

Southeastern Theatre Conference

VICE-PRESIDENT OF SERVICES
Manual of Operations

DESCRIPTION: The Vice-President of Services is one of eight officers of the SETC Executive Committee, who collectively serve as the administrative, policy making, and planning body of the Corporation. The VP of Services shall:

- (1) oversee and represent the primary service areas of the Corporation, including, but not limited to, the annual spring convention, the annual fall forum, publications, and auditions;
- (2) preside at meetings of the Services Council;
- (3) report to the Corporation regarding services and proceedings of the Services Council;
- (4) collaborate with the Executive Director and Central Office staff to develop products and services;
- (5) perform the duties of the President when designated to do so by the President or when the President is unable to fulfill such duties.

PART I. OPERATING PROCEDURES (*In this section should appear as much detail as may be necessary about how the subject group functions. These procedures are not binding upon future users of the manual, however they serve as important guidelines from previous committee leaders, as well as the SETC leadership team. Part I of this manual may be revised as needed or desired, following procedure outlined in Rule 1.18, providing that no changes conflict with SETC policies as stipulated in Articles of Incorporation, Bylaws, or Rules.*)

- I. **The VICE-PRESIDENT OF SERVICES acts as CHAIR** of the **Services** Advisory Council and is required to attend annual fall and spring Advisory Council meetings.
 - A. The Fall Advisory Council meeting is typically held the weekend after Labor Day.
 - B. The Spring Advisory Council meetings are typically scheduled the Wednesday of the convention **and** the Sunday at the end of convention.
 - C. Succession:
 1. At the conclusion of the term of service, the Vice-President of Services will review this manual, and update as needed, following procedures outlined in Rule I.18.
 2. The outgoing VP of Services will contact the newly appointed VP of Services to provide information and aid in the transition period.
 - D. The VP of Services shall complete and submit the budget request to the SETC Executive Director according to the deadline given (*typically in the fall*).
 - E. **Collaboration with Central Office:** Article XI, Section 3 of SETC's Bylaws specifies that all committee chairs "collaborate with the Executive Director (ED) and Central Office staff."
 1. Because the Executive Director provides leadership for the organization and, with the organization's professional staff, is responsible for the success of SETC's mission, vision, and all operations, effective partnership and communication is important between the VP of Services, Committee Chairs, the Central Office staff, and the ED.
 2. This collaboration enhances the development of ideas and supports the planning and execution programs and services; ensures marketing/promotion support; and

- strengthens processes, funding and budgetary challenges while assisting with schedules, deadlines and timelines.
3. Each committee has a designated staff member to assist the collaboration. The designated staff member for the VP of Services is the SETC Program Manager.
 4. The VP of Services should check in with the Central Office regularly in case questions come up so that all issues are resolved in a timely manner.
 5. The VP of Services should contribute to the effective development of the SETC organization and its services.
- F. The VP of Services has ongoing responsibilities during his/her year(s) in office, both as Executive Committee member and as a representative for SETC, including:
1. representation of SETC at one or more state conventions with completed convention reports (*forms supplied by the Central Office*) and copies of convention programs to be sent to Central Office for distribution to all members of the Executive Committee.
 2. Attend all business meetings, the State and Division Luncheons, the Past Presidents Dinner, and the Awards Banquet at the Convention;
 3. Offer a welcome during Convention to select groups and individuals as requested by SETC President, Executive Director, and/or Program Manager (*Program Manager and/or ED will provide schedule approx. one week prior to convention*).
- G. Whenever requested, the VP of Services should submit information and items for website, social media, and *SETC News* via email on the schedule provided to them.

