

Southeastern Theatre Conference

DESIGN AND TECHNOLOGY COMMITTEE
Manual of Operations

DESCRIPTION: The Design Technology Committee provides opportunities for students and professionals to learn and experience the principles and practices of theatrical design and production as it relates to all design disciplines. During the SETC Spring Convention, the Committee provides many opportunities for all design students and professionals through coordination of keynote speakers, design competitions, and other associated activities.

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. RULE II.4. DESIGN AND TECHNOLOGY COMMITTEE.

- A. The Design and Technology Committee is a standing committee which shall consist of those members who express interest in the design and technology program of SETC.
 - 1. The chair shall be appointed annually by the President.
 - 2. The duties of the Design and Technology Committee shall include, but not be limited to, conducting annual competitions in the design areas, developing programs for the annual convention, and carrying out such other projects as may benefit theatrical design and technology in the SETC region.
- B. The Design and Technology Committee Chair serves as part of the Services Advisory Council and is required to attend annual fall and spring Advisory Council meetings.
 - 1. The Fall Advisory Council meeting will be held on the first weekend following Labor Day.
 - 2. The Spring Advisory Council meetings are typically scheduled the Wednesday of the convention *(the first Wednesday in March)*.

II. BROAD RESPONSIBILITIES FOR DESIGN AND TECHNOLOGY CHAIR

- A. Stimulate and develop interest in the Committee from among designers, technicians, teachers, etc. in the region and to encourage participation from as many committee members as possible.
- B. Keep the membership and Central Office informed of items of concern to the membership including, but not limited to:
 - 1. Distributing Committee meeting announcements at least two weeks in advance;
 - 2. Distributing Committee meeting minutes within one week after the meeting;
 - 3. Other items of interest and concern to the membership.
- C. Schedule at least one open committee meeting during the annual convention which will provide a forum for members with interest in its area of concern.
- D. Provide information on programming in design, technical production, etc., for state and divisional meetings within SETC on request.

- E. Convey items of concern from its constituency (*including USITT-SE and National*) to the SETC Board of Directors.
- F. **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.
- G. Whenever requested, the chair should submit information and items for website, social media, and *SETC News* via email on the schedule provided to them.

III. RESPONSIBILITIES OF THE CHAIR BEFORE AND DURING THE ANNUAL CONVENTION

- A. Chair the Design and Technology Committee Meeting:
 - 1. Update the Committee contact information list and provide to Central Office Educational Services Manager:
 - 2. Work with Educational Services Manager to update Design Competition forms and applications.
 - 3. Solicit concerns of interested members and provide to Central Office Educational Manager;
 - 4. Solicit program ideas and presiders for next convention;
 - 5. Appoint persons to contact guest designers for the following convention and inform SETC Executive Director who is often asked to assist;
 - 6. Solicit interest in Committee leadership positions as needed;
 - 7. Inform membership about actions of SETC Board of Directors;
 - 8. Appoint or reappoint individuals responsible for Design South Presentations and inform SETC Program Manager.
- B. Assist the USITT liaison in coordinating common interests of USITT-SE and SETC at the USITT-SE meeting.
- C. Report to the SETC Board of Directors during the annual convention.
 - 1. Attend the first Board meeting.
 - 2. In the event that no new Chair has been appointed during the convention, the Chair will also report to the board during its final meeting at the convention.
 - 3. If the Chair is outgoing, attend final convention board meeting with incoming Chair.
 - 4. The Chair may be called upon to defend the Committee's budget request at this time.
- D. Meet on site early Wednesday morning (*or Tuesday night*) of convention week with Program Chair and Event services to ensure correct set up for the competition.
- E. Ascertain that the Design Competition and critique is proceeding smoothly.
- F. It is Chairs responsibility to ensure the Distinguished Designers understand the approved process of being reimbursed for out of pocket expenses they incur during the convention.

1. The Chair shall inform the designers they must submit receipts to the SETC Executive Director within seven (7) business days after the close of the conference.
 2. Any dining or food related expenses on behalf of the designers the Chair incurs shall also be reimbursed by SETC upon submission of receipts to the Executive Director within seven (7) business days after the close of the conference.
- H. Ascertain that the guest designers are comfortable, and create time for them to judge the design entries.
- I. Generate award certificates and have them signed by the guest designers and appropriate Design & Technology Committee Officers
- J. Pick up prizes and awards from the SETC Registration Desk prior to awards ceremony.
- K. Present awards at the Awards Ceremony.
- L. Provide the names of all the winners of the design competition to the Educational Services Manager in SETC Central Office electronically at the end of the convention.

