

Southeastern Theatre Conference  
**THEATRE SYMPOSIUM**

**MANUAL OF OPERATIONS**

*Theatre Symposium: A Publication of the Southeastern Theatre Conference* was established by action of the SETC Board of Directors in 1991 and is under the oversight of the Publications Committee.

**PART I. OPERATING PROCEDURES**

1. A new Editor will normally receive official appointment from the President in the late fall of odd-numbered years, and the first duty will be to prepare for a meeting at the March convention. At that time, it is desirable to select the symposium topic for the following year, as well as a site for the meeting. The Editor-elect would be wise to have some ideas in mind before going to the meeting, though obviously new and worthy ideas may emerge there.
2. In the months immediately following the convention, a symposium event will take place (usually in April). At the symposium event a business meeting is scheduled wherein the Editor and the Steering Committee (joined in even-numbered years by the incoming Editor) consider the current symposium and further planning for the next year's event. The Committee, at the conclusion of the symposium event, will identify the strongest of the presentations to be considered for invitation to participate in the "Highlights" panel at the next SETC Convention.
3. It is also necessary to coordinate very soon with the local people at the site of the meeting, lining up hotel commitments and meeting space. If this is not done early, there is great risk of other events being booked that use up all the hotel or meeting space at the dates and times preferred. Normally only one meeting room will be needed, but it will need to comfortably accommodate recording equipment, as well as a slide projector, screen, VCR, and Powerpoint equipment for those presenters who request them (many will). It is also a good idea to start planning early for social amenities such as coffee and refreshments outside the meeting room and a culminating banquet or other meal functions. The cost of all these items must be built into the registration fee charged to participants.
4. A call for papers must go out in the early fall. A good reply deadline is January 10, and scholars need plenty of advance notice if they are to pursue serious research, select a topic, and get an abstract to the Editor by that deadline. The problem is how best to get the call for papers out to the widest possible audience, and here are three methods (besides just networking among friends): (1) Bulk rate mass mailings to ATHE's CAP list (all theatre departments in the country), to ASTR's membership list, to ATDS's membership list, to SETC's College and University Division membership list, etc. The year's topic may suggest other specialized lists that might be used. Bulk mailing is not cheap and it sometimes goes astray, but it is indispensable for getting the announcement

into the right hands. SETC has paid for printing the flyers, but the Editor's home institution may be persuaded to absorb the postage or duplicating costs. There is also a cost for obtaining mailing labels from ATHE and ASTR; in both cases, a member can get them cheaper than SETC can, so be sure to inquire into alternate prices. (2) Announcements in SETC news, ATHE News, and any other newsletters that might reach the intended audience (this varies with the symposium topic). These are free, and can usually be achieved by simply sending a copy of the flyer to the Editor in question, but be sure to check for press deadlines, which tend to come very early in the fall. (3) Use the listservs of ASTR, ATHE, and any other appropriate ones.

5. Most abstracts reach the Editor in the few days right around the deadline. A few days after the deadline, when the rush is over, an orderly process must be used to decide which scholars to invite to attend the symposium. A few abstracts are obvious nonsense, or simply chapters ripped from an outdated dissertation, but with these exceptions we have tended to invite everybody. They are honored to be included, and it costs us nothing. Only if there are too many to squeeze into a weekend is there a problem. The opposite problem also happens, and the Editor may need to get onto the telephone to friends to drum up enough presenters to constitute a respectable meeting.

6. Once the scholars are selected, send each a letter of invitation and ask for an acceptance (or refusal) by a deadline date. This gives the scholars leverage with their universities to get their expenses paid, and it gives the Editor a definite count of who is coming.

7. With acceptances in hand, make up a definite schedule. Be sure to send copies to all participants (including distinguished panelists), to the staff, the Editorial Board, the Steering Committee, PubCom members, the SETC Board, and the SETC Advisory Council. The SETC Central Office can help with this. At the same time, send hotel information, travel advisories, or anything else that may be needed to keep the event properly coordinated. Be sure to advise everyone of any registration fee that will be charged, in order that they are not surprised and upset about it upon arrival. Calculate this fee in order to cover all expenses, including meals, refreshments, equipment rental, paid help, and everything; do not spend SETC money for any of these things or there will be nothing left for editorial expenses. It never hurts to build in a small cushion as well, with SETC getting any profit that ultimately results.

8. Prepare registration packets for everyone expected to attend. This will greatly aid the on-site registration process even when the numbers attending are relatively small.