II. Responsibilities of the SETC Vice-President of Services

- A. The primary responsibility of the Vice-President of Services is overseeing the organization's programs and services.
1. As part of the governance of the association, the VP of Services holds the mission and vision of the organization as a guide to shaping current and future programming.
 2. The VP of Services solicits, motivates, and engages the Board of Directors, Committee Chairs, and members, as well as the general membership in keeping the organization abreast with the field in areas of services, programming, outreach, and development.
 3. In this role, the VP of Services works in close collaboration with SETC's Executive Director and Executive Committee to lead the organization.
 4. The VP of Services works with the Program Manager and Executive Director to ensure the mission is consistently represented in the programs and services offered to the organizations constituency and the field in general.
 5. The VP of Services motivates and engages chairs to consider developing year-round programming and services in line with our mission.
 6. Current programming and services include SETC's Annual Convention, Fall Board Forum, Publications, and the Teachers Institute.
- B. Major responsibilities for the Annual Convention include (*hints for these items are included under "Guidelines"*):
1. Coordinate with Chairs and SETC Program Manager to gather program proposals.
 2. Oversee the vetting and approval of Program Proposals with the assistance of Chairs and Program Manager.
 3. Gather input, finalize, and invite the Keynote Speakers.
 4. Gather input, finalize, and invite the Distinguished Career Award Recipient.

5. Gather input, finalize, and invite guest Master Class presenters.
 6. Finalize Fringe Festival with Festival Production Manager, Executive Director, and Program Manager.
 7. Collaborate with Executive Director and Program Manager to create the organization's biggest event.
- C. Major responsibility for the Annual Fall Board Forum includes collaboration with SETC President, Executive Director, and Program Manager to offer a leadership and/or professional development forum for the board, committee chairs, and members at the annual fall board meeting, as requested.
- D. Major responsibility for the Annual Teachers Institute includes engaging in discussions regarding the consideration and determination of the annual preconvention seminar formulated by the Teachers Institute Chair, Executive Director, and Program Manager.
- E. Major responsibilities for Services include:
1. Collaboration with SETC Executive Director to oversee publication committee in that they meet the mission of the organization in electronic and/or hard copy publications.
 2. Provide leadership open to new ideas and encouragement for development within our mission and vision.
- F. Major role as liaison for Committee chairs to Board of Governance:
1. The Vice-President of Services will collect semi-annual reports from all Committee Chairs that constitute the Services Council of SETC. Semi-Annual Reports are submitted to the Vice-President of Administration on or before the deadline established by the Vice-President of Administration.
 2. Committees that constitute the Services Council are:
 - a. Acting
 - b. Arts Administration (*Ad Hoc Committee*)
 - c. Auditions – Professional
 - d. Auditions – Graduate
 - e. Auditions – Undergraduate
 - f. Cultural Diversity
 - g. Design & Technology
 - h. Directing
 - i. Exhibits
 - j. Fringe Festival
 - k. History/Theory/Criticism/Literature
 - i. Young Scholars Award
 - l. Movement and Physical Theatre
 - m. Musical Theatre
 - n. Playwriting
 - i. New Play Project (*Charles M. Getchell Award*)
 - ii. Innovative Playwriting Instruction Award
 - iii. Ten-Minute Play Festival
 - o. Publications
 - i. Theatre Symposium
 - ii. Theatre Symposium Steering
 - p. Religion and Theatre
 - q. Small Theatre Program

- r. Stage Management
 - s. Teachers Institute
 - t. Voice and Speech
 - u. Applied Theatre (*Ad Hoc Interest Group*)
 - v. Women in Theatre (*Ad Hoc Interest Group*)
3. After the Fall ExCom and Board Meetings, the Vice-President of Services will report the feedback from ExCom and the Board back to each committee who presented a question, concern, or action item.
- G. Whenever requested, the Vice-President of Services should submit information and items for website, social media, and *SETC News* via email on the schedule provided to them.

