

**ARTICLES OF INCORPORATION**  
**of the**  
**SOUTHEASTERN THEATRE CONFERENCE, INC.**  
 (As amended March 6, 1999)

**ARTICLE I**

The name of the Corporation shall be **SOUTHEASTERN THEATRE CONFERENCE, INC.**

**ARTICLE II**

The purposes of this Corporation shall be exclusively educational within the intendment of Section 501 (C) (3) of the 1954 United States Internal Revenue Code, stimulating and organizing for the people of the southeastern United States theatre experiences of the highest possible standards and encouraging appreciation and understanding of the same.

**ARTICLE III**

The existence of the Corporation shall be perpetual.

**ARTICLE IV**

The following are the names and residences of the subscribers to these Articles of Incorporation:

NAMES	RESIDENCES
Hank Diers	5940 S. W. 46th Terrace, Miami, Florida
Dr. Delmar E. Solem	5960 S. W. 47th Street, Miami, Florida
George Wolf	1500 Bay Road, Miami Beach 39, Florida

**ARTICLE V**

The affairs of this Corporation shall be managed by a Board of Directors of no less than three members who shall be elected or appointed as the bylaws shall provide.

**ARTICLE VI**

No substantial part of the properties or income of the Corporation shall ever be used or employed directly or indirectly by the Corporation for the purpose of carrying on propaganda or otherwise attempting to influence legislation. No part of the properties or income of the Corporation shall ever be used or employed directly or indirectly by the Corporation for the purpose of participating in or intervening in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

**ARTICLE VII**

The Corporation shall not afford pecuniary gain incidentally or otherwise to any person by reason of membership therein.

**ARTICLE VIII**

In the event of dissolution, all of the assets of this Corporation shall be distributed by the Board of Directors to some other similar non-profit educational organization or public charity exempt from payment of federal income tax under the provisions of Section 501 (C) (3) of the 1954 United States Internal Revenue

**BYLAWS**  
**of the**  
**SOUTHEASTERN THEATRE CONFERENCE, INC.**  
(As amended March 10, 2018)

**ARTICLE I**

**MEMBERSHIP, DUES, AND FEES**

Section 1. Membership in this Corporation shall be open to individuals and active theatre groups in any of the southeastern states of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia as well as other individuals and organizations interested in theatrical activities. Membership shall become effective upon payment of current dues.

Section 2. The members of this Corporation shall be divided into the following classes:

Class A. Students regularly enrolled in educational institutions such as high schools, colleges, or professional theatre schools.

Class B. Individuals who have contributed to the SETC Endowment Fund a minimum amount established by the Board of Directors.

Class C. All other individuals.

Class D. Active theatre groups, including but not limited to those in high schools, colleges, and universities; active professional and community theatres including film, radio, and television groups; and state theatre associations or conferences.

Section 3. Persons in Class A shall be designated as student members, persons in Class B as individual life members, persons in Class C as individual members, and groups in Class D as organizational members. Despite the membership designations given to the persons in Classes B and C, each member of these classes shall be otherwise regarded as a regular member entitled to one vote at all meetings. Class A and D members shall have no vote and may receive benefits different from those in Classes B and C, as the Board of Directors may decide.

Section 4. The Executive Committee shall set and publish the dues and convention fees, and may establish discounts as appropriate, for various classes of membership in accordance with the financial status of the Corporation and shall review the established dues upon the advice of the Finance Committee.

**ARTICLE II**

**AMENDMENT OF BYLAWS and ARTICLES OF INCORPORATION**

Proposed changes in these Bylaws and in the Articles of Incorporation, however originated, shall be studied by the Bylaws Committee and by the Executive Committee. Proposed amendments approved by the Executive Committee and the Board of Directors shall be circulated to the membership at least two weeks prior to the meeting of the membership at which they are to be submitted for approval. A vote for such approval may occur at any annual meeting or at a special meeting called for that purpose. To become effective, amendments to the Articles of Incorporation require approval by a two-thirds vote, and amendments to the Bylaws require approval by a majority vote.

**ARTICLE III**

**BOARD OF DIRECTORS**

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

- (1) eight executive officers of the Corporation, each to serve a term of one year,
  - (a) a President;
  - (b) a Vice-President of Services;
  - (c) a Vice-President of Administration;
  - (d) a Vice-President of Finance;
  - (e) a Secretary;
  - (f) a Past President of the Corporation selected from among those individuals who have previously completed a minimum of one full term as President;
  - (g) a Vice-President of Divisions selected from among the elected Division Chairs;
  - (h) a Vice-President of States selected from among the elected State Representatives;
- (2) a Division Chair from each of the five divisions for a term of two years; with the College and University Division, Theatre for Youth Division, and Secondary School Division Chairs elected in even numbered years, and the Community Theatre

- Division and Professional Theatre Division Chairs elected in odd numbered years;
- (3) one State Representative each from Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia, serving both this Corporation and the theatre organization in the respective state which solicits membership from all people actively interested in theatre (including specifically all those represented by the several Divisions of this Corporation) for a term of one year. In the event that no such organization exists in one or more of these states, the Nominations Committee may seek an individual who will execute the duties of this office in such a state or may decline to place a name in nomination. All such state organizations must be organizational members and all State Representatives must be individual members of this Corporation at the time of their election and throughout their tenure in office.