Suggested contents of each packet:

- a. A signed receipt for the registration fee.
- b. A nametag (with the name very large for easy reading)
- c. Two copies of the formal program (many scholars need to turn one copy in to their dean)
- d. A permission-to-publish form for the scholar to sign and return to the Editor. This document has legal consequences both for SETC and for UA Press, and must be prepared with special care.

- e. Local information, including maps, restaurant lists, and the like.
- f. A copy of any primary material that will be discussed in the main event.

9. Both in writing and orally at the symposium event, set a clear deadline for getting final manuscripts to the Editor for consideration for publication. Three weeks or so after the symposium event is about right. Stress the importance of following the *Chicago Manual* (many still won't do it), and ask that it be submitted in three copies (thus saving Xerox costs) as well as on a computer disk. It is a good idea for each author to submit office and home telephone numbers as well as an e-mail address; the Editor will almost certainly have to contact many of them by telephone sooner or later.

10. Here is the refereeing system normally used: as articles reach the Editor, keep one copy and send one each to two Editorial Board members. Select these members on the basis of subject matter interest where possible, but often no such choice makes sense. In a cover letter, suggest criteria that might be used, and ask for a quick reply; most members are quite prompt with their critiques. If the two of them agree (publish or don't publish), consider the matter settled. If they disagree, send the article to two more, this time the two strongest members available. Should a tie still result, the Editor's vote can break it. It is vital to complete this process by early June, before Board members depart for summer travel, etc. Jurying becomes extremely difficult during the summer.

11. Send notification to each scholar upon receipt of an article, and again once the jurying process is complete. Do not notify marginal cases until it is certain that there is enough material for the publication, but eventually it is only fair for everyone involved to receive notification.

12. While the refereeing is under way, a typist must transcribe from audiotape the symposium presentations; this process can be somewhat eased if those who spoke from notes or a manuscript will let them be used. Then, the resulting document must be edited into publishable form.

13. As some articles are accepted by the Board, they too must be edited. It is surprising how sloppy some well-known scholars are; it is necessary to make major changes sometimes to correct grammatical errors, punctuation, documenting errors, even errors of fact. Change whatever seems necessary without hesitation. The scholars will see the results before publication and can object if they wish, but they rarely do so.

14. Meticulous attention to detail is necessary throughout this phase. UA Press has the right to tack on stiff surcharges if we change our minds about matters that we submitted in the manuscript. The Editor should use a system that insures that each manuscript is seen and (if necessary) revised by several individuals. All such material must be funneled back through the Editor, however, to insure that the final choices are the Editor's alone.

15. If the publication is to contain any photographs or other illustrations, it may be necessary to obtain copyright permission for their use. Pay special attention to finding an appropriate photograph for the cover.

16. Currently, the deadline for getting the final edited manuscript to UA Press is October 1. This keeps one pretty busy during the summer, but is achievable. If more authors can be forced to use proper form originally, it will ease the Editor's work immeasurably. So far, we need their articles badly enough that we cannot simply reject those that don't conform. It will greatly speed matters to work directly on floppy disks.

17. UA Press will edit the manuscript, and, in the late fall, send it back to the Editor. At that time, the Editor will be asked to approve all changes and to seek approval from the author of each article. It is not necessary to accept all of UA Press's suggestions uncritically, but they should be taken very seriously. Here again, all final choices are the Editor's.

18. UA Press will send page proofs in the winter. These should be read by each author involved and by at least one associate editor, but keep a master copy that will be the one that is eventually returned to UA Press. Thus, again, the Editor has final responsibility for all choices made. UA Press will insist that changes be held to an absolute minimum at this point, although our contract allows changes up to 10% of the cost of the original typesetting. Mostly, the Editor is now looking simply for typesetting errors.

19. When the time comes to mail the publication, UA Press will ask for a set of labels. The Executive Director will supply these, but the Editor should go through them to add labels for any authors, Editorial Board members, or others who are entitled to copies and who are not SETC members. Although the contract says "two" free copies to each member of the Editorial Board, it may be possible to make a deal with UA Press to reduce that to one, in exchange for sending a free copy to each presenter at the symposium meeting whose article was not published. It is a nice gesture, and the Board members have no use for two copies. Be sure to send the labels to UA Press in three groups: those for which SETC will pay, those who get a free copy, and those who get two free copies.