III. Guidelines for the SETC Vice-President of Services

- A. Collaborate with Committee Chairs, Division Chairs, and the SETC Program Manager to gather, vet, and approve Convention Program Proposals.
- B. VP of Services should:
 1. Review all programs submitted on the on-line proposal site and send them to the appropriate chair(s) and/or Vice-Chairs and third reviewer.
 - a. Review Interest Area(s) selected by the proposer.
 - b. Decide to either leave as is or reassign to more appropriate Interest Area(s).
 - c. Collaborate with those submitting proposals and Committee Chairs to identify and include Professional Development Series (*PDS*) programming.
 - d. Assign primary Interest Area Chair as “First Chair,” secondary Interest Area Chair as “Second Chair,” and any Vice-Chair (*e.g., Design-Tech Vice-Chair*) as “Third Reviewer.” (*Check box to send automatically-generated emails to these reviewers upon clicking “save.”*)
 - i. Inform all reviewing proposals that only programs approved by “First Chair” would be included on his/her scheduling grid and counted towards total number of workshops in that interest area.
 - ii. “Second Chair” and “Third Reviewer” are asked to offer input only, including comments on the proposal form.
 - e. Remind all that Chair review of programming supports the SETC value of active leadership with responsibility.
 2. Communicate with all Committee and Division Chairs, and others who may be asked to offer input, that their active participation includes program solicitation and review, and the approval/denial process is vital to a successful convention.
 3. Request Program Manager (*or designated Central Office personnel*) send out notices of all recurring meetings to Committee Chairs.
 4. Check with Program Manager to establish the total workshop spaces available, size, configuration, audio visual capabilities, and other logistical possibilities.
 5. Communicate to all chairs approving programming the “target number” of workshops to approve for their Interest Area.
 - a. Remind Chairs that they will want to limit the number of programs they approve to the target number.
 - b. This target number is based on the historical number typically accepted in each interest area, the available convention spaces, and the committee and the number of members that committee typically serves.

6. Communicate to all chairs that if they choose to deny a program proposal, they must provide justification for denial on the appropriate page on the on-line proposal form.
 7. Provide a Scheduling Grid to select Chairs so they can do preliminary scheduling of programs for their committee.
 - a. SETC ED, Program Manager, and VP of Services collaborate to select Chairs to complete scheduling grids, and further collaborate to update grid used in previous scheduling process.
 - b. If an Interest Area has a small number of programs to review (*e.g., fewer than 10*), the Program Manager and VP of Services will collaborate to complete those Interest Area scheduling grids.
 - c. VP of Services notifies Chairs selected to complete scheduling grids of the deadline for completion and **submission to both VP of Services and Program Manager via email**.
 - d. Helping complete scheduling grids allows Chairs to offer strategies when it comes to offering multiple programs at the same time.
 8. Remind Chairs that as they fill out their scheduling grid they must:
 - a. Review the proposers preferred dates and time for presenting and avoid specified conflicts noted on the proposal form.
 - b. NOT schedule workshops/programs during Keynote Speeches, Advisory Council/Board Meetings, Presenters' Reception, Design Tech Mixer, President's Reception, Awards Banquet, and any recurring committee meetings.
 9. Review all scheduling grids submitted by Chairs.
 - a. Double-check noted conflicts and date/time preferences with the original proposer's on-line proposal form.
 - b. Follow up with select Chairs who have not submitted scheduling grid by the deadline.
 10. Work as liaison between Chairs, Program Manager, and/or Executive Director to fill program type holes in the convention workshops lineup.
 11. Offer input as requested for Special Convention Programming.
 - a. Special Programs include pre-registered/pre-paid programs that are offered by SETC members who do not receive funding for their workshops/programs, but whose workshops/programs require a materials fee.
 - b. These workshops/programs are often approved by the Vice-President of Services in consultation with the chair of the committee who would normally approve the program proposal.
 12. Remind chairs to assign "hosts" from their committees to greet all presenters doing workshops/programs at the convention on behalf of their committee and to record attendance and interest, assist presenters with problems, and serve as representatives for the committee at the workshops.
- C. Keynote Speakers/Master Classes
1. Obtain the running list of invited Keynote Speakers from the Central Office.
 2. Discuss your ideas regarding possible Keynote Speakers.
 3. Collaborate with the Program Manager (*or designated Central Office personnel*) and Executive Director, to determine who will contact the VP of Services' top choice(s) for the Keynote Speakers for the upcoming Convention.
 4. Once initial contact has been made and the invited speaker has shown distinct interest

