

Southeastern Theatre Conference  
THEATRE FOR YOUTH DIVISION  
**Manual of Operations**

**DESCRIPTION:** Our Division promotes Theatre for Youth by supporting, educating and connecting the members of SETC to the field.

**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 procedures outlined in Rule 1.18, providing that no changes conflict with SETC policies as stipulated in Articles of Incorporation, Bylaws, or Rules.)*

**I. 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.” 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. 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. Each committee has a designated staff member to assist the collaboration; the TFY Division collaborates extensively with the Executive Director and the TFY Invitational Festival Chair works closely with the Educational Services Manager.

**II. Leadership Responsibilities**

**A. Division Chair**

1. The TFY Division Chair serves as part of the Divisions Advisory Council and is required to attend annual Fall and Spring Advisory Council meetings. The Fall Advisory Council meeting is typically in late August or early September and the Spring Advisory Council meetings are typically scheduled the Wednesday of the convention (the first Wednesday in March).
2. Represent the Theatre for Youth Division on the board of directors at the fall board meetings and Spring Convention.
3. Seek and foster programming for the annual convention.
4. Work with the VP of Services to program and schedule dynamic workshops for the Spring convention.
5. *SETC News* responsibilities
  - a. Write an annual article for *SETC News* at the beginning of May (typically due May 7) for the July/August edition.
  - b. Whenever possible, submit items to the *SETC News* editor via email by the 7th day of the months of January, March, May, July, September and November.

6. The TFY Chair should work with Central Office to acquire Theatre for Youth name badge ribbons to promote the division.
7. Chairs will receive budget request forms. Complete and submit the budget request to the SETC Executive Director according to the deadline given (typically in the fall).
8. Succession:
  - a. Update the division manual at the end of your term as Division Chair to reflect current practice. Submit any changes to Operating Procedures to the VP of Divisions for ExCom approval.
  - b. The outgoing chair should contact the newly appointed chair to provide information and aid in the transition period as the new chair takes office.

#### B. Division Vice-Chair

1. Seek and foster programming for the annual convention.
2. Work with the Division Chair to program and schedule dynamic workshops for the Spring convention.
3. Find two dynamic and respected respondents to serve the Theatre for Youth Festival as well as the Theatre for Youth Forecast.
4. Create a one-page handout/flyer outlining all Theatre for Youth workshop programming.
5. Assist the Division chair in any ways desired or asked.

#### C. Festival Chair

1. Take submissions for the Theatre for Youth Festival.
2. Work with the festival committee to choose the three shows for the festival.
3. Serve as the line of communication between the companies/organizations and SETC Central Office.
4. Find and facilitate a student audience for each of the three shows with local young people.

*\*Caveat: In years when a Festival Chair cannot be selected that resides in the location of the convention, the Chair and Vice-Chair will split responsibilities of the Festival Chair\**

### III. Sara Spencer Award

The Sara Spencer Child Drama Award recognizes the work of an individual or organization for dynamic and engaging work for young people. Nominees can excel in such areas as playwriting, performance, audience development, curriculum development, funding, scholarship, community programs, research, television programming, creative drama or other enrichment programs at their community, state, regional or national level.

This award honors children's theatre pioneer and founder of the Children's Theatre Press (now the Anchorage Press) Sara Spencer. Spencer was the first recipient of SETC's Suzanne M. Davis Award in 1965.

- A. The Sara Spencer Award Committee (made up of 3-5 members of the division) solicits and receives applications and selects the recipient for the annual award.
- B. The Chair of the Committee should present the award at the annual convention banquet.

- C. Nominations with appropriate documentation should be submitted to the Chair of the Sara Spencer Award committee by November 30.
- D. The SETC Central Office will create the engraved award to be given at the annual banquet. The Central Office must be notified of the recipient's name by January 15 in order to have one suitably engraved.
- E. It is acceptable for a group or person to win the award more than one time.

