

# **Southeastern Theatre Conference**

## **Endowment Fund Committee**

### **Manual of Operations**

#### **DESCRIPTION:**

The SETC Endowment Fund Committee is committed to helping to ensure a sustainable future for the organization by adopting sound, ethical, and legal financial management and fundraising policies as they relate to the Endowment Fund. To this end, committee members work to raise both awareness of and support for the General Quasi-Endowment (unrestricted) Fund.

While prior knowledge of or experience with financial management and development are helpful for both the chair and committee members, these skills and knowledge are certainly not required to serve successfully. The Committee often refers back to SETC's audited financial statements, 990 Form, and annual budget in order to determine suggested scholarship/award amounts and to develop new promotional and fundraising initiatives.

The SETC Endowment has grown exponentially in the past ten years. The Committee sees great opportunity for the General Quasi-Endowment Fund to be used to not only continue annual support for current scholarship/awards, but to expand these offerings and to develop new programs that will further the mission of SETC.

Committee retreats ("working meetings") have been found to be helpful to move the committee's "ideas" into action. When possible, the committee meets either in-person or online to continue discussions from Board meetings or the convening at the convention. While these additional working meetings are not a requirement, committee members have found them to be an important element in "getting the work done." Email and the use of a shared drive (i.e. Google Drive) have been useful in facilitating work.

The Endowment Committee works closely with a number of other committees, including: Finance, Scholarship Procedures, and Long Range Planning. Importantly, the Endowment Committee works to keep both the Executive Director and the Board President apprised of committee discussions relating to planning and implementation of projects and initiatives (promotional campaigns and fundraising).

#### **PART I. OPERATING PROCEDURES**

*(In this section should appear as much detail as may be necessary about how the activity functions. The 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 desire, following procedures outlined in Rule I.18, providing that no changes conflict with SETC policies as stipulated in the Articles of Incorporation, Bylaws, or Rules.)*

##### **1. Operations and Scope of Endowment Fund Committee:**

- A. The SETC Endowment Fund currently includes the following accounts

1. The General Quasi-Endowment (unrestricted), from the following funds: Suzanne M. Davis Memorial Award; Distinguished Career Award; Charles M. Getchell New Play Award; Innovative Playwriting Instruction Award; Secondary School Festival Awards; Sara Spencer Award; Ready to Work Design Awards; and the Young Scholars Award.
  2. The Leighton Ballew Fund (restricted by donor)
  3. The Porterfield Fund (restricted by donor)
  4. The Marian A. Smith Fund (unrestricted)
  5. The William Wilson Fund (restricted by donor)
  6. The Polly Holiday Fund (restricted by donor)
  7. The Secondary School Scholarship Fund
  8. The SETC Keynote Emerging Artist of Promise (KEAP) Fund (restricted by donor)
  9. The Denise Halbach Scholarship Fund (restricted by donor)
  10. The Tom Behm Fund (restricted by donor)
  11. The John Spiegel Theatrical Artist Award Committee (restricted by the donor)
- B. The Endowment Committee should note the rules related to scholarships/awards and their committees in Article VIII. These rules have been included in this document as a point of reference for committee members. The inclusion of the scholarship/award rules is for information purposes only and is not meant as an authorization of jurisdiction over the management of these awards by the Endowment Committee.
- C. The members of the Endowment Fund Committee will promote the growth of the Endowment Fund by identifying and cultivating potential donors, suggesting and developing other sources of revenue, and actively initiating and promoting activities that benefit the endowment.
- D. 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. **Chair and Member Obligations:**

- A. The Chair of the Endowment Fund Committee is a member of the Finance Advisory Committee and is required to attend annual Fall and Spring Advisory Council meetings. The Fall Advisory Council meeting will be held on the first weekend following Labor Day and the Spring Advisory Council meetings are typically scheduled the Tuesday of the convention (typically the first Tuesday in March).
- B. Committee members are also asked to attend both the annual Fall and Spring meetings.
- C. Committee members may be asked to attend the January Board meeting in-person or to call in for a conference call to discuss and make initial recommendations regarding scholarship/award funding to the Finance Committee.
- D. During the March Committee meeting, members will discuss and then recommend scholarship/award funding to the Finance Committee. A joint committee meeting of both Endowment and Finance follows the Endowment Committee meeting. It is in this meeting that scholarship/award funding is approved by both committees. The funding recommendations are then taken to Executive Committee for final approval.
- E. The Chair of the committee will receive budget request forms from the Central Office. All budget requests should be submitted to the SETC Executive Director according to the deadline given (typically in the fall of each year).
- F. The Chair is responsible for submitting semi-annual reports to the VP of Finance. The VP

of Finance sends out semi-annual report forms to each Chair in January and June.