Section 2. The Board of Directors shall have overall responsibility for the affairs of the Corporation when the Corporation is not meeting. It shall review the actions of the Executive Committee and shall establish Rules of the Association covering matters not determined in the Articles of Incorporation or these Bylaws.

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

Section 4. During the term of office, the Vice-President of Divisions will represent the concerns of all divisions and will continue to serve as a Division Chair. During the term of office, the Vice-President of States will represent all states and will continue to serve as a State Representative. With the exception of said officers and the functions described here no person may hold more than one elective office of the Corporation. Each individual will have a single vote in all matters.

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 IV**

##### **EXECUTIVE COMMITTEE**

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

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

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

#### **ARTICLE V**

##### **DUTIES OF OFFICERS**

Section 1. The President shall:

- (1) preside at all meetings of the membership;
- (2) call and preside at meetings of the Board of Directors and Executive Committee;
- (3) appoint special committees as he or she deems necessary and standing committees as established by the Board of Directors in the Rules of the Association. This provision in no way affects presidential appointments specified in Article X of these Bylaws;
- (4) be a member ex officio of all committees except the Nominations Committee;
- (5) develop and maintain close contact with other organizations and foundations that might give support to or require assistance from this Corporation, through appointment of Liaison Officers or other means;
- (6) travel, when necessary, representing the Corporation;
- (7) perform such other duties as normally pertain to the president of an organization.

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.

Section 3. The Vice-President of Administration shall:

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

Section 4. The Vice-President of Finance shall:

- (1) oversee activities related to the investment, finance, and expenditures of the Corporation;
- (2) serve as Treasurer of the Corporation;
- (3) serve ex officio as Chair of the Finance Committee;
- (4) serve ex officio as a member of the Endowment Fund Committee;
- (5) preside at meetings of the Finance Council;
- (6) report to the Corporation regarding its financial standing;
- (7) verify the maintenance of a suitable program of investment of Corporation funds and report thereupon to the Executive Committee;
- (8) collaborate with the Executive Director regarding financial matters;
- (9) review financial statements including, but not limited to, annual audits, general ledger, and budget drafts, and distribute information to the Executive Committee, Board of Directors, or membership as necessary to ensure informed decisions.

Section 5. The Secretary shall:

- (1) keep a full and accurate record of the proceedings before the Executive Committee, the Board of Directors, the annual convention and special membership meetings;
- (2) report to the Corporation as indicated within these Bylaws and the Rules of the Association;
- (3) perform such duties not specifically herein enumerated as customarily pertain to the office of Secretary;
- (4) collaborate with the Executive Director regarding records, reporting, and correspondence;
- (5) seek or arrange such assistance as may be provided by the Executive Committee for the efficient completion of duties for this office.

Section 6. The Past President shall:

- (1) perform the duties of the President when designated to do so by the President or when the President is unable to fulfill such duties;
- (2) serve ex officio as Chair of the Personnel Advisory Committee;
- (3) serve as liaison to the Past Presidents Committee and report its recommendations to the Executive Committee;

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.

Section 8. The Vice-President of States shall:

- (1) represent activities and concerns of the ten-member states of the Corporation;
- (2) preside at meetings of the States Council;
- (3) collaborate with the Executive Directors regarding activities of the States;
- (4) report to the Corporation of proceedings of the States and the States Council.

## ARTICLE VI

### DUTIES OF DIVISION CHAIRS

Division 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 Vice-President of Divisions.

## ARTICLE VII

### DUTIES OF STATE REPRESENTATIVES

State Representatives shall:

- (1) provide liaison between the Board of Directors and groups, agencies and organizations within respective states to encourage development of common aims and purposes;
- (2) provide leadership through encouraging membership in this Corporation and assisting in the formation and strengthening of state groups and organizations;
- (3) provide leadership in publicizing state activities by submission of information to *Southern Theatre* and other publications;
- (4) file written reports on the dates requested by the Vice-President of States.

## ARTICLE VIII

### ELECTION OF OFFICERS

Section 1. The Nominations Committee shall present a slate of officers for election at the final general membership meeting of each annual convention. Additional nominations may be accepted from the floor at this time. Officers shall be elected by a majority vote.

Section 2. The Executive Committee shall have the authority to fill any vacancy created by the death, resignation or disability of any elected officers of the association, the replacement to serve until the next regular election.

Section 3. No individual may serve in any single elected office for more than three consecutive terms. Individuals serving as Division Chairs are limited to two consecutive elected terms in said office.

## 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 X

### STANDING COMMITTEES

Section 1. The Bylaws Committee shall consist of a chair appointed by the President and members selected by the chair on the approval of the President. It shall review all proposals for changes in the Articles of Incorporation or Bylaws and make recommendations to the Executive Committee.