- in moving forward, the Executive Director will make an official offer detailing logistics and honorarium.
5. If the Keynote Speaker also wishes to do Master Classes, the Vice-President of Services will collaborate with the Executive Director and Program Manager (*or designated Central Office personnel*) to brainstorm ideas for the Master Classes.
- D. Distinguished Career Award
1. Obtain the running list of proposed and previously invited Distinguished Career Award recipients from the Central Office.
 2. Discuss your ideas regarding possible Distinguished Career Award recipients with the Executive Director and the Program Manager (*or designated Central Office personnel*).
 3. Collaborate with the Program Manager (*or designated Central Office personnel*) and Executive Director to determine who will contact the VP of Services' top choice(s) for the Distinguished Career Award for the upcoming Convention.
 4. Once initial contact has been made and the invited Distinguished Career Award recipient has shown distinct interest in moving forward, the Executive Director will make an official offer detailing logistics and honorarium.
- D. Featured Guest Artists
1. If there is room in the programming schedule, the Vice-President of Services collaborates with the Executive Director and the Program Manager (*or designated Central Office personnel*) to select Featured Guest(s) and schedule their workshop(s).
 2. Committee Chairs may suggest featured guest artists.
 3. Any financial arrangements and final contracts will be made by the Executive Director.
- E. Fringe Festival
1. The Vice-President of Services will:
 - a. Receive and review all Fringe Festival Applications.
 - b. Collaborate with the Festival Production manager and the Program Manager (*or designated Central Office personnel*) to select the applications that will be accepted to perform in the SETC Fringe Festival.
 2. Typically, 6 productions can participate in the Fringe Festival, however the convention site and scheduling may mean that this number may change.
 3. The VP of Services is the primary source of communication, and often the “face” of SETC to all proposing Fringe Festival productions and should make a point to actively keep in communication from application receipt through convention performance.
 - a. Review and revise Fringe Festival application and guidelines from previous year with SETC Program Manager.
 - b. Collaborate with Program Manager to post application and guidelines to SETC website in an appropriate time for those applying to meet published application deadline.
 - c. At the spring convention, meet each Fringe Festival production leader and offer a welcome to the audience and brief introduction of each production (*as schedule permits, and after discussion with presenters*).

IV. General Timeline of Events (*note that the following includes some specific dates and others*)

suggest time periods in which work needs to be completed):

- A. **March- September** – Review program proposals and send them to appropriate chairs(s) to review
- B. **April-September** – Create a short list for Keynote Speakers and Distinguished Career Award Winners, make initial contact, and confirm their attendance at the convention
- C. **May** – Spring ExCom Meeting; Update Fringe Festival Application and Guidelines
- D. **May/June** – site visit to upcoming convention site with Executive Director and Program Manager
- E. **August** – Solicit Semi-Annual reports from Services Council Committee Chairs (*See Item II., F., 2., a-v.*)
- F. **August** – Submit collected and collated semi-annual reports to Vice-President of Administration
- G. **September** – Fall ExCom and Board Meeting
- H. **September 1** – Deadline for proposals requesting AV
- I. **Mid-Late September** – Deadline for all proposals
- J. **Mid-October** – Deadline for chairs to accept/deny all programs and submit Scheduling Grid to Vice-President of Services and Program Manager
- K. **Mid-October** – Deadline for Fringe Festival Applications
- L. **Mid-Late October** – Deadline for Vice-President of Services to review Scheduling Grids, and submit final approval or denial of proposals, using the online scheduling form.
 - 1. Last step for approved proposals, click “My Application is Complete” to generate automated acceptance email to proposer.
- M. **Late October** – Deadline for final decisions for Fringe Festival and notification to proposers of acceptance or denial.
 - 1. Send personal email to all **accepted** productions with message that further information will be sent after Jan. 1 from our on-site Production Manager.
 - 2. Send personal email to all **denied** productions with invitation to apply another year or another appropriate message and encourage them to attend SETC convention.
- N. **November 15** – Deadline for letters of denial to be sent to program proposers by Vice-President of Services.
 - 1. For denied proposals, send each proposer a personal email including brief reason(s) for denial. (*Consult notes from Chair found on designated pages of the proposal form; use as appropriate.*)
 - 2. After email has been sent, go back to proposal form and click “Cancelled.”
- O. **Early January** – Winter ExCom Meeting
- P. **Mid-January** – Solicit Semi-Annual reports from Services Council Committee Chairs (*See Item II., F., 2., a-v.*)
- Q. **Late January** – Submit collected and collated semi-annual reports to Vice-President of Administration
- R. **February** – Collaborate with the Executive Director to delegate who will do the introductions for the Keynote Speakers
- S. **March** – Annual SETC Convention