**20. Due to increasing cost of image licensing, it is recommended that the Editor make an annual funding request to SETC. This could be used to pay for the rights to an image to be used on the cover and to help authors pay for rights to images they propose including with their articles.**

21. The editor collaborates with the chair of the Theatre Symposium Steering Committee to complete the semi-annual report from that committee, as requested by the SETC Vice-President of Services.

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

### **A. RULES OF THE ASSOCIATION**

SETC Rules are printed annually in the Directory, and Theatre Symposium, like any SETC project, must conform to all of them. Those of particular interest to the Editor are:

**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. (9/11/2015)

**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 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.8. *Exemption from Convention Registration.*** The Executive Director may determine exemptions from convention registration fees according to the needs of the Corporation. (3/8/14)

**Rule III.12 *Payment to Members.*** Except as provided for elsewhere in these Rules, no SETC member may benefit financially, either in direct payment or by remission of payments otherwise due, as a result of his or her work for SETC. Any exception to this policy must be approved by the Executive Director, who must identify specific budgetary authorization. The Executive Director will refer doubtful or borderline cases to the Executive Committee. (9/6/08)

**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. (3/7/11)

**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.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)

## **B. Publications Committee**

Under Article X, section 5, of the Bylaws, *Theatre Symposium* is under the oversight of the Publications Committee.

## **BYLAWS**

### *Article X*

**Section 5.** The Publications Committee shall consist of five members, one member to be appointed by the President each year for a four-year term and a chair appointed annually by the President. Any vacancies will be filled by appointment by the President for the balance of an unexpired term. The duties of the Publications Committee shall be:

1. to develop and approve all policies with regard to financial matters and general operation of all Corporation publications;
2. to select the editor of each such publication;
3. to report regularly to the Executive Committee on all matters pertaining to the operation of such publications and to make recommendations for same.

Thus, although the plans for the publication were approved by the College and University Division, the Board of Directors, the Publications Committee, and the Finance Committee, only the Publications Committee (and by extension the Executive Committee) now has policy authority over the publication. The Editor should stay in close contact with the PubCom chair to avoid any misunderstandings. The following policies for *Theatre Symposium* have been established by the PubCom and may be changed only with their approval:

1. The appointment of the next Editor is accomplished at the fall PubCom meeting in odd-numbered years. In the spirit of Rule V.4 above, the Editor must be a current member of SETC. The Publications Committee Chair will solicit suggestions from the current Editor and from others, and will contact candidates to determine if they wish to serve. PubCom will then make its decision in the form of a recommendation to the President, who makes the actual appointment. UA Press also has right of refusal over who serves as Editor.
2. The full title of the publication is *Theatre Symposium: A Publication of the Southeastern Theatre Conference*.
3. The publication is published once a year by arrangement with the University of Alabama Press. The terms of the contract with UA Press are negotiated by the Executive Director in consultation with the current Editor, but may be substantially changed only with PubCom approval. The Editor of each volume is authorized to work directly with UA Press in all matters relating to editing the publication. The SETC Executive Director is the official liaison on business matters and anything relating to the contract.

4. The basic plan for the publication is to hold a symposium event each spring, to collect and edit papers from that event over the summer, and to submit finished copy to UA Press by October 1. At least one portion of this event must be a symposium - i.e., several experts present prepared remarks addressing a carefully defined topic, and the group then conducts a discussion around that topic. All written references to the symposium event in promotional materials, advertising, and programming must designate it as "The SETC Theatre Symposium".

5. The format for the publication is to print in Part I the prepared statements of the symposium panelists, followed by an edited transcript of their discussion. Then, Part II contains a selection of articles from among those delivered by other contributors to the symposium.

6. Articles must be juried by the Editorial Board before their acceptance for publication. That Board, consisting of eight to twelve members, is appointed by the current Editor after consultation with the chair of PubCom. UA Press also has right of refusal over who serves on the Editorial Board. The term of office is indefinite. At least two members of the Editorial Board (in addition to the current Editor) must review each article, and a majority of those reviewing it must vote affirmatively before any article can be published.

7. The publication should operate at a high level of scholarly respectability, focusing upon that difficult-to-define border where scholarship affects and informs production. Although the publication emphasizes the study of theatre rather than the practice thereof, it is written in language understandable to a broad range of scholars, seeking to be meaningful to theatre practitioners (i.e., all adult SETC members) as well as theorists.

8. The Editor is appointed biennially for a "two-year term," but since this means responsibility for publishing two issues, the work stretches over nearly four years. Overlapping Editors negotiate between them any decision-making that seems to affect both of them. Appointment of the publication staff (if any) is the responsibility of the Editor who will work with them.