Section 2. The Nominations Committee shall consist of a chair, appointed by the President, and four members elected by a majority vote at the annual convention. The committee will also include a non-voting consultant appointed by the President from among the members of the immediate past Nominations Committee. Members of the Nominations Committee shall serve a term of one year. All members of the organization are eligible for membership on the committee. Members who have served on the Nominations Committee within the preceding year, whether by election, appointment or designation shall not be eligible for service on the committee, with the exception of the non-voting consultant. The duties of the Nominations Committee shall be:

- (1) nomination of a candidate for each executive office for election at the annual convention;

- (2) nomination of candidates for the Division Chairs for election at the annual convention, giving due consideration to the recommendations of the respective Divisions; with the College and University Division, Theatre for Youth Division, and Secondary School Division Chairs nominated in even numbered years, and the Community Theatre Division and Professional Theatre Division Chairs nominated in odd numbered years;
- (3) nomination of candidates for the State Representatives for election at the annual convention, one from each of the ten-member states of the Corporation, notwithstanding extraordinary circumstances the candidate appearing on the slate of nominees will be that designated by the respective member state;
- (4) nomination of four members to succeed the elected members of the Nominations Committee, each to serve a term of one year;
- (5) nomination of candidates for the Suzanne Davis Award.

Section 3. The Finance Committee shall consist of the Vice-President of Finance serving ex officio as chair, the Executive Director serving as a non-voting member, and a minimum of three members appointed to staggered renewable terms of three years by the President. The duties of the Finance Committee shall be:

- (1) to review, amend and approve a budget, proposed to the committee by the Executive Director, before submission to the Executive Committee;
- (2) to explore additional sources of revenue and make periodic reports, as directed by the Executive Committee on projected income, expenses, and related matters, to the Executive Committee for its consideration and action.

Section 4. The Endowment Fund Committee shall consist of five members serving staggered renewable terms, a chair appointed annually by the President, one member to be appointed by the President each year for a three-year term, and the Vice-President of Finance serving ex officio, and the Executive Director serving as a non-voting member. Any vacancies will be filled by appointment by the President for the balance of an unexpired term. The duties of the Endowment Fund Committee shall be:

- (1) to report regularly to the Executive Committee investment return in each separate endowment category;
- (2) to recommend to the Executive Committee a policy of investment income distribution to the several awards, scholarships and other projects that receive funds;
- (3) to recommend to the Executive Committee development strategies for the SETC Endowment Fund;
- (4) to promote the growth of the Endowment Fund by identifying and cultivating potential donors, suggesting and developing other sources of revenue, and actively initiating and promoting activities that benefit the endowment.

Section 5. The Publications Committee shall consist of five members serving staggered renewable terms, one member to be appointed by the President each year for a three-year term, the Executive Director serving as a non-voting member, and a chair appointed annually by the President. Any vacancies will be filled by appointment by the President for the balance of an unexpired term. The duties of the Publications Committee shall be:

- (1) to develop and recommend to the Executive Committee all policies with regard to financial matters and general operation of all Corporation publications;
- (2) to select the editor of each such publication;
- (3) to report regularly to the Executive Committee on all matters pertaining to the operation of such publications and to make recommendations for same.

Section 6. The Strategic Planning Committee shall consist of six members serving staggered terms, three to be appointed by the President from the members of the Board of Directors, and three to be appointed from the general membership. All appointments will be for a term of three years, renewable. The chair shall be appointed from the committee by the President. The Executive Director shall serve as a non-voting member. The duty of the Strategic Planning Committee shall be to make recommendations to the Executive Committee with regard to Strategic goals and specific objectives of the Corporation.

Section 7. The Personnel Advisory Committee shall consist of the elected Past President as chair and two additional members appointed the President with the advice and counsel of the Executive Committee to staggered two-year terms. The Personnel Advisory Committee reports directly to the Executive Committee and its duties shall be:

- (1) to advise on the contents of the personnel policy manual;
- (2) to review formal employee grievances and appeals;
- (3) to make personnel recommendations.

## **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, Strategic 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.

## **ARTICLE XII**

### **EXECUTIVE DIRECTOR AND CENTRAL OFFICE**

Section 1. Under the authority granted by the Board of Directors the Executive Committee may contract an Executive Director and employ other professional assistance for the operation of a central office with powers and duties established by the Executive Committee. No such employee may simultaneously be a member of the Corporation. The Executive Committee shall supervise the operation of the central office, certifying to the Board of Directors as to the efficient management and fiscal responsibility thereof.

Section 2. The Executive Director serves as the chief executive of the Corporation. In partnership with the Board of Directors and the Executive Committee, the Executive Director is responsible for the success of the mission and vision of the Corporation. Responsibilities include, but are not limited to:

- (1) developing and implementing high-level strategies;
- (2) making corporate decisions;
- (3) managing the overall operations;
- (4) acting as the main point of communication between the Board of Directors and organizational operations;
- (5) serving as a member, without vote, on the Finance Committee, Endowment Fund Committee, Publications Committee, and Strategic Planning Committee;
- (6) serving as a liaison to other organizations.

## **ARTICLE XIII**

### **FISCAL MANAGEMENT**

Section 1. Accounts shall be paid by the Executive Director. No other officer, committee, or individual is authorized to pay accounts, promise to pay accounts, or incur any liability on behalf of the Corporation

Section 2. The fiscal year shall begin July 1 of each year and end June 30 of the following year.

**PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Corporation may adopt.



**SETC RULES OF THE ASSOCIATION**  
(As amended September 9, 2017)

**I. ADMINISTRATION**

- Rule 1. **Rules.** The SETC Rules of the Association have the sense of the term "Standing Rules" as defined in the latest edition of *Robert's Rules of Order*. These Rules may be created, amended, or deleted only by the Board of Directors, and then only by a motion that clearly states its own intention to create, amend, or delete a Rule. All such motions must be submitted to the Bylaws Committee for comment before Board action. One-time exceptions to existing Rules may be approved by the Executive Committee, provided that the exception is reported to the Board of Directors at its next meeting. (9/6/08)
- Rule 2. **Maintaining and Publishing Bylaws and Rules.** The Bylaws Committee shall maintain the only official text of SETC's Articles of Incorporation, Bylaws, and Rules of the Association. The Bylaws Committee shall certify as to the exact accuracy of any copy of the Articles of Incorporation, Bylaws, or Rules of the Association before it may be published by any means. Any such certification lapses at the beginning of any meeting of the Board of Directors. All Rules created or amended after March 6, 1991, shall be published with an indication of the date of their creation or amendment. (3/5/08)
- Rule 3. **Membership.** All memberships, except Life Memberships, normally coincide with the calendar year and therefore expire on December 31. However, memberships received after October 1 will not expire until December 31 of the following year.
- Rule 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 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 that 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 6. **Rule 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 Professional Unified Auditions and Board of Directors and Advisory Councils meetings will be held on a weekend at the end of August or beginning of September. 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, unless circumstances require meeting at another time. (05/06/2018)
- Rule 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 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 9. **Formation of Interest Groups.** If there is sufficient common interest, a group of SETC members may present a proposal for their inclusion in SETC as an interest group by submitting a narrative of support to the Executive Committee and the Board of Directors. It must be approved by a majority vote by both bodies. After a minimum of two years, the interest group may wish to present evidence of successful operation and request ad hoc committee status. After a minimum of two years of successful operation as an ad hoc committee, the group may submit a narrative of support and a proposed manual of operation for standing committee status. In all cases, groups must be approved by a majority vote of the Executive Committee and the Board of Directors. In no case may any group apply for SETC funds before gaining ad hoc committee status. (9/6/08)
- Rule 10. **Student Member Listings for Directory.** Student members shall not be listed in the **Directory**. (9/8/07)
- Rule 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 12. **Honorary Memberships.** The Executive Committee may award Honorary Memberships in SETC to persons or organizations of its choosing, provided that such memberships are entirely honorary, including none of the rights and privileges of the several classes of membership enumerated in Article I of the Bylaws. The classes of membership in Article I of the Bylaws may not be awarded on an honorary or unpaid basis. (9/6/08)
- Rule 13. **Executive Committee Report.** The President shall include a report on the proceedings of the Executive Committee meetings to the general membership in the SETC Newsletter.
- Rule 14. **Directory.** The **Directory**, including copies of the current Articles of Incorporation, Bylaws, and Rules, shall be revised on a yearly basis by June 1st. A printable electronic version of the revised **Directory** shall be prepared for distribution or online publication on a yearly basis by June 30. (9/12/09)
- Rule 15. **Nominations Committee.** Members of the Nominations Committee may not nominate themselves for any elected office or award within the Corporation. (3/8/14)
- Rule 16. **Exhibitors Representative.** The President shall each year appoint a representative for the commercial exhibitors. This person shall represent the concerns of the commercial exhibitors to the Services Council and (when necessary) to the Executive Committee and shall work closely with the Executive Director to ensure that commercial exhibitors are effectively and comfortably provided for at each year's convention. (3/8/14)
- Rule 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 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 19. **Executive Director: Evaluation and Contract Procedures.** The Executive Committee is charged with annual evaluation of the work of the Executive Director and, in association with the Finance Committee, determining appropriate contract provisions for future years and including those contract provisions in the minutes. The salary so determined shall be separately voted upon by the Executive Committee and reported to the Board of Directors. In the event of a vacancy, the Executive Committee and up to three additional members appointed by the President will serve as a search committee to find a suitable candidate for Executive Director. (3/15/98)
- Rule 20. **Distribution of Publications. Southern Theatre and SETC News** shall be distributed to all individual, life, student, and organizational members of SETC. **Theatre Symposium** shall be mailed to all individual and life members and to all those organizational members affiliated with the college and university division. When the **Directory** is printed, copies shall be mailed to all individual, life, and organizational members; but when it is published online, ten printed copies shall be maintained for archives, printed copies shall be mailed to any nonstudent member requesting one, and a printable electronic version shall be distributed to the Board of Directors and the Advisory Councils. (3/8/14)
- Rule 21. **Operational Duties.** Copies of current job descriptions and explanations of responsibilities for the Executive Director and members of the Central Office staff shall be kept on file in the Central Office. The Executive Committee shall ensure that access to these materials is available to employees, the Board of Directors, the Personnel Advisory Committee, and additional committees as appropriate for administration of personnel matters. (3/8/14)