PART II. POLICY FROM HIGHER AUTHORITY

BY-LAWS

ARTICLE III BOARD OF DIRECTORS

Section 1. The Board of Directors, elected by a majority vote at the annual meeting or convention of members or at special meetings of members whenever necessary, shall be composed of:

- (1) eight executive officers of the Corporation, each to serve a term of one year,
 - (a) a President;
 - (b) a Vice-President of Services;
 - (c) a Vice-President of Administration;
 - (d) a Vice-President of Finance;
 - (e) a Secretary;
 - (f) a Past President of the Corporation, selected from among those individuals who have previously completed a minimum of one full term as President;
 - (g) a Vice-President of Divisions, selected from among the elected Division Chairs;
 - (h) a Vice-President of States, selected from among the elected State Representatives;

ARTICLE IV EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the eight executive officers of the Corporation.

Section 2. The Executive Committee shall be the administrative, policy making and planning body of the Corporation. It shall be the ultimate authority when neither the Board of Directors nor the Corporation is meeting. The Executive Committee shall report all of its actions, including those specifically authorized in these bylaws, to the Board of Directors, which may overrule any such action or act unilaterally.

Section 3. All Executive Committee meetings shall be announced at least two weeks in advance to the full Corporation membership and shall be open to any Corporation member wishing to attend or to speak except when the Executive Committee votes to go into executive session to discuss personnel matters. Executive sessions shall be for discussion purposes only, and any vote shall be taken after leaving executive session. An exception to the advance announcement may be made in an emergency, but the nature of the emergency must be recorded in the minutes and only business relating to the emergency may be transacted.

ARTICLE V DUTIES OF OFFICERS

Section 2. The Vice-President of Services shall:

- (1) oversee and represent the primary service areas of the Corporation, including, but not limited to, the annual spring convention, the annual fall forum, publications, and auditions;
- (2) preside at meetings of the Services Council;
- (3) report to the Corporation regarding services and proceedings of the Services Council;

- (4) collaborate with the Executive Director and Central Office staff to develop products and services;
- (5) perform the duties of the President when designated to do so by the President or when the President is unable to fulfill such duties.

ARTICLE IX MEETINGS

Section 1. There shall be an annual convention of members at a time and place fixed by the Executive Committee. At this convention, an opportunity shall be provided for having a business meeting for consideration of business of the Corporation and for hearing and considering reports of committees. One per cent of the membership present by registration at a convention shall constitute a quorum at a business meeting.

Section 2. The Board of Directors and the Executive Committee shall meet regularly each year at annual conventions and in September. Other meetings of either group may be called by the President whenever he or she deems necessary. A majority of the membership of either group shall constitute a quorum.

ARTICLE XI ADVISORY COUNCILS

Section 1. The Advisory Councils shall be composed of:

- (1) the chairs of all committees, including those concerned with auditions, festivals, awards, and activities;
- (2) the Liaison Officers;
- (3) a Vice-President of the Corporation, acting as chair.

Section 2. Each Advisory Council shall meet at the call of its chair to consider the reports of all of its members and to recommend action to the Executive Committee. Advisory Councils may recommend to the incoming President candidates for all appointive positions.

Section 3. Committee chairs shall:

- (1) furnish leadership to their respective committees;
- (2) stimulate and develop interest in their assigned areas;
- (3) file written reports on the dates requested by the Vice-President chairing their respective Advisory Council;
- (4) keep their operational manuals up to date;
- (5) collaborate with the Executive Director and Central Office staff.

Section 4. Chairs of Advisory Councils shall:

- (1) be Vice-Presidents of the Corporation;
- (2) furnish leadership to their respective Advisory Councils;
- (3) serve as advocates to the Board of Directors and the Executive Committee;
- (4) solicit written reports from the members of their own Advisory Council;
- (5) coordinate with the Vice-President of Administration to establish dates for submission of reports;
- (6) file written reports on the dates requested by the Vice-President of Administration

Section 5. The Advisory Councils shall be classified as:

- (1) the Services Council, convened by the Vice-President of Services acting as chair, comprised of Liaison Chairs, chairs of the Publications Committee and committees or interest groups providing programming or services, along with other chairs recommended by the Executive Committee;