- G. It is advised that the Chair (and any other interested committee members) attend the Finance Committee and Long Range Planning Committee Meetings.

### **3. 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. 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. 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. Each committee has a designated staff member to assist the collaboration.

### **4. Succession:**

- A. At the conclusion of the Chair's term of service, the Chair will review the committee manual and submit any changes to the Operating Procedures to the Vice President of Services.
- B. The 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**

### **BYLAWS**

#### **ARTICLE I**

**Section 2.** The members of this Corporation shall be divided into the following classes:

Class A. Students regularly enrolled in educational institutions such as high schools, colleges, or professional theatre schools.

Class B. Individuals who have contributed to the SETC Endowment Fund a minimum amount established by the Board of Directors.

Class C. All other individuals.

Class D. Active theatre groups, including but not limited to those in high schools, colleges, and universities; active professional and community theatres including film, radio, and television groups; and state theatre associations or conferences.

#### **ARTICLE V DUTIES OF OFFICERS**

**Section 4.** The Vice-President of Finance shall:

- (1) oversee activities related to the investment, finance, and expenditures of the Corporation;
- (2) serve as Treasurer of the Corporation;
- (3) serve ex officio as Chair of the Finance Committee;

- (4) serve ex officio as a member of the Endowment Fund Committee;
- (5) preside at meetings of the Finance Council;
- (6) report to the Corporation regarding its financial standing;
- (7) verify the maintenance of a suitable program of investment of Corporation funds and report thereupon to the Executive Committee;
- (8) collaborate with the Executive Director regarding financial matters;
- (9) review financial statements including, but not limited to, annual audits, general ledger, and budget drafts, and distribute information to the Executive Committee, Board of Directors, or membership as necessary to ensure informed decision

## **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 X**

Section 4. The Endowment Fund Committee shall consist of five members serving staggered renewable terms, a chair appointed annually by the President, one member to be appointed by the President each year for a three-year term, and the Vice-President of Finance serving ex officio, and the Executive Director serving as a non-voting member. Any vacancies will be filled by appointment by the President for the balance of an unexpired term. The duties of the Endowment Fund Committee shall be:

- (1) to report regularly to the Executive Committee investment return in each separate endowment category;
- (2) to recommend to the Executive Committee a policy of investment income distribution to the several awards, scholarships and other projects that receive funds;
- (3) to recommend to the Executive Committee development strategies for the SETC Endowment Fund;
- (4) to promote the growth of the Endowment Fund by identifying and cultivating potential donors, suggesting and developing other sources of revenue, and actively initiating and promoting activities that benefit the endowment.

## **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

## **ARTICLE XII** **EXECUTIVE DIRECTOR AND CENTRAL OFFICE**

Section 1. Under the authority granted by the Board of Directors the Executive Committee may contract an Executive Director and employ other professional assistance for the operation of a central office with powers and duties established by the Executive Committee. No such employee may simultaneously be a member of the Corporation. The Executive Committee shall supervise the operation of the central office, certifying to the Board of Directors as to the efficient management and fiscal responsibility thereof.

Section 2. The Executive Director serves as the chief executive of the Corporation. In partnership with the Board of Directors and the Executive Committee, the Executive Director is responsible for the success of the mission and vision of the Corporation. Responsibilities include, but are not limited to:

- (1) developing and implementing high-level strategies;
- (2) making corporate decisions;
- (3) managing the overall operations;
- (4) acting as the main point of communication between the Board of Directors and organizational operations;
- (5) serving as a member, without vote, on the Finance Committee, Endowment Fund Committee, Publications Committee, and Long Range Planning Committee;
- (6) serving as a liaison to other organizations.

## **ARTICLE XIII** **FISCAL MANAGEMENT**

Section 1. Accounts shall be paid by the Executive Director. No other officer, committee, or individual is authorized to pay accounts, promise to pay accounts, or incur any liability on behalf of the Corporation

Section 2. The fiscal year shall begin July 1 of each year and end June 30 of the following year.

