

Southeastern Theatre Conference

PLAYWRITING COMMITTEE
Manual of Operations

DESCRIPTION: The Playwriting Committee shall function as a committee embracing the current SETC New Play Project (NPP) and the Innovative Playwriting Instruction Award (IPIA) while focusing on and encouraging the development of new works and writers for the stage through additional convention programming. The existence of this committee should underscore and promote the SETC's commitment to new plays and playwrights.

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 Playwriting Committee Chair serves as part 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 Playwriting Chair's term of service, the Chair will review the committee manual and submit any changes to Operating Procedures to the Vice President of Services, following procedures outlined in Rule I.18.
 2. The outgoing Playwriting Chair will contact the newly appointed Chair to provide information and aid in the transition period as the new Chair takes office.
 - D. Chairs will receive budget request forms.
 1. The Chair shall complete and submit the budget request for the Committee to the SETC Executive Director according to the deadline given (*typically in the fall*).
 2. The Playwriting Committee budget request should include the budget request for the New Play Project and the Innovative Playwriting Instruction Award.
 - 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 committee chair, 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 Playwriting committee is the SETC Program Manager.
 4. Committee chairs 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 Playwriting Chair should contribute to the effective development of the SETC organization and its services.
- F. Whenever requested, the chair should submit information and items for website, social media, and *SETC News* via email on the schedule provided to them.

II. COMMITTEE PURPOSES

- A. To assist the Program Chair and SETC Program Manager in providing programming dealing with playwriting and the production of new plays for the annual SETC convention.
- B. To assist the Program Chair in identifying and securing the services of distinguished playwrights, directors, and producers to serve as resource people and speakers for the convention.
- C. To schedule at least one open committee meeting during the annual convention which will provide a forum for members with interests in new plays.
- D. To provide information on programming in playwriting, producing new plays, marketing new plays, etc., for state and divisional meetings within SETC on request.
- E. To conduct the annual SETC New Play Project.
- F. To convey items of concern from its constituency to the SETC Board of Directors.
- G. To work with SETC Marketing Manager to solicit membership for SETC among playwrights and new play producers and directors in the region.
- H. Oversee Innovative Playwriting Instruction Award.
- I. Work with SETC Executive Director and other staff members on new programs that serve the playwriting community.

III. COMMITTEE COMPOSITION

- A. The Playwriting Committee should consist of the Chair (*appointed annually by the SETC President*) and at least three additional members appointed by the Chair, one of whom would serve as Chair of the New Play Project.

IV. RESPONSIBILITIES OF THE CHAIR DURING THE CONVENTION

- A. Conduct the Playwriting Committee meeting.
- B. Report to the SETC Board of Directors at scheduled meetings during the annual convention. The Chair may be called on to defend the Committee's budget request at this time.
- C. Ensure that the New Play Project readings and hosting of the playwright, respondent, and IPIA are proceeding smoothly. Actively assist as needed.
- D. Oversee and/or participate in new playwriting-oriented projects.

V. RESPONSIBILITIES OF INCOMING CHAIR DURING AND/OR IMMEDIATELY AFTER ANNUAL CONVENTION

- A. Appoint or re-appoint committee members for the coming year in collaboration with the

new SETC President. These names should be provided not only to the President, but also to the Vice President of Administration, the Vice-President of Services, and Central Office as soon as possible.

- B. Recommend to the President chairs for the SETC New Play Project and Innovative Playwriting Instruction Award (*rules and guidelines online*). The names of chairs should also be reported to the President, the Vice President of Administration, the Vice-President of Services, and the central office. A copy of the rules and guidelines should be given to the chair. This individual will normally be a member of the Committee.

VI. RESPONSIBILITIES OF THE CHAIR DURING APRIL THROUGH AUGUST

- A. Secure specific program proposals for the coming convention and be certain they are submitted through the proper procedures online by the deadline date noted on the proposal form.
- B. Inform the SETC Program Manager of all space needs and special local arrangements required by activities of the Committee.
- C. Investigate possible guest playwrights for the following convention.
- D. Work with SETC Executive Director to confirm NPP Respondent.

VII. RESPONSIBILITIES OF THE CHAIR DURING FALL

- A. It is expected that the Chair of the Playwriting Committee, the Chair of the New Play Project, and the Chair of the Innovative Playwriting Instruction Award will attend the fall meeting of the SETC Board of Directors.
- B. Report to the Board on activities of the Committee to date.
- C. Submit budget request for the Committee (*see Item I., D. above*).
- D. Review possible scheduling conflicts between playwriting meetings, programs, and staged readings with the SETC Program Manager as the program is developed.
- E. Review that adequate and appropriate space and time for all playwriting programming is planned for the coming convention.
- F. Consult with the SETC Program Manager regarding potential guest playwrights so that their names may be used in preliminary publicity. Ideally, these names should be set by this time, but due to the nature of the career demands of active playwrights, this may not be possible. December 1 should be considered as a deadline for this information. It is the responsibility of the Playwriting Chair to work with the SETC Program Manager in securing the services of these individuals for the convention.