SETC RULES OF THE ASSOCIATION

Rule I.4. ***Semi-Annual Reports.*** The semi-annual reports described in the Bylaws and required for timely submission to the Executive Committee are submitted on or before the deadline established by the Vice-President of Administration. Those semi-annual reports containing action items and/or items of interest will be mailed to Board and Advisory Council members prior to the Executive Committee meetings. The Vice-President of Administration will read the reports submitted by the deadline and distribute to the Board an action agenda showing only those items that require Executive Committee or Board action. No action items or reports will be discussed in the Reports portion of the Executive Committee agenda unless submitted to the Vice-President of Administration by the deadline. Members of the Board and Advisory Councils will receive a list of reports submitted and not submitted. (3/8/14)

Rule I.5. ***Committee and Interest Group Appointments.*** The incoming President of SETC will announce all new appointments insofar as possible at the first Executive Committee meeting at which President presides. Unless otherwise provided for by the Articles, Bylaws, or other Rules of SETC, committee and interest group appointments are for a term corresponding to that of the officer who lawfully makes the appointment. Ordinarily, committee and interest group appointments end at the conclusion of the Annual Meeting following the appointment, unless the committee, interest group, or member is discharged sooner. (9/6/08)

Rule I.6. ***Meeting Dates.*** The annual convention will begin on the first Wednesday in March, except that, in extraordinary circumstances, the Executive Committee may approve beginning the convention no more than one week before or after that Wednesday. The fall auditions and Board of Directors and Advisory Council meeting will be held on the first weekend following Labor Day. In addition to meetings during the annual convention and fall Board of Directors meeting, the Executive Committee will meet during the weekend immediately following the first Sunday in January and the weekend immediately following the 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.9. ***Formation of Interest Groups.*** If there is sufficient common interest, a group of SETC members may present a proposal for their inclusion in SETC as an interest group by submitting a narrative of support to the Executive Committee and the Board of Directors. It must be approved by a majority vote by both bodies. After a minimum of two years, the interest group may wish to present evidence of successful operation and request ad hoc committee status. After a minimum of two years of successful operation as an ad hoc committee, the group may submit a narrative of support and a proposed manual of operation for standing committee status. In all cases, groups must be approved by a majority vote of the Executive Committee and the Board of Directors. In no case may any group apply for SETC funds before gaining ad hoc committee status. (9/6/08)

Rule I.11. ***Advisory Council Meetings.*** The Advisory Councils, chaired by the Vice Presidents, will meet during the fall meetings and spring Convention. In the event that a committee chair is unable to attend, the committee chair is expected to secure an appropriate replacement (*alternate*) to represent the voice of the respective constituency at the Advisory Council meeting. Approval of the alternate by the VP of the Committee Chair's Advisory Council must be obtained through written consent prior to the meeting. The Vice President will notify the President and Executive Director of the approved alternate. The alternate will represent the respective constituency at the Advisory Council meeting and have the privilege of the committee chair's vote. (9/9/17)

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 functions. These procedures are not binding upon future users of the manual, however they serve as important guidelines from previous committee leaders, as well as the SETC leadership team. Part I of this manual may be revised as needed or desired, following procedure outlined in Rule 1.18, providing that no changes conflict with SETC policies as stipulated in Articles of Incorporation, Bylaws, or Rules.)

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. (9/9/17)

Rule I.18 ***Procedures for Updating Manuals.*** The Vice-President of Administration solicits current operations manuals and asks that all committee chairs, division chairs, officers and festival chairs to send changes to the appropriate Vice-President. Any constituency wishing to amend its manual may do so by clearly highlighting proposed changes in an electronic copy of the document and submitting the manual to the designated Vice-President. The designated Vice-President collaborates with the Executive Director on proposed changes to Part I Operational Procedures as appropriate. All amended manuals are then sent to the Bylaws Committee, which shall advise whether each manual conforms to applicable Bylaws, Rules, and other directives of the Corporation. Nonconforming manuals will be returned to the designated Vice-President for further revision and consultation with the appropriate chair or officer. That Vice-President will present manuals conforming to applicable statutes for acceptance at the next regularly scheduled meeting of the Executive Committee. Revisions in Part I *Operating Procedures* or Part II *Policy from Higher Authority* may be submitted to the designated Vice-President at any time. Revisions to Part III *Regulations from this constituency* must follow a vote on such amendments by the constituency during the annual convention.