## **RULES OF THE ASSOCIATION**

### **I. Administration**

**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.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 third Sunday in May. (9/8/12)

**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 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. 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)

## II. Committees

**Rule 27. Scholarships Procedures Committee.** The Scholarships Procedures committee is a standing committee which shall oversee the alignment of SETC's scholarship programs across divisions. The committee shall consist of a Chair appointed by the President; chairs of the Marian A. Smith Costume Award Committee, Denise Halbach Award Committee, Porterfield Award Committee, Polly Holliday Award Committee, Leighton M. Ballew Directing Award Committee, John Spiegel Theatrical Artist Award Committee, Wilson Scholarship Committee, Tom Behm Award Committee, and Secondary School Scholarship Committee; and the Vice-President of Finance, ex officio. (03/01/2017)

**Rule II.5. Denise Halbach Award Committee.** The Denise Halbach Award Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The College and University Division must be represented on the committee. The duty of the Denise Halbach Award Committee shall be the selection of the recipient of the Denise Halbach Award. (3/7/10)

**Rule II.6. Tom Behm, Award Committee.** The Tom Behm Award Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The Theatre for Youth Division must be

represented on the committee. The duty of the Tom Behm Award Committee shall be the selection of the recipient of the Tom Behm Award.

**Rule II.12. Porterfield Award Committee.** The Porterfield Award Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide, although the College and University Division must be represented on the committee. The duty of the Porterfield Award Committee shall be the selection of the recipient of the Porterfield Award. (3/1/95)

**Rule II.13. Polly Holliday Award Committee.** The Polly Holliday Award Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide, although the Secondary School Division must be represented on the committee. The duty of the Polly Holliday Award Committee shall be the selection of the finalists for the Polly Holliday Award. (3/1/95)

**Rule II.15. Leighton M. Ballew Directing Award Committee.** The Leighton M. Ballew Directing Award Committee is a standing committee which shall consist of three members actively teaching at the college level, one member to be appointed by the President each year for a three-year term. The chair shall be appointed from the committee by the President. The duty of the Leighton M. Ballew Directing Award Committee shall be the selection of the recipient of the Leighton M. Ballew Directing Award. (9/6/97)

**Rule II.17. The John Spiegel Theatrical Artist Award Committee.** The John Spiegel Theatrical Artist Award Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The duty of the John Spiegel Theatrical Artist Award Committee shall be the selection of the recipient of the John Spiegel Theatrical Artist Award. (03/01/2017)

**Rule II.18. Wilson Scholarship Committee.** The Wilson Scholarship Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The duty of the Wilson Scholarship Committee shall be the selection of the recipient of the William E. Wilson Scholarship. (9/9/00)

**Rule II.19. Marian A. Smith Award Committee.** The Marian A. Smith Award Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide, although College and University Division must be represented on the committee. The duty of the Marian A. Smith Award Committee shall be the selection of the recipient of the Marian A. Smith Award. (9/8/01)

**Rule II.24 Secondary School Scholarship Committee.** The Secondary School Scholarship Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. Both the Secondary School Division and the College and University Division must be represented on the committee. The duty of the Secondary School Scholarship committee shall be the selection of the recipient of the Secondary School Scholarship. (9/11/04)

**Rule II.25. Keynote Emerging Artist of Promise Award Committee.** The Keynote Emerging Artist of Promise Award Committee is a standing committee which shall consist of five members appointed annually by the President. The chair shall be appointed from the committee by the President. Both the Secondary School Division and the College and University Division must be represented on the committee. The duty of the Keynote Emerging Artist of Promise Award Committee shall be the selection of the recipients of the Keynote Emerging Artist of Promise Award. (9/12/09)

**Rule II.27. Scholarships Procedures Committee.** The Scholarships Procedures committee is a standing committee which shall oversee the alignment of SETC's scholarship programs across divisions. The committee shall consist of a Chair appointed by the President; chairs of the Marian A. Smith Costume Award Committee, Denise Halbach Award Committee, Porterfield Award Committee, Polly Holliday Award Committee, Leighton M. Ballew Directing Award Committee, John Spiegel Theatrical Artist Award Committee, Wilson Scholarship Committee, Tom Behm Award Committee, and Secondary School Scholarship Committee; and the Vice-President of Finance, ex officio. (03/01/2017)

### **III. Finances**

**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.2. Investment Review.** The Vice-President of Finance and Chair of the Endowment Committee shall meet at least twice annually with the Executive Director to review, evaluate and make recommendations to the Executive Committee on corporate investments. (3/8/14)

**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.5 Corporate Reserve Funds.** The purposes of the Corporate Reserve Funds are to insure the financial security of SETC in the event of disaster and to provide adequate cash flow. A minimum of 60% of the current operating budget (excluding special one-time-only expenses and endowment fund disbursements) shall be maintained as Corporate Reserve Funds and may be invaded only at the recommendation of the Finance Committee to the Executive Committee for their approval. Interest is available in a line item classification. The Finance Committee and the Executive Committee shall be responsible for recommending investment strategies for the Corporate Reserve Funds to the Treasurer. Reports of these investments shall be prepared by the

