

Southeastern Theatre Conference

WILLIAM E. WILSON SCHOLARSHIP COMMITTEE Manual of Operations

DESCRIPTION: The William E. Wilson Scholarship Committee administers the William E. Wilson scholarship, an award that is presented to a qualified secondary school teacher who intends to pursue graduate studies in theatre.

PART I. OPERATING PROCEDURES

(In this section should appear as much detail as may be necessary about how the subject group or activity functions. The 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, as long as the changes do not conflict with SETC policies as stipulated in the Articles of Incorporation, Bylaws, or Rules.)

1. Fundamental Procedures:

- A. 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.
- B. Administration of this award is assigned to the William E. Wilson Scholarship committee.
- C. Each year, the SETC Central Office will publicize and invite applications for the William E. Wilson Scholarship.
- D. The members of the William E. Wilson Scholarship Committee also are encouraged to publicize the award and invite applications from interested parties.

2. **Origination of the Award:** Each year the Southeastern Theatre Conference awards the William E. Wilson Scholarship Award in the graduate category. The award, named for longtime SETC member and patron William "Bill" Wilson, supports a secondary school teacher who is pursuing a graduate degree in Theatre, or Speech & Theatre in a regionally accredited graduate program. Made possible by a \$100,000 endowment given by its namesake in support of secondary school theatre educators across the southeast, the Wilson Award is a dream come true for contributor Wilson, and for many future recipients.

3. Amount of the Award and Associated Expenses:

- A. The amount of the award and the expenses associated with the award (if any) 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

1. SETC spring convention student membership and registration;
 2. Three nights hotel, arranged and provided by SETC; and
 3. One ticket to SETC Banquet
4. **Qualifications:** To be eligible to receive the William E. Wilson Scholarship, the applicant must:
- A. Be 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**
 - B. Be planning to enter an accredited graduate program in Theatre and/or Speech in a college or university in the SETC region within one year following the convention at which the award is announced; **AND**
 - C. Submit via email Application Packet (*described below*) as PDF attachments only. It is recommended that candidates submit all materials as a single, multi-page PDF document.
5. **Application Packet:** The following application materials must be provided by each applicant (*submitted electronically as PDF document(s) via email or provide URL*):
- A. Completed Application (see *link from SETC website*)
 - B. Personal letter outlining plans and objectives
 - C. A complete resume
 - D. Two (2) reference letters speaking specifically to the applicant's teaching and directing Theatre and potential as a graduate student
 - E. Complete, official transcripts from all colleges/universities attended.
6. **Annual Procedural Timeline:**
- A. **January 15** – The committee Chair should submit the following to the SETC Central Office:
 1. A story for the **next** issue of *SETC News*.
 2. Changes to the application form.
 - B. **February 1** – on-line application form goes live.
 - C. **During SETC spring convention** – Wilson committee Chair and/or members of the Wilson Committee shall:
 1. participate in a panel discussion as scheduled by the Scholarships Procedures Committee Chair to inform convention attendees of the scholarship opportunities available through SETC.
 2. help to staff an SETC Scholarship table in the exhibit area of the convention to provide information and application materials to potential candidates.
 - D. **April 15** – Application deadline.
 - E. **May 1- July 31** – Chair shares application materials from qualified candidates with Committee members by May 1; acknowledges receipt to applicants.
 1. Committee members deliberate merits of applicants, and collaborate to select 0-3 finalists.
 2. The rules which govern the award describe the qualifications and requirements of the candidates.
 3. Beyond the fundamental requirements, the basis for judging the candidates' suitability for the award rests in the materials that are submitted in the application packet, the

references that are requested by the committee members, and the interviews with the finalists.