IV. RESPONSIBILITIES OF CHAIR OR INCOMING CHAIR IMMEDIATELY AFTER THE ANNUAL CONVENTION

- A. 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.
- B. Provide copies of the rules and guidelines for each competition to the respective chairs and SETC Educational Services Manager.
- C. Work with SETC Marketing Manager annually to revise and update website and other promotional copy.
- D. Communicate with members of the design committee with copies of program proposal forms, dates for deadlines, and reports of board meeting activities.
- E. Send thank you letters to those presiding and presenting individual programs.
- F. Send thank you letters to guest designers.

V. RESPONSIBILITIES OF CHAIR: APRIL – AUGUST

- A. Secure specific program proposals for the next conference and collaborate with Vice-President of Services and Committee Vice-Chairs during approval process. Check regularly for new program submissions.
- B. Investigate and identify possible guest designers for the following convention. Follow up with letters of inquiry.
- C. Respond to request from Vice-President of Services for written semi-annual reports as requested.
- D. Review program proposals as they are received and save for final review.

VI. RESPONSIBILITIES OF THE CHAIR DURING THE FALL BOARD MEETING AND DURING SEPTEMBER / OCTOBER

- A. Attend Fall Board of Directors and Advisory Council Meetings (*typically held the weekend following Labor Day*). Report to the board on activities of the Committee to date.

- B. Follow up with SETC Executive Director and Marketing Manager regarding Design Competition publicity.
- C. Complete final review, acceptance/denial, and scheduling of all D/T program proposals:
 - 1. Look for overlapping topics and communicate with those proposing to combine programs if possible.
 - 2. Work with VP of Services, Vice-Chairs, and Program Manager to include appropriate number of varied programs, limiting submissions as necessary.
 - a. Ensure wide and varied representation of final selections for convention programming.
 - b. Ensure that a wide variety of institutions and individuals are represented and that no one institution or area dominates the panels.
 - c. Review all program proposals and their equipment and space needs.
 - d. The chair may also want to suggest individuals who may help to fill out a particular proposal.
 - e. The programs should also include items of interest to the community, high school and professional divisions as well as the colleges and universities.
 - f. Collaborate with those submitting proposals and the VP of Services to select and include Professional Development Series (PDS) programming.
 - g. Collaborate with SETC Program Manager regarding space needs and special activities of the Committee (*including comments on electronic proposal form as programs are reviewed*).
 - 3. Alert mailing list of any major changes in program scheduling that conflict with the information published in the newsletter. (*This is especially important if these changes would affect the travel plans of large numbers of the committee members.*)
 - 4. Submit proposed scheduling of panels to SETC Vice-President of Services and Program Manager on or before the published deadline, carefully coordinating panels to avoid overlapping interests and conflicts.
- D. 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. This budget request shall include expenses for all design competitions.
- E. Consult with the SETC Executive Director regarding the status of potential guest designers to serve as critics and judges for the annual Design Competition.
 - 1. Ideally these guests should be contacted by this time, but due to the nature of the career demands of top professional designers, this may not be possible.
 - 2. November 15 should be considered as a deadline for this information.
 - 3. It is the responsibility of the Design and Technology Chair to collaborate with the SETC Executive Director and the design and technology committee members in securing the services of these individuals for the convention.
 - 4. Collaborate with SETC Central Office staff and guest designers to provide names, photographs, and biographical information of guest designers for convention publicity.
- F. Review the size and location of the "Design Room" to insure sufficient space and accessibility/visibility of the student entries for the general membership of SETC and visibility during the critique.

VII. RESPONSIBILITIES OF THE CHAIR DURING NOVEMBER / DECEMBER

- A. Alert mailing list of the approaching competition deadlines and the portfolio and technical reviews.
- B. Follow up with SETC Executive Director regarding Central Office communication with guest designers to schedule presentations and panels, air reservations, and hotel accommodations.

VIII. RESPONSIBILITIES OF THE CHAIR DURING JANUARY / FEBRUARY

- A. Consult with SETC Executive Director about the status of all competitions and the necessary travel arrangements of the guest judges.
 1. Make sure that the guests receive statement of intent papers to fill in.
 2. Check with SETC Program Manager to ensure all equipment is located and will be in place when needed.

IX. ADDITIONAL COMMITTEE GUIDELINES

A. Officers:

1. The officers of the Committee shall be a Chair and two Vice-Chairs with the Immediate Past Chair acting as an advisor.
2. The chair shall preside over the annual meeting and perform duties consistent with the position as they arise.
3. The Vice-Chairs shall assume the duties assigned to him or her by the Chair.
4. In the event of death or resignation of the Chair, the Vice-Chairs shall fill in the remainder of the Chair's unexpired term, subject to the appointment by the President of SETC.
5. A proposed slate of officers shall be presented every two years.
 - a. Additional nominations may be made from the floor, providing that any such nominee is present or has sent to the officers a written acceptance of the nomination.
 - b. Election shall be by majority vote of eligible voting committee members at the annual meeting of the Committee during the annual convention of SETC.
 - c. The Committee Chair sends nominations for incoming Chair and Vice-Chair to the SETC President and Vice-President of Services.