Executive Director and distributed quarterly to the Executive Committee and the Finance Committee. (3/3/04)

**Rule III. 7.** Individuals purchasing Life Memberships may specify which established fund their Life Membership Income will benefit. (9/11/10)

**Rule III. 16. Donations to Charitable Organizations.** SETC funds shall not be donated to other organizations. With prior approval of the Executive Committee, SETC may support its members in the solicitation of funds for worthy charitable organizations at its annual convention. Members wishing such approval must make a written request to the President by January 1. (9/12/93)

**Rule III.17. Soliciting Contributions.** All contributions, donations, award subsidies, and gifts in kind solicited on behalf of SETC must be coordinated with and followed up by the Executive Director. (3/10/96)

#### **IV. Festivals and Awards**

**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.5 The SETC Secondary School Scholarship.** The SETC Secondary School Scholarship is an award presented annually (provided a suitable candidate can be found) to a high school senior who lives in the SETC region. The award will be presented to the student upon his or her entering an accredited undergraduate college or university within the SETC region with the intention of majoring in theatre. Administration of this award is assigned to the SETC Secondary School Scholarship Committee. (9/11/04)

**Rule IV. 6. Distinguished Career Award.** The Distinguished Career Award is established to honor one individual or artistic team each year who has had a distinguished career in the theatre. The recipient is normally invited to speak at the convention. Administration of this award is assigned to the Executive Committee. (3/5/08)

**Rule IV.8. Porterfield Award.** The Robert Porterfield Graduate Award is an award presented annually (providing a suitable candidate can be found) to a graduate of an accredited undergraduate college or university within the SETC region upon entering an accredited graduate program in theatre. Administration of this award is assigned to the Porterfield Award Committee. (9/6/97)

**Rule IV. 9. Davis Award.** The Suzanne M. Davis Memorial Award is established to honor one SETC member each year (providing a suitable recipient is found) for distinguished service to SETC over a number of years. Administration of this award is assigned to the Nominations Committee, with the final choice made by vote of the Board of Directors. (9/6/08)

**Rule IV. 10. New Play Project.** The New Play Project is established to discover, develop and publicize worthy new plays by playwrights who reside in the SETC region (or who are enrolled in a regionally accredited educational institution in the SETC region) or who reside outside the region but are SETC members. The project shall annually solicit works, select one work as the winner of the Charles M. Getchell Award (if one of sufficient merit is found), collaborate with the playwright in the preparation of a staged reading at the convention, and publicize the work's availability thereafter. Administration of the New Play Project is assigned to the Playwriting Committee. (9/6/08)

**Rule IV. 11. Sara Spencer Award.** The Sara Spencer Award recognizes an individual or organization for distinct achievement in the areas of child drama within the SETC region. Administration of the award is assigned to the Theatre for Youth Division. (3/7/04)

**Rule IV.13. Holliday Award.** The Polly Holliday Award is presented annually (providing a suitable candidate can be found) to a high school senior who lives in the SETC region. The award will be paid to the winner upon his or her entering an accredited undergraduate college or university with the intention of majoring in theatre. Administration of this award is assigned to the Polly Holliday Award Committee. (3/1/95)

**Rule IV.14. Leighton M. Ballew Directing Award.** The Leighton M. Ballew Directing Award is an award presented annually (provided a suitable candidate is found) to a graduate of a regionally accredited undergraduate college or university within the SETC region upon certified enrollment in a regionally accredited graduate certificate, M.F.A. or Ph.D. program in directing. Administration of this award is assigned to the Leighton M. Ballew Directing Award Committee. (3/5/17)

**Rule IV.15. William E. Wilson Scholarship.** The William E. Wilson Scholarship is a scholarship presented annually (provided a suitable candidate can be found) to a secondary school teacher who is a legal resident of one of the states in the SETC region, who has completed at least one full academic year of teaching and directing theatre in a regionally accredited secondary school in the SETC region, and who enrolls in a regionally accredited graduate program in the SETC region within one year of being selected for the scholarship. The graduate program must lead to a graduate degree in theatre or speech and theatre. Administration of this award is assigned to the Wilson Scholarship Committee. (9/9/00)

