
- 2) chair the annual meeting of the state college and university division chairs at the annual convention;
- 3) attend as many SETC Board meetings as possible to become familiar with the operation of the organization.
- 4.) solicit membership for a nominating committee for elections.

ELECTIONS:

During even numbered years the ~~chair~~ Vice Chair will solicit and appoint a nominating committee which will present nominees for Vice Chair during the first Divisional meeting of the convention. The nominating committee will consist of three members excluding the Chair and Vice Chair. The nominating committee will solicit those who wish to have their names considered for Vice Chair or Chair, and collect from the candidates a CV and a relevant bio. In the selection process, the Chair will consider a broad and diverse base. Generally, the committee's composition should reflect representatives from two and four year colleges. The election will be held at the beginning of the second business meeting of the Division, and the new officers take charge of the Division's activities following the elections at the annual business meeting. The Vice-Chair will automatically be recommended to the Chair of the Nominating Committee to succeed to the position of Chair for the next term of office.

Revised - August 1993: Mark Malinauskas, Chair

Accepted by the Executive Committee, September 10, 1994 – President: Donald H. Wolfe

Revised by David S. Thompson, Administrative Vice President, March 2005

Date of Acceptance by the Executive Committee: March 2, 2005 - President: Anthony R. Haigh

Revised by David S. Thompson, Administrative Vice President, February 23, 2006

Date of Acceptance by the Executive Committee: March 1, 2006 - President: Denise Halbach

Revised by Jack Benjamin, Administrative Vice President, June 2010

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

Revised - September, 2015/January, 2016/March, 2016/May, 2016 by Paul B. Crook, Immediate Past Chair and Maegan Azar, Immediate Past Vice-Chair

Date of Acceptance by the Executive Committee: May 14, 2016 - President: Tiza Garland