## II. COMMITTEES

- Rule 1. Deleted 3/8/14.
- Rule 2. **Auditions Committee.** The Auditions Committee shall consist of five members, one member to be appointed by the President each year for a five-year term, with individual appointees so selected as always to keep as near even balance as possible between representatives of auditioning companies and representatives of other SETC interests. The chair shall be appointed from the committee by the President. Any vacancies will be filled by appointment by the President for the balance of an unexpired term. The Director of any SETC auditions shall not concurrently serve as a member of the Auditions Committee. The duties of the Auditions Committee shall include, but not be limited to:
1. Developing and approving all policies with regard to the spring and fall professional auditions, presenting their recommendations to the Executive Committee for approval;
  2. Selecting, in consultation with the Professional Division and the Central Office, the Director for each set of auditions;
  3. Receiving, investigating, and acting upon complaints relating to the auditions and to professional practices arising therefrom, and, when the actions contemplated are of sufficient magnitude, presenting their recommendations to the Executive Committee;
  4. Assisting the SETC Central Office staff regarding complaints, questions, or procedures in connection with the auditions;
  5. Developing publicity plans for the auditions aimed at reaching the widest possible array of qualified auditionees and auditioning companies;

6. Planning convention programs and other presentations that will enhance the auditioning process;  
7. Serving as principal liaison between SETC and the State Auditions Coordinators. (9/6/08)
- Rule 3. **Archives Committee.** The Archives Committee is a standing committee which shall consist of a chair appointed annually by the President and such other members as the chair may decide. The duties of the Archives Committee shall include, but not be limited to, working with the central office in preparing archival materials for deposit in Jackson Library at UNC-Greensboro. (3/3/93)
- Rule 4. **Design and Technology Committee.** The Design and Technology Committee is a standing committee which shall consist of those members who express interest in the design and technology program of SETC. The chair shall be appointed annually by the President. The duties of the Design and Technology Committee shall include, but not be limited to, conducting annual competitions in the design areas, developing programs for the annual convention, and carrying out such other projects as may benefit theatrical design and technology in the SETC region. (3/6/94)
- Rule 5. **Denise Halbach Award Committee.** The Denise Halbach Award Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The College and University Division must be represented on the committee. The duty of the Denise Halbach Award Committee shall be the selection of the recipient of the Denise Halbach Award. (3/7/10)
- Rule 6. **Tom Behm Award Committee.** The Tom Behm Award Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The Theatre for Youth Division must be represented on the committee. The duty of the Tom Behm Award Committee shall be the selection of the Tom Behm Award. (3/6/13)
- Rule 7. **Past Presidents Committee.** The Past Presidents Committee is a standing committee which shall consist of all past presidents who are currently members of SETC. The chair shall be appointed from the committee by the President. The elected Past President of the Corporation shall serve ex officio as liaison between the committee and the Executive Committee. The duties of the Past Presidents Committee shall include, but not be limited to, advising the President and the Executive Committee on such matters as may be brought to the committee's attention. (3/8/14)
- Rule 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 9. Deleted 9/9/17.
- Rule 10. **Movement & Physical Theatre Committee.** The Movement & Physical Theatre Committee is a standing committee which shall consist of those members who express interest in stage movement and physical theatre programs of SETC. The chair shall be appointed annually by the President. The duties of the Movement & Physical Theatre Committee shall include, but not be limited to, developing programs for the annual convention and carrying out such other projects as may benefit movement and physical theatre in the SETC region. (3/7/18)
- Rule 11. **Acting Committee.** The Acting Committee is a standing committee which shall consist of those members who express interest in the acting program of SETC. The chair shall be appointed annually by the President. The duties of the Acting Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out such other projects as may benefit the area of acting for SETC and the region. (9/12/15)
- Rule 12. **Porterfield Award Committee.** The Porterfield Award 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, although the College and University Division must be represented on the committee. The duty of the Porterfield Award Committee shall be the selection of the recipient of the Porterfield Award. (3/1/95)
- Rule 13. **Polly Holliday Award Committee.** The Polly Holliday Award 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, although the Secondary School Division must be represented on the committee. The duty of the Polly Holliday Award Committee shall be the selection of the finalists for the Polly Holliday Award. The winner will be selected by Polly Holliday from among those finalists. (9/6/08)