Process:

1. Committee Chair sends updated manuals to designated Vice-President;
2. Designated Vice-President collaborates with Executive Director on proposed changes to Part I *Operating Procedures* as appropriate;
3. Vice-President sends to Bylaws, who sends response to the designated Vice-President
4. That Vice-President presents manuals to Executive Committee;
5. After approval, Vice-President of Administration sends approved manual to Executive Director;
6. Executive Director facilitates archiving of manual, uploading to website, and copy of approved manual to Committee Chair or Officer. (9/12/2015)

Rule II.2. ***Auditions Committee.*** The Auditions Committee shall consist of five members, one member to be appointed by the President each year for a five-year term, with individual appointees so selected as always to keep as near even balance as possible between representatives of auditioning companies and representatives of other SETC interests. The chair shall be appointed from the committee by the President. Any vacancies will be filled by appointment by the President for the balance of an unexpired term. The Director of any SETC auditions shall not concurrently serve as a member of the Auditions Committee. The duties of the Auditions Committee shall include, but not be limited to: 1. Developing and approving all policies with regard to the spring and fall professional auditions, presenting their recommendations to the Executive Committee for approval; 2. Selecting, in consultation with the Professional Division and the Central Office, the Director for each set of auditions; 3. Receiving, investigating, and acting upon complaints relating to the auditions and to professional

practices arising therefrom, and, when the actions contemplated are of sufficient magnitude, presenting their recommendations to the Executive Committee; 4. Assisting the SETC Central Office staff regarding complaints, questions, or procedures in connection with the auditions; 5. Developing publicity plans for the auditions aimed at reaching the widest possible array of qualified auditionees and auditioning companies; 6. Planning convention programs and other presentations that will enhance the auditioning process; 7. Serving as principal liaison between SETC and the State Auditions Coordinators. (9/6/08)

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

Rule II.8. ***Playwriting Committee.*** The Playwriting 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. The duties of the Playwriting Committee shall include, but not be limited to, conducting the annual New Play Project, administering the Innovative Playwriting Instruction Award, developing programs for the annual convention, and carrying out such other projects as may benefit playwriting in the SETC region. This committee shall annually propose, as a part of its budget request, the amounts of all awards for which it is responsible. (9/6/14)

Rule II.9. ***Undergraduate/Transfer Auditions Committee.*** The Undergraduate/Transfer Auditions 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. It shall be the duty of the Undergraduate/Transfer Auditions Committee to conduct annually, at the convention, a set of auditions which will facilitate high school students seeking a college program in theatre getting together with college and university representatives seeking potential students. (12/18/10)

Rule II.10. ***Movement and Physical Theatre Committee.*** The Movement and Physical Theatre Committee is a standing committee which shall consist of those members who express interest in stage movement and physical theatre programs of SETC. The chair shall be appointed annually by the President. The duties of the Movement and Physical Theatre Committee shall include, but not be limited to, developing programs for the annual convention and carrying out such other projects as may benefit movement and physical theatre in the SETC region. (3/7/18)

Rule II.11. ***Acting Committee.*** The Acting Committee is a standing committee which shall consist of those members who express interest in the acting program of SETC. The chair shall be appointed annually by the President. The duties of the Acting Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out such other projects as may benefit the area of acting for SETC and the region. (9/12/15)

Rule II.14. ***Directing Committee.*** The Directing Committee is a standing committee which shall consist of those members who express interest in the directing program of SETC. The chair

shall be appointed annually by the President. The duties of the Directing Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out such other projects as may benefit the areas of directing for the SETC and region. (9/12/15)

Rule II.16. ***Cultural Diversity Committee.*** The Cultural Diversity Committee is a standing committee which consists of those members who express interest in promoting cultural diversity in SETC. The chair shall be appointed annually by the President. The duties of the Cultural Diversity Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out those projects that support and encourage cultural diversity within SETC and the southeast region. (3/15/98)

Rule II.20. ***Religion and Theatre Committee.*** The Religion and Theatre Committee is a standing committee which shall consist of those members who express interest in the religion and theatre program of SETC. The chair shall be appointed annually by the President. The duties of the Religion and Theatre Committee shall include, but not be limited to, developing programs for the annual convention and carrying out such projects as may benefit the understanding of religion and theatre in SETC. It is understood that the Religion and Theatre Committee shall encourage diversity and avoid sectarian preferences in regard to program and activity selection. (3/4/15)