**Rule IV.16. Marian A. Smith Award.** The Marian A. Smith Award is an award presented annually (providing a suitable candidate can be found) to a graduate of a regionally accredited undergraduate college or university within the SETC region upon entering an accredited graduate program to study costume. Administration of the award is assigned to the Marian A. Smith Award Committee. (9/8/01)

**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 IV.18. The John Spiegel Theatrical Artist Award.** The John Spiegel Theatrical Artist Award is presented annually (provided a suitable candidate is found) to a student pursuing a

degree in theatre with an interest in one or more of the following areas: lighting design, properties design, scenic design, sound design, projection design, or technical direction. The candidate will be currently enrolled and attending an accredited undergraduate or graduate institution. Administration of this award is assigned to the John Spiegel Theatrical Artist Award Committee. (03/01/2017)

**Rule IV.19. The SETC Keynote Emerging Artist of Promise Award.** The Keynote Emerging Artist of Promise Award is an award presented annually (provided suitable candidates can be found) to four recipients who are high school sophomores, juniors or seniors who live in the SETC region. Administration

**Rule IV.20. Denise Halbach Award.** The Denise Halbach Award is an award presented annually (providing a suitable candidate can be found) to a graduate of a regionally accredited undergraduate college or university within the SETC region upon certified enrollment in a regionally accredited M.F.A. program in acting or musical theatre performance. Administration of this award is assigned to the Denise Halbach Award Committee. (3/7/10)

**Rule IV.21. Tom Behm Award.** The Tom Behm Award is an award presented annually (providing a suitable candidate can be found) to a working professional within the field of theatre for youth to be used for professional development. Administration of this award is assigned to the Tom Behm Award Committee.

**Rule IV.22. The Innovative Playwriting Instruction Award.** The Innovative Playwriting Instruction Award is established to discover and develop worthy new plays and to encourage young playwrights. The award shall annually recognize creative inclusion of playwriting instruction in secondary curriculum by an innovative secondary school teacher. The place of employment or place of permanent residence of the award winner must be located within the SETC region. The committee will select one winner (if one of sufficient merit is found) of a monetary award. Administration of the Innovative Playwriting Instruction Award assigned to the Playwriting Committee. (9/6/14)

**Rule IV.23. The Young Scholars Award.** The Young Scholars Award is presented annually by the History/Theory/Criticism/Literature Committee to one undergraduate and one graduate student. Student winners will have submitted papers of scholarly merit to a panel of readers composed of committee members. Winners must attend the annual convention and present their papers in order to receive the Award. Administration of this award is assigned to the History/Theory/Criticism/Literature Committee. (3/4/15)

## **V. Miscellaneous**

**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. (9/7/12)

**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. (3/3/93)

**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.** The Chair of the Publications Committee shall, in that Committee's oral reports at spring and fall Executive Committee or Board meetings, remind all division chairs, state representatives, interest area chairs, and other chairs of their scheduled responsibilities for submitting items to SETC News. The schedule of such responsibilities shall be included in all appropriate operations manuals. (3/15/98)

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

1. The Endowment Fund Committee may choose to engage the services of a qualified individual or institution for the purpose of managing the investments of the Endowment Fund. With the advice of the fund manager, the committee will establish benchmarks by which the manager's performance is evaluated on a periodic basis.
2. The Endowment Fund Committee will establish policies governing the amount each separate fund may spend for the purpose to which it is restricted.
3. Expenditures from endowments are limited to an annual maximum of 5% of the corpus of the fund as of the most recent March 1.
4. Awards, scholarships, and expenditures requiring amounts exceeding the 5% annual yield of their endowments must find alternative sources of funds to make up the difference.
5. Earnings in excess of the 5% annual spending limit shall be reinvested.
6. Future named endowments will be governed by written fund agreements indicating the wishes of the donor.

**Revised by David S. Thompson, Administrative Vice President, February 18, 2006**

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

**Revised by Beth Harvey, Administrative Vice President, September 8, 2007**

**Date of Acceptance by the Executive Committee: September 8, 2007 - President: David S. Thompson**

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

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

**Approved by Committee 2/22/12. Date of Acceptance by the Executive Committee: March 11, 2012 – President Alan Litsey**

**Revised by John Spiegel 3/6/13. Date of Acceptance by the Executive Committee: March 6, 2013 – President Jack Benjamin**

**Updated Rule I.18 - Approved by the Executive Committee: September 12, 2015 – President Tiza Garland**

**Revised by Amanda Nelson, Chair, Endowment Fund Committee, January 12, 2017**

**Approved by the Executive Committee: March 1, 2017 – President Tiza Garland**