- F. **August 1** – Selection of finalists made.
1. Once finalists are determined, Committee Chair shall send names and complete contact information of all finalists to SETC Central Office.
 2. If interviews are required, the Chair will coordinate an interview schedule using electronic means, conference call, or live interviews to take place at SETC fall meetings in September, typically held the weekend after Labor Day.
 3. If interviews are used, the Chair shall develop the schedule in consultation with appropriate SETC Central Office Staff.
- G. **August 5** – Chair notifies finalists and, if interviews are required, confirms the interview place, time, and method of interview (*i.e., conference call, live interview, etc.*) and/or attendance at SETC Fall meetings for personal interviews with the committee.
- H. **September** – If interviews are necessary, the selected finalist candidates (*up to three*) would be interviewed during the SETC Fall meetings for 15-20 minutes with the committee.
1. The interview is the final step in selecting the Wilson Scholar.
 2. The committee will meet after all finalist interviews to select the Wilson Scholar and the committee is charged with prioritizing finalists.
 3. By taking this action, the committee is assured that, if the winner should later be disqualified or for some other reason not receive the funding which goes with the award, the first runner-up may receive the benefits which accompany the award.
 4. The interview process may continue until a suitable candidate is found.
 5. The Wilson Scholar will be expected to attend the Spring SETC Convention.
 6. The Wilson Scholar selected in fall will receive the following complimentary SETC Benefits for the spring convention of the same academic year:
 4. SETC spring convention student membership and registration;
 5. Three nights hotel, arranged and provided by SETC; and
 6. One ticket to SETC Banquet, where the Wilson Scholar would be recognized.
- I. **Within one week after SETC Fall meetings:**
1. Committee Chair contacts the winner and informs him/her of the award.
 2. Committee Chair would also contact all finalists who did not win to inform them of the decision of the committee, and invite them to re-apply in future years, if eligible.
 3. Committee Chair notifies the SETC Executive Director of the Wilson Scholar's name and contact information.
 4. Committee Chairs coordinate SETC Scholarships Display table with Chair of the Scholarships Procedures Committee.
 5. Committee Chairs must communicate to Scholars that they are expected to help operate the SETC Scholarships Display table during Spring Convention.
- J. **February 15** – Chair contacts the SETC Executive Director to plan logistics to obtain cash stipend and Saturday evening banquet ticket for winner.
1. The Wilson Scholar is announced publicly at the banquet on Saturday evening.
 2. The Wilson Scholar must attend the banquet as a guest of SETC.
- K. **During subsequent SETC spring convention** – the Chair (*or a member of the committee*):
1. introduces the William E. Wilson Scholar at the annual Award Banquet;

2. presents the Scholar with his/her cash stipend (*upon confirmation of required service at the SETC Scholarships Display exhibit*).
- L. **After July 1** – Upon suitable notification to the SETC Executive Director that the Scholar has entered and/or is matriculating as graduate student in a regionally accredited college/university, the award will be released.
7. **Recusal of Committee Members:** Any Committee member with a personal or professional relationship with an award finalist 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.
8. **Other Responsibilities:** The Committee Chair serves on the Finance Advisory Council and is expected to attend the fall and spring meetings of the Council and to file semi-advisory reports as requested and specified in the SETC Rules. All committee chairs receive budget request forms that they need to complete and submit to the SETC Executive Director according to the deadline given (typically in the fall).
9. **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 Vice President of Finance.
 - 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 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 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

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.

POLICY FROM HIGHER AUTHORITY - 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.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 (5/16/15)

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

Rule V.1. ***Alcoholic Beverages.*** SETC will not sell or provide alcoholic beverages in the hospitality suites or at SETC activities to anyone under the legal age limit established by the laws of the state in which the convention is being held. (9/7/91)

Rule V.2. ***Nondiscrimination.*** The right to membership, to hold office, and to participate in SETC activities, including (but not limited to) conventions, meetings, auditions, and performances shall not be abridged because of age, color, disability, gender, gender expression, gender identity, genetic information, military veteran's status, national origin, race, religion, sex, sexual orientation or any other characteristic protected by law. (3/7/12)

Rule V.4. ***Board and Committee Membership.*** All officers, Board of Directors and Advisory Council members, and committee members (except the Local Arrangements Committee) must individually be current members of SETC. Employees of the SETC Central Office may collaborate with and serve committees, without vote, as an aspect of their job descriptions or as instructed by the Executive Director upon the request of the Executive Committee. (3/8/14)

Rule V.5. ***Smoking Policy.*** Smoking at all SETC convention meal functions, committee meetings, and programs shall be prohibited. (3/10/91)

Rule V.7. ***SETC News Responsibilities.*** All Division Chairs, State Representatives, interest area chairs, and other chairs shall submit appropriate items to SETC News on a schedule provided to them. This responsibility shall be included in all appropriate operations manuals. (3/8/14)

PART III. REGULATIONS FROM THIS CONSTITUENCY

No regulations from this constituency have been adopted.

Composed by: Dean Slusser, August 22, 2001

Approved by ExCom, September 8, 2001

Revised by David S. Thompson, Administrative Vice President

Date of Acceptance by ExCom: December 10, 2005 - President: Denise Halbach

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

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

Revised by Jack Benjamin, Administrative Vice President, June 2010

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

Revised by Dean Slusser, Chair, Wilson Award Committee, Pat Gagliano, Chair, Scholarships Procedures Committee, and David Wohl, Vice President, Finance, April 17, May 16, 2015 and September 9, 2016.

Date of Acceptance by the Executive Committee: Sept. 10, 2016 – President Tiza Garland