

Southeastern Theatre Conference
SECONDARY SCHOOL SCHOLARSHIP COMMITTEE
Manual of Operations

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 and selection of the Secondary School Scholar is assigned to the Secondary School Scholarship Committee.

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.

1. The Secondary School Scholarship Chair serves as part of the Finance Advisory Council 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 Wednesday of the convention (the first Wednesday in March).
2. 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).
3. **Fundamental Procedures:**
 - A. The criteria for awarding the Secondary School Scholarship are aptitude in theatrical practices such as playwriting, design, stage management, acting, directing, etc. and potential for academic success in college.
 - B. Each year, the SETC Central Office will publicize and invite applications for the Secondary School Scholarship to high schools in the SETC region.
 - C. The members of the Secondary School Scholarship Committee are also encouraged to publicize the award and invite applications from interested parties.
4. **Origination of the Award:** The Secondary School Scholarship Award was established by the SETC Executive Committee for the purpose of encouraging talented high school seniors from the region to pursue a major in Theatre at a college or university within the SETC region.
5. **AMOUNT OF THE AWARD AND ASSOCIATED EXPENSES**
 - A. The amount of the award and the expenses associated with the award are included in SETC's annual budget. These budgeted amounts do not normally exceed the income

derived from principle in any given year and are recommended by the Endowment Fund Committee and approved by the Executive Committee and cannot be changed without the approval of the Executive Committee.

- B. The expenses associated with this award include complementary SETC Benefits for the spring convention of the following academic year (*NOTE: the Secondary School Scholar would be in his/her first year in a college or university when recognized during SETC spring convention*) including:
1. SETC spring convention student membership and registration;
 2. Three nights hotel, arranged and provided by SETC;
 3. One ticket to the SETC Banquet, or the SETC Friday Luncheon, at which the student would be recognized and given a letter of congratulations
 4. A small travel stipend (as recommended by the Endowment Fund Committee and approved by the Executive Committee) to help get to the convention
 5. A per diem allowance (as recommended by the Endowment Fund Committee and approved by the Executive Committee) for food during the student's stay at the convention.
6. **Qualifications:** To be eligible to receive the Secondary School Scholarship, the applicant must
- A. Submit Application Packet (*described below*) AND
 - B. Be a high school senior who lives in the SETC region **and** be planning to enter an accredited undergraduate college or university within the SETC region with the intention of majoring in theatre.
7. **Application Packet:** The following application materials must be provided by each applicant:
- A. An official transcript, along with a verification of class rank and available PSAT, SAT, or ACT scores, from the high school guidance counselor or principal.
 - B. Obtain three completed [Recommendation Forms](#), with one being from the nominee's high school principal.
 - C. Complete the Nominee [Resume Form](#).
8. **Annual Procedural Timeline:**
- A. **Weekend after Labor Day** – Chair of the Secondary School Scholarship Committee attends SETC Fall meetings.
 - B. **September 15** – The Committee Chair should submit the following to the SETC Central Office:
 1. A story for the **next** issue of *SETC News*, as needed.
 2. Revisions (*if needed*) to the [Recommendation Forms](#) and Nominee [Resume Form](#) for posting to the SETC Website.
 - C. **February 1** – Deadline for submission of Application Materials to the chair of the Secondary School Scholarship Committee.
 - D. **During SETC Convention** -- The Executive Committee approves the next fiscal year's budget (July 1-June 30) which includes endowment fund allocations for all scholarship funds. Once the budget is approved, the Vice-President of Finance notifies the Chair of

the Secondary Scholarship Award Committee the approved allocation amount (the award amount and budgeted associated expenses) for next year.