- Rule 14. **Directing Committee.** The Directing Committee is a standing committee which shall consist of those members who express interest in the directing program of SETC. The chair shall be appointed annually by the President. The duties of the Directing Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out such other projects as may benefit the areas of directing for the SETC and region. (9/12/15)
- Rule 15. **Leighton M. Ballew Directing Award Committee.** The Leighton M. Ballew Directing Award Committee is a standing committee which shall consist of three members actively teaching at the college level, one member to be appointed by the President each year for a three-year term. The chair shall be appointed from the committee by the President. The duty of the Leighton M. Ballew Directing Award Committee shall be the selection of the recipient of the Leighton M. Ballew Directing Award. (9/6/97)
- Rule 16. **Cultural Diversity Committee.** The Cultural Diversity Committee is a standing committee which consists of those members who express interest in promoting cultural diversity in SETC. The chair shall be appointed annually by the President. The duties of the Cultural Diversity Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out those projects that support and encourage cultural diversity within SETC and the southeast region. (3/15/98)
- Rule 17. **John Spiegel Theatrical Artist Award Committee.** The John Spiegel Theatrical Artist Award Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The duty of the John Spiegel Theatrical Artist Award Committee shall be the selection of the recipient of the John Spiegel Theatrical Artist Award. (03/01/17)
- Rule 18. **Wilson Scholarship Committee.** The Wilson Scholarship Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. The duty of the Wilson Scholarship Committee shall be the selection of the recipient of the William E. Wilson Scholarship. (9/9/00)
- Rule 19. **Marian A. Smith Award Committee.** The Marian A. Smith Award 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, although College and University Division must be represented on the committee. The duty of the Marian A. Smith Award Committee shall be the selection of the recipient of the Marian A. Smith Award. (9/8/01)
- Rule 20. **Religion and Theatre Committee.** The Religion and Theatre Committee is a standing committee which shall consist of those members who express interest in the religion and theatre program of SETC. The chair shall be appointed annually by the President. The duties of the Religion and Theatre Committee shall include, but not be limited to, developing programs for the annual convention and carrying out such projects as may benefit the understanding of religion and theatre in SETC. It is understood that the Religion and Theatre Committee shall encourage diversity and avoid sectarian preferences in regard to program and activity selection. (3/4/15)
- Rule 21. **Voice and Speech Committee.** The Voice and Speech Committee is a standing committee which shall consist of those members who express interest in voice and speech programs at SETC. The chair shall be appointed annually by the President. The duties of the Voice and Speech Committee shall include, but not be limited to, developing programs for the annual convention and carrying out such other projects as may benefit voice and speech training in the SETC region. (3/5/03)
- Rule 22. **History/Theory/Criticism/Literature Committee.** The History/Theory/Criticism/Literature Committee is a standing committee which shall consist of those members who express interest in history, theory, criticism or literature programs at SETC. The chair shall be appointed annually by the President. The duties of the History/Theory/Criticism/Literature Committee shall include, but not be limited to, developing programs for the annual conventions and carrying out such other projects as may benefit history-theory-criticism-literature training in the SETC region. (3/9/03)
- Rule 23. Deleted 9/9/17.
- Rule 24. **Secondary School Scholarship Committee.** The Secondary School Scholarship Committee is a standing committee which shall consist of three members appointed annually by the President. The chair shall be appointed from the committee by the President. Both the Secondary School Division and the College and University Division must be represented on the committee. The duty of the Secondary School Scholarship Committee shall be the selection of the recipient of the Secondary School Scholarship. (9/11/04)

- Rule 25. **Keynote Emerging Artist of Promise Award Committee.** The Keynote Emerging Artist of Promise Award Committee is a standing committee which shall consist of five members appointed annually by the President. The chair shall be appointed from the committee by the President. Both the Secondary School Division and the College and University Division must be represented on the committee. The duty of the Keynote Emerging Artist of Promise Award Committee shall be the selection of the recipients of the Keynote Emerging Artist of Promise Award. (9/12/09)
- Rule 26. **Stage Management Committee.** The Stage Management Committee is a standing committee which shall consist of those members who express interest in the stage management program of SETC. The chair shall be appointed annually by the President. The duties of the Stage Management Committee shall include, but not be limited to, developing programs for the annual convention, coordinating with the activities of other committees, and carrying out such other projects as may benefit theatrical stage management and related fields in the SETC region. (9/8/12)
- Rule 27. **Scholarships Procedures Committee.** The Scholarships Procedures committee is a standing committee which shall oversee the alignment of SETC's scholarship programs across divisions. The committee shall consist of a Chair appointed by the President; chairs of the Marian A. Smith Costume Award Committee, Denise Halbach Award Committee, Porterfield Award Committee, Polly Holliday Award Committee, Leighton M. Ballew Directing Award Committee, John Spiegel Theatrical Artist Award Committee, Wilson Scholarship Committee, Tom Behm Award Committee, and Secondary School Scholarship Committee; and the Vice-President of Finance, ex officio. (3/01/17)
- Rule 28. **Musical Theatre Committee.** The Musical Theatre Committee is a standing committee which shall consist of those members who express interest in the musical theatre program of SETC. The chair shall be appointed annually by the President. The duties of the Musical Theatre Committee shall include, but not be limited to, soliciting and developing programs for the annual convention and carrying out such other projects as may benefit the area of musical theatre for the SETC region. (9/7/13)
- Rule 29. **Small Theatre Program Committee.** The Small Theatre Program Committee is a standing committee which shall consist of those members of SETC employed by a College/University having three (3) or fewer full-time faculty in the area of Theatre, or those having an interest in these types of College/University programs. The Chair shall be appointed annually by the President. The duties of the Small Theatre Program Committee shall include, but not be limited to, developing programs for the annual convention, coordinating with the activities of other committees and carrying out such other projects as may benefit small theatre programs and related fields in the SETC region. (3/4/15)