#### **IV. Theatre for Youth Invitational Festival**

- A. The Theatre for Youth Festival Chair should solicit companies and schools in May of each year to participate in the Theatre for Youth Festival.
  - 1. Send an email to all divisional members and any members who check Theatre for Youth as their secondary interest.
  - 2. Try to communicate with local companies in the area of the conference who may not currently be members of SETC. Also, all professional companies and colleges and universities in the state in which the festival takes place.
  - 3. Solicit participants via the SETC Newsletter, Theatre for Youth contact list, social media and by other means as appropriate.
- B. The deadline for submission of applications to participate in the Festival should be October 15.
- C. SETC's Central Office should receive the final list of Festival participants and alternates no later than November 1.
- D. Productions should be scheduled on the Thursday morning of the convention at 9:00, 10:30 and 12:00 in order to attract the largest possible audience from the SETC membership.
- E. The Festival Chair should work with the Division Chair and Vice-Chair to ensure that the Theatre for Youth convention programs and activities do not conflict with Festival performance times.
- F. The Festival Chair should assure that the festival response is scheduled for Thursday afternoon. They will work with the Vice President of Services and SETC's Program Manager.
- G. The Theatre for Youth Division Vice-Chair should secure two knowledgeable and seasoned members of the Theatre for Youth field prior to October 1 to serve as adjudicators for the festival as well as presenters in the Theatre for Youth Forecast. Chair should coordinate with Executive Director (ED) on choices if appropriate and provide the ED names and contact information as soon as confirmed. The ED follows up with the respondents' confirmation and logistics.
- H. The two respondents will be guests at the SETC convention. Travel, housing, and expenses for these adjudicators should be coordinated with the SETC Central Office. Should be encouraged and invited to present workshops at the convention.
- I. Before the convention the Theatre for Youth Festival Chair should:
  - 1. Solicit applications for the Theatre for Youth Festival (August/September).
  - 2. Take submissions for the Theatre for Youth Festival (September/October)
  - 3. October 15 is the deadline for submissions.
  - 4. Work with the festival committee to choose the three shows for the festival. According to the Theatre for Youth Manual of operations there is supposed to be a selection committee of four people in addition to the chair of the festival. Traditionally it has

- been acceptable to have only two or three other people (preferably the Division Chair included) on the committee.
5. Once selections are made, contact the participants to inform them that they have been invited.
  6. Inform SETC Central Office of participants as soon as chosen. Include Production Company, contact, contact info, show title and author.
  7. Serve as the line of communication between the companies/organizations and SETC Central office.
  8. Get the following details about the performance space from SETC's Program Manager:
    - a. Where is it?
    - b. What size is it?
    - c. How many audience members will it accommodate? (children and adults)
    - d. Copy of the floor plan and technical specifications, including lighting and sound
    - e. Who is the on-site technical director for the facility?
    - f. Who is the contact person for the facility?
    - g. What are the specific details concerning load-in and load-out? (Stairs, street access, etc.)
    - h. Will child audience members need to be escorted to the space?
  9. Find a student audience for each of the three shows with local young people.
  10. Create a program for the festival.
- J. At the Convention
1. Keep an audience count for each performance and report it to the SETC Executive Director.
  2. Facilitate the seating and experience of all young people.
  3. Facilitate the feedback session for the respondents.
- K. After the Convention
1. Write thank you letters to the adjudicators and the participants.
  2. Write a short article for the post-convention issue of *Southern Theatre* about the festival – deadline for this is usually 2 to 3 weeks after the convention.

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

### **1. Theatre for Youth Division Chair**

#### **BYLAWS**

##### *Article III*

**Section 1 (2):** A Divisional Chair from each of the five divisions to be appointed by the President upon the recommendation of the respective division, and each to serve a term of two years; with the College and University Division, Theatre for Youth Division and Secondary School Division Chairs appointed in even numbered years, and the Community Theatre Division and Professional Theatre Division Chairs appointed in odd numbered years;

##### *Article VI*

Divisional Chairs shall:

1. furnish leadership for the division which they represent;
2. stimulate and develop interest in their respective areas;

3. file reports of the work of their respective divisions on the dates requested by the Administrative Vice-President.

### *Article V*

**Section 7.** The Vice-President of Divisions shall:

- (1) represent activities and concerns of the five divisions of the Corporation;
- (2) preside at meetings of the Divisions Council;
- (3) collaborate with the Executive Directors regarding activities of the Divisions;
- (4) report to the Corporation on proceedings of the Divisions and the Divisions Council.

## **2. Division Manual**

### **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 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 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)

**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 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)

### **3. The Theatre for Youth Invitational Festival**

**Rule IV.3. Theatre for Youth Invitational Festival.** A committee appointed by the Theatre for Youth Division solicits, receives, and selects applicants for participation in the Festival. Selection is based on the following criteria: (a) the participating theatre must pay an entry fee; (b) theatre companies should not perform in a Festival in successive years; (c) various states and types of productions should be represented; and (d) the Festival is noncompetitive. Festival participants who wish to attend other convention activities must pay dues and convention registration fees. (3/7/04)

### **4. Fiscal Responsibility**

Fiscal policy is controlled by the SETC Board of Directors. The Division may request funds each year for approved activities by submitting a budget request in accordance with Rule III.1, Budget Preparation. Any income received by the Division from outside sources must be deposited with the Executive Director.

