

Southeastern Theatre Conference
ARCHIVES COMMITTEE
Manual of Operations
(Approved March 2, 2016)

PART I - OPERATION PROCEDURES

Regarding Operating Procedures:

Rule I. 17 Part I. Operating Procedures. In this section should appear as much detail as may be necessary about how the subject group or activity functions. These procedures are not binding upon future users of the manual, but rather constitute useful hints from previous activists. They may be changed at any time.

1. The Archives are primarily updated by the Central Operations staff and are located in the Special Collections Dept., Jackson Library, UNCG, Greensboro, NC 27412-5001.
2. The Archives Chair confers with SETC's Central Office and Executive Director annually regarding the deposit for appropriate archive materials such as publications, brochures, convention materials, and other items of historical importance.
3. Solicit at Board meetings and through announcements in SETC News the need for past officers to send relevant archive materials to the chair for deposit in the archives.
4. Assist SETC officers, historians, and the membership in gaining access to the archives upon request.
5. Interest area chairs should submit columns of 100-200 words for publication in the March/April issue of *SETC News* every year. Deadline: January 7. Whenever possible the chair should submit items to *SETC News* editor via email by the 7th day of the months of January, March, May, July, September and November.

PART II - POLICY FROM HIGHER AUTHORITY

Bylaws

Article V

Section 3. The Vice-President of Administration shall:

- (1) oversee activities related to governance and administration of the Corporation;
- (2) preside at meetings of the Administrative Council;
- (3) report to the Corporation concerning administration and proceedings of the Administrative Council
- (4) coordinate reports of the Advisory Councils;
- (5) solicit current operations manuals for all ongoing Corporation functions;
- (6) collaborate with the Executive Director regarding administrative matters of the Corporation;
- (7) perform the duties of the President when designated to do so by the President or when both the President and the elected Past President are unable to fulfill such duties.

Article XI

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.

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.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 designated 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 VP 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. Officers, Festival, Division and Committee Chairs send updated manuals to designated Vice President

2. Designated Vice President collaborates with Executive Director on proposed changes to Part I – Operational Procedures, as appropriate
3. Vice President sends to Bylaws, who sends response back to the designated Vice President
4. Vice President presents manuals to Executive Committee
5. After Executive Committee 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 Chair/Officer. (9/12/15)

Rules

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.3. Archives Committee. The Archives 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 Archives Committee shall include, but not be limited to, working with the central office in preparing archival materials for deposit in Jackson Library at UNC-Greensboro. (3/3/93)

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 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. 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 THE CONSTITUENCY

None to date.

Tom Behm 9/15/94

Approved: President - Donald H. Wolfe - January 28, 1995

Revised: 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

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

Revised by Dennis Wemm, Archives Chair, March 2016

Date of acceptance by the Executive Committee: March 2 2016—President Tiza Garland