### III. FINANCES

- Rule 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 2. **Investment Review.** The Vice-President of Finance and Chair of the Endowment Committee shall meet at least twice annually with the Executive Director to review, evaluate and make recommendations to the Executive Committee on corporate investments. (3/8/14)
- Rule 3. **Officer and Board Reimbursement.** Reimbursement allowed for officers and Board of Directors members includes trips made to state meetings to represent SETC, and for no more than two trips to the convention site by the Vice-President of Services (Program Chair) for the purpose of convention planning, prior to the convention. For travel to the Winter and Summer Executive Committee Meetings, members of the Executive Committee will be reimbursed for lodging and travel. Travel expenses for those who drive to the meeting will be calculated at a mileage rate to be determined annually at the fall business meeting by the Executive Director and the Finance Committee. For the fall Board of Directors meeting and the annual convention, members of the Executive Committee will be reimbursed for travel expenses not to exceed the cost of two nights' stay at the negotiated rate, including taxes, at the headquarters hotel. The SETC budget will not cover other officer and Board related trips not specifically authorized by this Rule. (3/8/14)
- Rule 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 5. **Corporate Reserve Accounts.** The purposes of the corporate reserve accounts are to insure the financial security of SETC in the event of disaster and to provide adequate cash flow. A minimum of 50% of the current operating budget (excluding special one-time-only expenses and endowment fund disbursements) shall be maintained as corporate reserve accounts and may be invaded only at the recommendation of the Finance Committee to the Executive Committee for their approval. Interest is available in a line item classification. The Finance Committee and the Executive Committee shall be responsible for developing investment strategies for the corporate reserves. Reports of these investments shall be prepared by the Executive Director and distributed semi-annually to the Board of Directors and the Finance Committee. (3/8/14)
- Rule 6. **Accounting.** SETC's accounting records will be maintained on a cash basis, except that the annual audit report will also contain a list of any accounts receivable or payable. The Central Office will distribute quarterly reports showing the cumulative receipts and disbursements with a comparison to the annual budget. The Central Office will disseminate the reports to the Treasurer, the voting members of the Board and to the Finance Committee Chair. (3/6/08)
- Rule 7. **Life Membership Income.** Income from Life Memberships will be committed to SETC's Endowment Fund. Individuals purchasing Life Memberships may specify which fund their Life Membership income will benefit. (9/11/10)
- Rule 8. **Exemption from Convention Registration.** The Executive Director may determine exemptions from convention registration fees according to the needs of the Corporation. (3/8/14)
- Rule 9. **Annual Audit.** The accounts of SETC will be audited annually by a Certified Public Accountant who is unaffiliated with SETC. The annual audit shall be reviewed and approved by the Finance Committee, the Executive Committee, and the Board of Directors. (9/10/94)
- Rule 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 11. **Overdue Accounts.** Commercial exhibitors and advertisers who have an outstanding debt of more than six months duration to SETC shall not be allowed to exhibit at the convention or advertise in SETC publications until the debt is cleared.
- Rule 12. **Payment to Members.** Except as provided for elsewhere in these Rules, no SETC member may benefit financially, either in direct payment or by remission of payments otherwise due, as a result of his or her work for SETC. Any exception to this policy must be approved by the Executive Director, who must identify specific budgetary authorization. The Executive Director will refer doubtful or borderline cases to the Executive Committee. (9/6/08)
- Rule 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 14. **Emergency Fiscal Management.** The Executive Committee may designate a person to serve temporarily as Acting Executive Director in order to pay accounts as provided in Article XIII, section 1, of the Bylaws in the event that the regularly employed Executive Director is unable to perform his or her duties. (3/10/96)
- Rule 15. **Supervisory Responsibility.** The Executive Committee, in carrying out its responsibilities under Article XII of the Bylaws to supervise the operation of the central office, shall at any time have the authority to examine the books and other records of the corporation. This may include regular visits of one or more delegates from the Executive Committee to the central office. (3/15/98)
- Rule 16. **Donations to Charitable Organizations.** SETC funds shall not be donated to other organizations. With prior approval of the Executive Committee, SETC may support its members in the solicitation of funds for worthy charitable organizations at its annual convention. Members wishing such approval must make a written request to the President by January 1. (9/12/93)
- Rule 17. **Soliciting Contributions.** All contributions, donations, award subsidies, and gifts in kind solicited on behalf of SETC must be coordinated with and followed up by the Executive Director. (3/10/96)
- Rule 18. **Adjudication.** Individuals who adjudicate SETC festivals may be reimbursed only for their convention expenses within the parameters of the respective festival budgets. No honoraria may be paid to festival adjudicators. (3/5/97)

- Rule.19. **Consulting Service.** Upon request, SETC will supply a consulting service to member and non-member theatres and organizations seeking recommendations relative to their future development or to assist in the resolution of problems. SETC members who serve as a consultant as part of SETC's consulting service may be compensated for services as a "contractor" stipulated in a Consulting Agreement. (9/9/17)