### **5. Membership**

The membership of this Division shall consist of all the active members of the Southeastern Theatre Conference indicating an interest in the fields of children's theatre and creative drama.

### **6. Sara Spencer Award**

**Rule IV.11. Sara Spencer Award.** The Sara Spencer Award recognizes an individual or organization for distinct achievement in the areas of child drama within the SETC region. Administration of the award is assigned to the Theatre for Youth Division. (3/7/04)

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

### **1. Annual Meeting**

The annual business meeting of the Division shall take place as published in the program of the SETC annual convention. A quorum shall consist of all those attending said meeting.

### **2. Officers**

The officers of the Division shall be a Chair, Vice Chair, and Festival Chair. The Chair shall preside over the annual meeting and perform duties consistent with the position as they arise. The Vice Chair shall assume the duties assigned to him or her by the chair. The Festival Chair shall become chair of the annual SETC Theatre for Youth Invitational Festival. In the event of the death or resignation of the Division Chair shall fill the remainder of the Chair's un-expired term, subject to the approval of the President of SETC.

### **3. Elections**

The Division's Nominating Committee shall present a slate of nominees for the officers of the Division at the annual meeting in every even-numbered year. Additional nominations may be made from the floor, provided that any such nominee is present or has sent to the nominating Committee a written acceptance of the nomination. Election shall be by majority vote of eligible voters at the annual meeting of the Division.

### **4. Committees**

There shall be two standing committees of the Division:

- A. Sara Spencer Award Committee. The Sara Spencer Award Committee shall be appointed by the Chair for a term of one year, and should consist of a chair, vice chair and three other members. The committee shall have as broad a representation as possible both geographically and in various areas of child drama. The Division Chair shall be an ex officio voting member of this committee.
- B. Nominating Committee. The Nominating Committee shall be appointed by the Chair for a term of two years, and will consist of a chair, vice chair, and three other members. The Division Chair shall be an ex officio voting member of this committee. On each even numbered year, the Committee shall nominate a person or slate of persons to become the next Vice Chair of the Division.

Other committees shall be appointed by the Chair as needed.

### **5. Amendments**

This manual may be amended by a three-fourths vote of eligible members attending an annual meeting, or by a two-thirds majority of all active members participating in a mail vote of the total membership.

## **6. Rules for the Sara Spencer Award**

- A. The recipient must have contributed to the quality of child drama in the region.
- B. No individual or organization may receive the award two consecutive years, but may be eligible in a three-year period if categories are changed.
- C. The award will be given only in those years when it is merited.

## **7. Rules for the Theatre for Youth Invitational Festival**

- A. The Theatre for Youth Invitational Festival shall be a non-competitive exhibition of theatre produced for young audiences by companies, schools, or organizations producing quality theatre for youth. The Festival shall strive to highlight, promote and enhance the quality of theatre for young audiences by presenting professional and/or amateur productions that embrace the broadest possible range of genres and styles, and by subsequent adjudication of those productions.
- B. The Festival Chair of the Theatre for Youth Division serves as the Chair of a committee consisting of four additional members to solicit and receive applications and to choose participants for the Festival.
- C. Selection is based on the following criteria in addition to those established in Rule IV.3, Children's Theatre Invitational Festival:
  - 1. Preference shall be given to companies within the SETC region. However, the Festival Selection Committee shall have discretion to make exceptions.
  - 2. The reputation of the applicant theatre organization.
  - 3. The choice of play to be presented.
- D. Festival Guidelines:
  - 1. The participating theatre must be a member of SETC and must pay an entry fee of \$50.00, which is in addition to the fees for SETC membership.
  - 2. No theatre company should perform in the Festival in successive years.
  - 3. Performance times, including set-up and strike, should not normally exceed 90 minutes for each production.
  - 4. Three productions should be scheduled in the one-day Festival.
  - 5. The Invitational Festival shall be an annual SETC event.
- E. Adjudicators
  - 1. A minimum of two adjudicators shall be provided to evaluate the productions.
  - 2. The adjudicators shall see all of the performances and shall hold an evaluation session open to all SETC members on the day following the Festival.
  - 3. At least one out-of-region adjudicator of national reputation shall be secured for each Festival.
  - 4. 4) The Festival Chair is required to secure appropriate adjudicators for each Festival, with the approval and support of the Division Chair.

**Format revised by the Bylaws Committee, April, 1996.**

**Accepted by the SETC Executive Committee: Signed by David Wohl 6/22/96**

**Revised by David S. Thompson, Administrative Vice President, 2/16/05**

**Date of Acceptance by the Executive Committee: March 2, 2005 - President: Anthony R. Haigh**

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

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

**Revised by Amie Kisling, Division Chair: May 1, 2017**

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