- E. **February 1 – May 2** – Chair shares application materials from qualified candidates with Committee members; acknowledges receipt to applicants.
 - F. **May 2-15** – Once the Committee has selected the Secondary School Scholar:
 - 1. Chair communicates with Polly Holliday Chair and the Scholarships Procedures Chair to ensure that no one individual may receive two or more scholarship awards from SETC in the same year. (*Rules of the Association, Rule IV.17.*) If the same recipient has been selected, the Chairs must collaborate to uphold the rule.
 - 2. Once an eligible Secondary School Scholar has been determined and finalized, the Chair notifies the SETC Executive Director of the Secondary School Scholar's name and contact information.
 - 3. After both scholarship Chairs and the Scholarships Procedures Chair have collaborated and the SETC Executive Director has been informed of the Scholar's name, Chair notifies student selected to be the Secondary School Scholar.
 - G. **Within one week after** Secondary School Scholar has been notified by the Committee Chair, the SETC Central Office staff, under the direction of the Executive Director, follows up with the scholar to discuss logistical arrangements including:
 - 1. The process for awarding the payment; and
 - 2. The procedures for making arrangements to attend the annual convention during the school year in which the funds have been awarded (*the following year when the student is a freshman in college*).
 - H. **After July 1** – Upon suitable notification to the SETC Executive Director that the Scholar has entered and/or is matriculating as an undergraduate student in a regionally accredited college/university, the award will be released.
 - I. **Fall following release of award** - Committee Chair facilitates the following communication:
 - 1. Communicate with the Secondary School Scholar that s/he is expected to help operate the SETC Scholarships Display table during Spring Convention;
 - 2. Coordinate SETC Scholarships Display table with Chair of the Scholarships Procedures Committee;
 - 3. Submit the biography and formal photographs of the current award winner to the Marketing and Communication Manager for SETC publications; AND
 - 4. Report any information which may be available about the status of former award recipients.
9. **Communication:** The Committee Chair should take great care to ensure proper communication during the application and selection process. Particular concerns include, but are not limited to:
- A. Distribution of applications and materials to Committee members
 - B. Notification to applicants upon receipt of application
 - C. Notification of applicants' status of deliberations
 - D. Providing names of applicants, finalists (*if appropriate to current process*), and recipient to the Central Office, Executive Committee and Endowment Committee by deadlines established and recorded above.

10. Recusal of Committee Members: Any Committee member with a personal or professional relationship with an award applicant shall recuse him or herself from the deliberations. If a Committee member must be recused, the Committee Chair will cooperate with the SETC President to appoint a replacement Committee member.

11. Succession:

- A. 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 Scholarship Procedures chair and the Vice President of Finance.
- B. The Chair of the Committee 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 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 X
STANDING COMMITTEES**

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

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

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.10. ***Student Member Listings for Directory.*** Student members shall not be listed in the Directory. (9/8/07)

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 (9/12/15)

Rule I.20. ***Distribution of Publications.*** Southern Theatre and SETC News shall be distributed to all individual, life, student, and organizational members of SETC. Theatre Symposium shall be mailed to all individual and life members and to all those organizational members affiliated with the college and university division. When the Directory is printed, copies shall be mailed to all individual, life, and organizational members; but when it is published online, ten printed copies shall be maintained for archives, printed copies shall be mailed to any nonstudent member requesting one, and a printable electronic version shall be distributed to the Board of Directors and the Advisory Councils. (3/8/14)

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 Secondary School Scholar. (3/7/15)

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, Wilson Scholarship Committee, Tom Behm Award Committee, and Secondary School Scholarship Committee; and the Vice-President of Finance, ex officio. (3/8/14)

Rule III.1. ***Finances. 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.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. (9/6/08)

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.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

Manual prepared by David S. Thompson, Administrative Vice President, February 18, 2006

**Date of Acceptance by 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 by Jesse Bates, Chair, September 2012

Date of Acceptance by the Executive Committee: January 12, 2013 – President Jack Benjamin

Revised by Jesse Bates, Chair of the Secondary School Scholarship Committee and Pat Gagliano, Chair, Scholarships Procedures Committee: April 17 & May 16, 2015

Revised by Janice Weaver, Chair of the Secondary School Scholarship Committee and David Wohl, Vice President of Finance: April 2016

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