VIII. NEW PLAY PROJECT

- A. The New Play Project is dedicated to the discovery, development, and publicizing of worthy new plays by playwrights who reside in the SETC region or are members residing outside the region.
- B. It calls for a yearly solicitation of works, the selection of one "work", or a winning bill of one-act scripts by the same playwright, collaboration with the playwright in the preparation of a staged reading, the presentation of the work(s) in a staged reading format at the annual SETC convention, and the publicizing of the work's availability thereafter.
- C. The operation consists of the following:
 - 1. Work with the SETC Marketing Manager to publicize the search by whatever means possible: i.e., Writer's Digest, Dramatists Sourcebook, SETC Newsletter, Dramatists

- Quarterly, Writer's Market, etc.
2. The composition of the New Play Project includes the Project Chair (*appointed annually by the Chair of the SETC Playwriting Committee*), and screening readers (*appointed annually by the Project Chair*).
 3. Scripts are sent to the Chair, who shall acknowledge their receipt. The period between March 15 and June 1 shall be the window for submissions.
 4. The Chair shall devise a means of screening the entries which narrows the number of finalists to around five. These five are to be considered by a final screening committee (*appointed by the Project Chair*) which will also serve as the panel of respondents at the staged reading during the annual convention.
 5. As plays are screened out of consideration, they shall be returned promptly.
 6. Once the final group of plays has been read by the screening committee, a winning play must be selected no later than November 1 through consultation with each of the members. The remaining finalists will receive "honorable mentions." All plays so selected should be publicized by way of the SETC Newsletter.
 7. The winning playwright is contacted by the New Play Project Chair who copies the SETC Executive Director.
 - a. The Executive Director then sends a confirmation letter and begins the logistics for their convention attendance.
 - b. He/she shall receive VIP treatment on that occasion.
 - c. The project chair shall also provide the name and address of the winning playwright along with a synopsis of the play, a brief bio, and a photograph to the Executive Director, copying the Marketing Manager for publicity purposes.
 8. The winning play is given a rehearsed staged reading at the convention. The producing group and director are selected by the Project Chair. The playwright shall attend a final rehearsal and the presentation itself.
 9. The Project Chair shall present the playwright with the Charles M. Getchell Award certificate and the award check at the awards banquet, or at the Annual Business Meeting during the annual convention.
 10. The SETC Executive Director prepares the annual budget for the Project based on budget request from the Committee Chair, travel and expenses for the playwright, any respondent expenses, administrative costs, and the cash award.
- D. Chair, New Play Project
1. Written notification to all participants acknowledging that their scripts have been received. DEADLINE: First week of July
 2. Appoint first tier readers. Each play should be evaluated by at least two readers. DEADLINE: First week of July
 3. Appoint Final Readers to evaluate plays with top scores. DEADLINE: First week of September
 4. Selection of the winner by the Final Readers. DEADLINE: Third week of November.
 5. Notify winning playwright by phone and letter. DEADLINE: December 1.
 6. Notify all applicants of the winning play. DEADLINE: December 1.
 7. Selection of director to coordinate reading of the winner play.

- The Chair of the NPP works with the Playwriting Chair to secure a director and readers for the staged reading. The director may wish to read the script before agreeing to the assignment. In the past, it has worked very well to invite a director who lives within the city where the convention will be held. Directors may be experienced professionals, or qualified students or community theatre personnel.
DEADLINE: December 15.
8. Selection of two to three responders to discuss the winning play with the playwright in an open forum at SETC. The third responder can be the Chair.
DEADLINE: Second week of January.
Term: The chair is appointed for two years.
 9. End of Term: mail files and materials to the new Chair of the New Play Project.
Phone meeting on the process.
DEADLINE: Last week of March.
 10. Responsibilities at the March Convention:
 - a. Assist with the hosting of the winning playwright.
 - b. Attendance to Playwriting Committee meeting.
 - c. Presenting the Award to the winning playwright at the Awards Dinner.
 11. Additional Responsibilities:
 - a. Work with the Executive Director and Chair of the Playwriting Committee to ensure all areas are covered and information is shared.
 - b. Insure that readers of all levels are individuals are qualified individuals, who are actively engaged in some significant area of theatre (*directors, designers, actors, etc.*)
 - c. Work with the Marketing Manager to publicize the New Play Project.
 - d. SETC staff will maintain archival records of all applications in Central Office.

IX. THE INNOVATIVE PLAYWRITING INSTRUCTION AWARD

- A. The Innovative Playwriting Instruction Award shall annually recognize creative inclusion of playwriting instruction in secondary curriculum by an innovative secondary school teacher.
- B. Administration of the Innovative Playwriting Instruction Award is assigned to the Playwriting Committee.
- C. The committee will select one winner (*if one of sufficient merit is found*) of a monetary award.
- D. The IPIA Chair shall be appointed by the SETC President in collaboration with the Chair of the Playwriting Committee.
 1. The IPIA Chair shall be responsible for working with the Marketing Manager to publicize the search by whatever means possible, including but not limited to: contacting SETC State Representatives, State Organization Directors, members of the Playwriting Committee, Chair of the Secondary School Division.
 2. The composition of the Innovative Playwriting Instruction Award includes the IPIA Chair, and screening readers (*appointed annually by the IPIA Chair*).
 3. Nominations are sent to the IPIA Chair, who shall acknowledge their receipt.
 - a. Nominations for the Innovative Playwriting Instruction Award will be accepted between March 1 and June 1 each year.