B. The Design/Tech Coordinator

1. The Design/Tech Coordinator works closely with the Chair, Vice-Chairs, and SETC Central Office staff in carrying out the activities of the Committee by performing the following duties (*this list is meant as a guide rather than an all-inclusive list; duties may vary as needed*):
2. Pre-Conference:
 - a. Receive all competition entry forms from SETC.
 - b. Print name labels for competition entries.
 - c. Print judging forms for distinguished designers.
 - d. Print check-in sheets and signs for competition.
 - e. Prep award certificates.
3. During Spring SETC Convention:
 - a. Wednesday:
 - i. Organize production team for Friday Awards Ceremony
 - ii. Attend Design/Tech interest meeting on Wednesday afternoon

- iii. At interest meeting take notes on who will be helping and any issues raised by Attendees
 - b. Thursday:
 - i. Orchestrate check-in.
 - ii. Work with distinguished designers during judging; including introducing them to the judging form and answering practical judging questions.
 - iii. After judging, coordinate judging outcomes and type list of adjudicated entries for Friday.
 - c. Friday:
 - i. Work with judges as they finalize winners.
 - ii. Print Awards.
 - iii. Oversee final signatures on Awards.
 - iv. Attend Awards ceremony and pass out ribbons.
 - v. Print Agenda for Saturday Meeting.
 - d. Saturday: Act as secretary at final design tech meeting to record minutes.
- 4. Post-Conference: Review and distribute final meeting minutes and notes and send to Committee Chair within seven (7) business days following meeting.
- C. Committee Composition:**
 - 1. This is a large group headed by the Chair and two Vice-Chairs.
 - 2. This allows the greatest number of people to be actively involved while allowing for efficiency in the decision making process.
 - 3. The Chair will seek help and make appointments from the committee membership to fill the many on-going projects and panels of the Design and Technology Committee.
- D. Annual Meeting:**
 - 1. The annual meeting of the Committee shall take place as published in the program of the SETC annual convention.
 - 2. A quorum shall consist of all those attending said meeting.
- E. Committees** shall be appointed by the Chair as needed.

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.4. ***Design and Technology Committee.*** The Design and Technology Committee is a standing committee which shall consist of those members who express interest in the design and technology program of SETC. The chair shall be appointed annually by the President. The duties of the Design and Technology Committee shall include, but not be limited to, conducting annual competitions in the design areas, developing programs for the annual convention, and carrying out such other projects as may benefit theatrical design and technology in the SETC region. (3/6/94)

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 IV.1. ***Establishing Awards.*** Recommendations for awards, memorials, and honors are submitted to the Executive Committee for approval with sufficient definition and detail to clarify (a) how the award is to be designated, and (b) evidence of financial and other commitment for

maintaining the award. (3/15/98)

Rule IV.7. **Competition Awards.** All judges for competitions under the aegis of SETC shall be instructed that only one winner per place will be permitted.

Rule IV.12. **Design Competition.** The Design Competition is established to recognize merit in scenic, costume, or lighting design and theatre technology/crafts by an SETC student member attending the convention. Theatre technology shall include properties, costume crafts, and special effects. The institution at which the student member is enrolled must also be an organizational member of SETC. The competition shall annually solicit entries from undergraduate and graduate students and shall select first, second, and third place winners in costume, scenery, and lighting at both levels if entries of sufficient merit are found and first, second, and third place in theatre technology/crafts. In those situations in which non-SETC entities provide funds for prizes to these winners, the competition may be publicly advertised as the "SETC Scenic, Costume, or Lighting (as appropriate) Design Award sponsored by [insert name of funder]." Administration of the competition is assigned to the Design and Technology Committee. (9/6/08)

Rule IV.17. **Duplication of Awards.** No one individual may receive two or more scholarship awards from SETC in the same year. (9/8/01)

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

None.

Revised and up-dated by Ron Keller, Design and Technology Chair - January 1998

Revised by David S. Thompson, Administrative Vice President, 2/16/05

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

Haigh

Revised by Jack Benjamin, Administrative Vice President, June 2010

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

Litsey

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

Revised by Michael Smith, Design and Technology Chair and Pat Gagliano, Vice President of Services, April 17, 2017

Approved by the Executive Committee: May 7, 2017 – President Tiza Garland