9. By request of UA Press, former Editors serve on the Editorial Board.

10. The Chicago Manual of Style has been adopted as the official style manual for the publication. UA Press has particularly stipulated that such a choice may not frequently be changed and then only for compelling reasons. The style for citation of sources is chapter endnotes (superscript note number in text with a list of endnotes after each essay).

11. The budget process begins each year with a request submitted by the current Editor to PubCom in time for its fall meeting. It consists of three parts: (1) the projected fee to UA Press, which is established by contract and which must be calculated by assuming the number of members likely to receive the publication, and the cost per copy, 18 months hence; obviously this is a guess, but the Executive Director can help in arriving at it; (2) projected editorial expenses, which the current Editor must estimate as accurately as

possible and then live within; (3) expenses at the spring symposium meeting, which are normally offset by charging a registration fee more than large enough to cover everything anticipated; whatever "profit" is generated here can cover other editorial expenses. The budget is reviewed by PubCom (consulting, when appropriate, with the Editor-elect) and by FinCom, and is eventually approved by the Executive Committee the following March for the fiscal year beginning in July.

12. Within each fiscal year (July 1 to June 30), the Editor(s) must live within the established budget. All income (for example, registration fees at the spring symposium meeting) must be sent to the Executive Director for deposit, and all invoices must be sent to the Executive Director for payment. The only exceptions are if:

- (1) the Editor gets a grant from outside sources and the grant specifies income and expenses moving through another agency, or
- (2) the symposium meeting is contracted through a host site that collects the registration fees and provides all services in return.

13. At the SETC convention each year, the Editor for the next year's publication should plan and chair an open meeting designed to discuss policy, plan future issues, encourage new participants, and inform interested parties.

14. The Theatre Symposium Steering Committee, appointed by the SETC President upon the recommendation of the chair of the Publications Committee, shall consist primarily of past editors of the publication. The duty of this committee will be to assist each Editor with advice and guidance and to serve as resource persons. The committee in addition to convening during the Symposium Event will meet at the convention and during the fall Board Meeting, when it will focus especially upon the details of the upcoming Symposium Event.

15. The SETC convention program each year should include a "Highlights of Theatre Symposium" panel in which several authors read papers selected from those presented at the previous year's symposium event. To facilitate this panel, the current Editor, working with the Theatre Symposium Steering Committee and coordinating with the SETC President-Elect, will select the appropriate papers and make suitable arrangements for their presentation. Under Rule III.8, the President-Elect may exempt from convention registration fees those persons not otherwise expected to attend the convention.

### **C. The Contract**

A contract exists between the University of Alabama Press and SETC for the publication of *Theatre Symposium*. The Editor who is not provided with a copy of this contract should obtain one and read it. A few of the key provisions of this contract are:

1. Although SETC appoints the Editor, editorial staff, and Editorial Board, UA Press retains right of refusal on all of them.

2. Looking toward a finished book of 144 printed pages, SETC pays for 128-160 pages in each issue. To print fewer is to waste SETC's money; to print more would require extra SETC payment, which in turn would require approval by PubCom, FinCom, and ExCom.
3. SETC guarantees to buy at least 1,500 copies and distributes them according to Rule I.20 above. All sales to non-members are the responsibility of UA Press (and the income is theirs). Any advertising income would also be theirs, but approval for any advertising rests jointly with UA Press and the Editor of the affected volume.
4. The finished manuscript must reach UA Press by October 1 each year. UA Press will edit that manuscript and return it to the Editor of that volume for approval, after which it is set in type. Editorial changes after that are allowed only up to 10% of the cost of this typesetting, with any additional changes requiring additional payment by SETC.
5. The Editor must supply to UA Press, along with the manuscript, properly executed assignment agreements from the authors of all articles (including material recorded at the symposium meeting), as well as permissions for using any copyrighted material. SETC is legally liable for any errors that creep into this process.

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

No "constituency" as such exists. Matters not within the authority of the Editor must be referred to PubCom.

**Revised by Philip G. Hill, Thomas W. Stephens and Susan Kattwinkel**

**Approved by Publications Committee: March 8, 2003**

**Date of Acceptance by the Executive Committee: September 6, 2003 - President: Jonathan Michaelsen**

**Revised by Philip G. Hill and Shelly Elman**

**Date of Acceptance by the Executive Committee: December 10, 2005 - 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 J.K. Curry, Theatre Symposium Committee Chair, March 13, 2015**

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