- b. Nominees will be asked to submit a description of their innovative teaching, their CV, and two letters of recommendation from those familiar with their teaching (one such letter can be from the nominator).
- c. Nominators are encouraged, where appropriate, to include samples of student work in support of the nomination.
- 4. The IPIA Chair shall devise a means of screening the nominations down to 3-5 finalists. The finalists are to be considered by a final screening committee (*appointed by the IPIA Chair*), with finalists selected no later than mid-October.
- 5. The winner is contacted by the IPIA Chair who copies the SETC Executive Director.
 - a. The Executive Director then sends a confirmation letter and begins the logistics for their convention attendance.
 - b. He/she shall receive VIP treatment on that occasion.
 - c. The project chair shall also provide the name and address of the winning playwright along with a synopsis of the play, a brief bio, and a photograph to the Executive Director, copying the Marketing Manager for publicity purposes.
- 6. The annual budget for the Award shall be reviewed and every attempt should be made to continually offer the following:
 - a. The winner shall receive registration/membership to attend the convention and round-trip coach air-fare or reimbursement for mileage (*which ever is most cost-effective*), a room for Thursday, Friday and Saturday nights at the convention, meal per diem for those three days and a banquet ticket.
 - b. The winning teacher must agree to attend the convention (*always in early March*) to be eligible to receive the award. The IPIA Chair shall present the winner with the Innovative Playwriting Instruction Award certificate and the award check at the awards banquet, or at the Annual Business Meeting during the annual convention.

E. Responsibilities of the Innovative Playwriting Instruction Award Chair

- 1. Nominations for the Innovative Playwriting Instruction Award will be accepted between March 1 and June 1 each year. The winner will be announced in November.
- 2. Written notification to all participants acknowledging that their nominations have been received. DEADLINE: June 8.
- 3. Appoint Selection Committee (*at least three members of the Playwriting Committee*). Each nomination should be evaluated by the committee. DEADLINE: October 15.
 - a. Selection of the winner.
DEADLINE: October 22.
 - b. Notify the winner by phone and letter.
DEADLINE: November 1.
- 4. Term: The IPIA Chair is appointed for two years, upon recommendation by the Chair of the Playwriting Committee and approval by the SETC President.
- 5. End of Term: mail files and materials to the new IPIA Chair. Phone meeting on the process. DEADLINE: Last week of March.
- 6. Responsibilities at the March Convention:
 - a. Assist with the hosting of the winner.
 - b. Attendance at the IPIA meeting and the Playwriting Committee meeting.

- c. Presenting the Award to the winner or arranging for an appropriate individual to present the award.
- 7. Additional Responsibilities:
 - a. Keep the Executive Director and Chair of the Playwriting Committee informed.
 - b. Assisting with publicizing the IPIA, including: contacting SETC State Representatives, State Organization Directors, members of the Playwriting Committee, Chair of the Secondary School Division, the SETC Newsletter, relevant
 - c. SETC staff will maintain archival records of all applications in Central Office publications.

PART II: POLICY FROM HIGHER AUTHORITY

BY-LAWS

ARTICLE III

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;

Section 5. All Board members are expected to be in attendance at the semi-annual Board meetings. In the event that a Board member is unable to attend, the board member is expected to secure an appropriate replacement (*alternate*) to represent the voice of the respective constituency at the Board meeting. Approval of the alternate by the President and Vice President of the board member's Advisory Council must be obtained through written consent prior to the meeting. The President will notify the Executive Director of the approved alternate. The alternate will represent the respective constituency at the Board meeting and have the privilege of the Board member's vote.

ARTICLE V

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) attend scheduled Advisory Council meetings;
- (6) 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.

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 second Sunday in May. (9/6/14)

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 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.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 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.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.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.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

None.

Revised September 10, 1993 by Raymond Sawyer, Playwriting Committee Chair

Accepted by: Walter Shipley – 1/14/94

Revised by Alan Litsey, Playwriting Committee Chair, and David S. Thompson, Administrative Vice President, 8/31/05

Date of Acceptance by Executive Committee: March 5, 2006 - President: Dennis Wemm

Revised by Alan Litsey, Playwriting Committee Chair, and Beth Harvey, Administrative Vice President, 9/8/07

Revised by Alan Litsey, Administrative Vice President

Date of Acceptance by Executive Committee: September 6, 2008 - President: Glen Gourley

Revised by Jack Benjamin, Administrative Vice President, June 2010

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

Approved by the Executive Committee: September 12, 2015 – President Tiza Garland

Revised by Darren Michael, Playwriting Committee Chair and Pat Gagliano, Vice-President of Services, January 31, 2018

Date of Acceptance by the Executive Committee: May 6, 2018 – President Jeff Gibson