

## Southeastern Theatre Conference

### VOICE AND SPEECH COMMITTEE Manual Of Operations

**DESCRIPTION:** The Voice & Speech Committee strives to address voice and speech concerns and issues pertinent to all constituent areas of SETC. The primary purpose of the Committee is to promote and improve the appreciation, study, teaching, and practice of voice and speech within SETC, and the Southeastern region generally. Membership in this committee consists of all members of SETC who have an interest in Voice and Speech and members from all divisions may be active in the committee.

**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 VOICE & SPEECH COMMITTEE CHAIR** serves as part of the **SERVICES** Advisory Council and is required to attend annual fall and spring Advisory Council meetings. *(If unavailable to attend, the chair must arrange for another member of the committee to be in attendance.)*
  - 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 Voice & Speech Committee 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 Voice & Speech Committee Chair will contact the newly appointed Chair to provide information and aid in the transition period as the new Chair takes office.
  - D. 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)*.
  - 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 Voice & Speech 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 Voice & Speech Committee 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 promote and improve the appreciation, study, teaching and practice of voice and speech within SETC, the Southeastern region, and the field at large.
- B. To work in cooperation with other voice and speech organizations (*particularly organizations which are SETC liaison organizations*) to promote voice and speech in all aspects of the American (*and International*) theatre.
- C. To provide a forum for the exchange of information and ideas about voice and speech both between SETC members and with other voice and speech professionals through the development and presentation of programs at the SETC convention, newsletters, cooperation with other national and/or regional voice and speech organizations and other projects which may benefit voice and speech.
- D. To promote and encourage scholarship in voice and speech by providing opportunities for the presentation of papers at panels at the SETC convention, and by encouraging publication of voice and speech papers in *Southern Theatre* and other journals.

## **III. BROAD RESPONSIBILITIES FOR THE VOICE & SPEECH CHAIR**

- A. Stimulate and develop interest in the Committee from among interested educators and professionals and encourage participation from as many committee members as possible.
- B. Keep the membership and Central Office informed of items of concern to the membership including, but not limited to:
  1. distributing Committee meeting announcements at least two weeks in advance;
  2. distributing Committee meeting minutes within one week after the meeting; and
  3. other news and items of interest and concern to the membership.
- C. Schedule at least one open committee meeting during the annual convention which will provide a forum for members with interest in its area of concern.
- D. Provide information on programming for state and divisional meetings within SETC on request.
- E. Convey items of concern from its constituency (*including VASTA and other similar organizations*) to the SETC Board of Directors.
- F. Collaborate with the SETC auditions committee to address members' concerns with the voice and speech segment of the SETC auditions.
- G. Utilize the SETC website, newsletter, and other appropriate methods of communication to inform the membership and other interested individuals of news and events of interest to the membership.

#### **IV. RESPONSIBILITIES OF THE CHAIR BEFORE AND DURING THE ANNUAL CONVENTION**

- A. Prepare the agenda and distribute to all committee members, the VP of Services, the SETC Executive Director, and SETC President at least two weeks in advance.
- B. Preside over the annual Voice & Speech Committee meeting during spring convention.
  - 1. The voting quorum of this committee shall consist of all members present at the annual Voice & Speech Committee business meeting held at the SETC spring convention.
  - 2. Enactment of any motion shall require an affirmative vote of a majority of members present.
  - 3. At each annual committee meeting the committee shall vote on and recommend to the SETC President an individual to serve as Committee Chair in the following year.
  - 4. A Vice-Chair will also be nominated by the committee.
    - a. Nominations for Vice-Chair may be made from the floor, providing that any such nominee is present or has sent to the officers a written acceptance of the nomination.
    - b. Election for nomination shall be by simple majority vote of eligible voters at the annual meeting of the Committee during the annual convention of SETC.
    - c. Vice-Chairs will serve for two terms and, upon approval of the committee, will be submitted as a nomination for Chair to the SETC President.
    - d. No one shall be nominated for Committee Chair or Vice-Chair without his or her expressed consent.
  - 4. Compile and maintain a mailing list of committee members and others interested in Voice and Speech.
  - 5. Solicit concerns of interested members for later discussion.
  - 6. Solicit program ideas and presiders for next convention.
- C. Collaborate with the Vice-President of Services, the SETC Executive Director and Program Manager, and when appropriate, volunteers and Executive Director to ensure the smooth operation of convention programs sponsored by the committee.
  - 1. Ensure that presenters are in place and properly set up.
  - 2. Assist in the resolution of conflicts and difficulties.
  - 3. Keep a count of persons attending presentations.

#### **V. RESPONSIBILITIES OF CHAIR OR IMMEDIATE PAST CHAIR IMMEDIATELY AFTER THE ANNUAL CONVENTION**

- A. Write an official letter of appreciation to each individual involved in a presentation sponsored by the committee, expressing the committee's appreciation of his/her efforts.
- B. Similar letter may be sent to other individuals performing functions of benefit to the committee.
- C. Communicate with committee members dates for deadlines, and reports of Board meeting activities.