Rule II.21. ***Voice and Speech Committee.*** The Voice and Speech Committee is a standing committee which shall consist of those members who express interest in voice and speech programs at SETC. The chair shall be appointed annually by the President. The duties of the Voice and Speech Committee shall include, but not be limited to, developing programs for the annual convention and carrying out such other projects as may benefit voice and speech training in the SETC region. (3/5/03)

Rule II.22. ***History/Theory/Criticism/Literature Committee.*** The History/Theory/Criticism/Literature Committee is a standing committee which shall consist of those members who express interest in history, theory, criticism or literature programs at SETC. The chair shall be appointed annually by the President. The duties of the History/Theory/Criticism/Literature Committee shall include, but not be limited to, developing programs for the annual conventions and carrying out such other projects as may benefit history-theory-criticism-literature training in the SETC region. (3/9/03)

Rule II.23. ***Graduate School Auditions Committee.*** The Graduate School Auditions 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. It shall be the duty of the Graduate School Auditions Committee to conduct annually, at the convention, a set of auditions which will facilitate undergraduate students seeking a graduate program in theatre getting together with college and university representatives seeking potential students. (3/3/04)

Rule II.26. ***Stage Management Committee.*** The Stage Management Committee is a standing committee which shall consist of those members who express interest in the stage management program of SETC. The chair shall be appointed annually by the President. The duties of the

Stage Management Committee shall include, but not be limited to, developing programs for the annual convention, coordinating with the activities of other committees, and carrying out such other projects as may benefit theatrical stage management and related fields in the SETC region. (9/8/12)

Rule II.28. ***Musical Theatre Committee.*** The Musical Theatre Committee is a standing committee which shall consist of those members who express interest in the musical theatre program of SETC. The chair shall be appointed annually by the President. The duties of the Musical Theatre Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out such other projects as may benefit the area of musical theatre for the SETC region. (9/7/13)

Rule II.29. ***Small Theatre Program Committee.*** The Small Theatre Program Committee is a standing committee which shall consist of those members of SETC employed by a College/University having three (3) or fewer full-time faculty in the area of Theatre, or those having an interest in these types of College/University programs. The Chair shall be appointed annually by the President. The duties of the Small Theatre Program Committee shall include, but not be limited to, developing programs for the annual convention, coordinating with the activities of other committees and carrying out such other projects as may benefit small theatre programs and related fields in the SETC region. (3/4/15)

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.3. ***Officer and Board Reimbursement.*** Reimbursement allowed for officers and Board of Directors members includes trips made to state meetings to represent SETC, and for no more than two trips to the convention site by the Vice-President of Services (Program Chair) for the purpose of convention planning, prior to the convention. For travel to the Winter and Summer Executive Committee Meetings, members of the Executive Committee will be reimbursed for lodging and travel. Travel expenses for those who drive to the meeting will be calculated at a mileage rate to be determined annually at the fall business meeting by the Executive Director and the Finance Committee. For the fall Board of Directors meeting and the annual convention, members of the Executive Committee will be reimbursed for travel expenses not to exceed the cost of two nights' stay at the negotiated rate, including taxes, at the headquarters hotel. The SETC budget will not cover other officer and Board related trips not specifically authorized by this Rule. (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.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.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 III.15. ***Supervisory Responsibility.*** The Executive Committee, in carrying out its responsibilities under Article XII of the Bylaws to supervise the operation of the central office, shall at any time have the authority to examine the books and other records of the corporation. This may include regular visits of one or more delegates from the Executive Committee to the central office. (3/15/98)

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.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.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 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 updated by Anthony R. Haigh February 2004

By Denise Halbach 2005

By Dennis Wemm 2006

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

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

Revised by Tiza Garland: June 1, 2015

Date of Acceptance by the Executive Committee: September 12, 2015 – President Tiza Garland

Revised by Pat Gagliano, VP of Services: February 19, 2018

Date of Acceptance by the Executive Committee: March 7, 2018 – President Tiza Garland