#### **VI. RESPONSIBILITIES OF CHAIR: APRIL – AUGUST**

- A. Secure specific program proposals for the next conference and collaborate with Vice-President of Services, Committee Vice-Chairs, and Program Manager during approval process.
  - 1. Check regularly for new program submissions.
  - 2. Vet all Voice & Speech workshop proposals which may include collaboration with Vice-Chairs, committee members, and/or directly with the presenter to determine the demonstrated expertise in the topic proposed.
  - 3. This will assist in insuring a safe and professional environment for workshop participants.
- B. Investigate and identify possible morning warm-up leaders for the next convention and collaborate with Vice-President of Services and SETC Program Manager to schedule.
- C. Respond to request from Vice-President of Services for written semi-annual reports as requested.
- D. Review program proposals as they are received and save for final review.
- E. Recommend, in consultation with the Vice-Chair, proposed programs for the annual convention to the Vice-President of Services and the Program Manager.

**VII. RESPONSIBILITIES OF THE CHAIR DURING THE FALL BOARD MEETING AND DURING SEPTEMBER / OCTOBER**

- A. Report to the board on activities of the Committee to date.
- B. Complete final review, acceptance/denial, and scheduling of all V & S program proposals:
  - 1. Look for overlapping topics and communicate with those proposing to combine programs if possible.
  - 2. Work with VP of Services, Vice-Chair, and Program Manager to include appropriate number of varied programs, limiting submissions as necessary.
    - a. Ensure that a wide variety of institutions and individuals are represented and that no one institution or area dominates the panels.
    - b. Ensure that voice and speech programs at the convention present a balance between practical workshops, scholarly panels, and paper presentations (*realizing that this is determined in large part by proposals received from the members*);
    - c. Review all program proposals and their equipment and space needs.
    - d. Verify that program proposals are not submitted listing undergraduate students as lead presenters; typically, graduate students are limited to one accepted proposal.
    - e. The chair may also want to suggest individuals who may help to fill out a particular proposal.
    - f. The programs should also include items of interest to the community, high school and professional divisions as well as the colleges and universities.
    - g. Collaborate with those submitting proposals and the VP of Services to select and include Professional Development Series (*PDS*) programming.
    - h. Collaborate with SETC Program Manager regarding space needs and special activities of the Committee (*including comments on electronic proposal form as programs are reviewed*).
  - 3. Alert mailing list of any major changes in program scheduling that conflict with the information published in the newsletter. (*This is especially important if these changes would affect the travel plans of large numbers of the committee members.*)

4. Submit proposed scheduling of panels to SETC Vice-President of Services and Program Manager on or before the published deadline, carefully coordinating panels to avoid overlapping interests and conflicts.

## 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:

- (l) 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 V EXECUTIVE COMMITTEE

**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 audits;
- (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;
- (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 or activity functions. These procedures are not binding upon future users of the manual, but rather constitute useful hints from previous activists. They may be changed at any time.)

Part II. *Policy from Higher Authority.* (In this section should be quoted any Bylaws, Rules, Board or Executive Committee actions, or other policy statements bearing on the work of the manual's subject group. These policy statements may not be changed except by acceptance of the higher authority involved.)

Part III. *Regulations from This Constituency.* (In this section should be presented in full any decisions by the manual's subject group that are intended to be binding on future operation. These regulations may not be changed except when the subject group meets.) All manuals must be set in 12-point Times New Roman and structured in MLA outline format. At the end of the manual, there should appear the name of the originator of the latest revision and the date of its acceptance by the Executive Committee. Manuals may not contain commitments to specific dollar amounts or to any expenditure. At the end of the division or committee chair's term of office all copies of the minutes, budget, and other information shall be passed on to the next chair and copies shall also be sent to archives. (9/6/08)

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



to Part III *Regulations from this constituency* must follow a vote on such amendments by the constituency during the annual convention.

Process:

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

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 the voice and speech program of 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, soliciting and developing programs for the annual convention and carrying out such other projects as may benefit the areas of voice and speech for the SETC and region. (3/5/03)

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 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.

Manual of Operations for VOICE AND SPEECH committee adapted from the Manual for ACTING AND DIRECTING committee.

Submitted by: Erica Tobolski, Chair, 2004-2005 Voice and Speech Committee

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

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

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

Revised by Jack Benjamin, Administrative Vice President, June 2010

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

Revised by Rory Ledbetter, Chair, of Voice and Speech Committee, March 4, 2015

Date of Acceptance by the Executive Committee: March 4, 2015 – President Jack Benjamin

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

**Revised by Stacey Cabaj, Voice and Speech Committee Chair and Pat Gagliano, Vice-President of Services, February 13, 2018**

**Date of Acceptance by the Executive Committee: May 06, 2018 – President Jeff Gibson**