#### IV. FESTIVALS, SCHOLARSHIPS, AND AWARDS

- Rule 1. **Establishing Awards.** Recommendations for awards, memorials, and honors are submitted to the Executive Committee for approval with sufficient definition and detail to clarify (a) how the award is to be designated, and (b) evidence of financial and other commitment for maintaining the award. (3/15/98)
- Rule 2. **Secondary School Theatre Festival.** The Secondary School Theatre Festival is created and administered by the Secondary School Division. All participants in this festival must be SETC members and must pay the convention registration fee. (9/6/97)
- Rule 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)
- Rule 4. **Community Theatre Festival.** The Community Theatre Festival is administered by the Community Theatre Division. All participants in this festival must be SETC members. Festival participants who wish to attend other convention activities must pay convention registration fees. (3/7/99)
- Rule 5. **The SETC Undergraduate Scholarship.** The SETC Undergraduate Scholarship is presented annually (provided a suitable candidate is found) to a high school senior who lives in the SETC region. The scholarship will be presented to the student upon his or her entering a regionally accredited undergraduate college or university within the SETC region with the intention of majoring in theatre. Administration of this scholarship is assigned to the SETC Undergraduate Scholarship Committee. (8/25/18)
- Rule 6. **Distinguished Career Award.** The Distinguished Career Award is established to honor one individual or artistic team each year who has had a distinguished career in the theatre. The recipient is normally invited to speak at the convention. Administration of this award is assigned to the Executive Committee. (3/5/08)
- Rule 7. **Competition Awards.** All judges for competitions under the aegis of SETC shall be instructed that only one winner per place will be permitted.
- Rule 8. **Porterfield Scholarship.** The Robert Porterfield Graduate Scholarship is ~~an award~~ presented annually (providing a suitable candidate is found) to a graduate of a regionally accredited undergraduate college or university within the SETC region attending, or upon entering, a regionally accredited graduate program in theatre. Administration of this scholarship is assigned to the Porterfield Scholarship Committee. (8/25/18)
- Rule 9. **Davis Award.** The Suzanne M. Davis Memorial Award is established to honor one person a year (provided a suitable recipient is found) for distinguished service to SETC and theatre in the Southeastern region over a number of years. Administration of this award is assigned to the Nominations Committee, with the final choice made by vote of the Board of Directors. (9/10/16)
- Rule 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 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)



- Rule 12. **Design Competition.** The Design Competition is established to recognize merit in scenic, costume, or lighting design and theatre technology/crafts by an SETC student member attending the convention. Theatre technology shall include properties, costume crafts, and special effects. The institution at which the student member is enrolled must also be an organizational member of SETC. The competition shall annually solicit entries from undergraduate and graduate students and shall select first, second, and third place winners in costume, scenery, and lighting at both levels if entries of sufficient merit are found and first, second, and third place in theatre technology/crafts. In those situations in which non-SETC entities provide funds for prizes to these winners, the competition may be publicly advertised as the "SETC Scenic, Costume, or Lighting (as appropriate) Design Award sponsored by [insert name of funder]." Administration of the competition is assigned to the Design and Technology Committee. (9/6/08)
- Rule 13. **Holliday Scholarship.** The Polly Holliday Scholarship is presented annually (providing a suitable candidate is found) to a high school senior who lives in the SETC region. The scholarship will be paid to the winner upon his or her entering a regionally accredited undergraduate college or university with the intention of majoring in theatre. Administration of this scholarship is assigned to the Polly Holliday Scholarship Committee. (8/25/18)
- Rule 14. **Leighton M. Ballew Directing Scholarship.** The Leighton M. Ballew Directing ~~Award~~ Scholarship is presented annually (provided a suitable candidate is found) to a graduate of a regionally accredited undergraduate college or university within the SETC region upon certified enrollment in a graduate certificate, M.F.A. or Ph.D. program in directing. Administration of this scholarship is assigned to the Leighton M. Ballew Directing Scholarship Committee. (8/25/18)
- Rule 15. **William E. Wilson Scholarship.** The William E. Wilson Scholarship is presented annually (provided a suitable candidate is found) to a secondary school teacher who is a legal resident of one of the states in the SETC region, who has completed at least one full academic year of teaching and directing theatre in a regionally accredited secondary school in the SETC region, and who enrolls in a regionally accredited graduate program in the SETC region within one year of being selected for the scholarship. The graduate program must lead to a graduate degree in theatre or speech and theatre. Administration of this scholarship is assigned to the Wilson Scholarship Committee. (8/25/18)
- Rule 16. **Marian A. Smith Scholarship.** The Marian A. Smith Scholarship is presented annually (providing a suitable candidate is found) to a graduate of a regionally accredited undergraduate college or university within the SETC region attending, or upon entering, a regionally accredited graduate program to study costume. Administration of this scholarship is assigned to the Marian A. Smith Scholarship Committee. (8/25/18)
- Rule 17. **Duplication of Awards.** No one individual may receive two or more awards from SETC in the same year. (8/25/18)
- Rule 18. **John Spiegel Theatrical Artist Award.** The John Spiegel Theatrical Artist Award is presented annually (provided a suitable candidate is found) to a student pursuing a degree in theatre with an interest in one or more of the following areas: lighting design, properties design, scenic design, sound design, projection design, or technical direction. The candidate will be currently enrolled and attending an accredited undergraduate or graduate institution. Administration of this award is assigned to the John Spiegel Theatrical Artist Award Committee. (03/01/17)
- Rule 19. **The SETC Keynote Emerging Artist of Promise Award.** The Keynote Emerging Artist of Promise Award is an award presented annually (provided suitable candidates can be found) to four recipients who are high school sophomores, juniors or seniors who live in the SETC region. Administration of this award is assigned to the SETC Keynote Emerging Artist of Promise Award Committee. (9/12/09)
- Rule 20. **Denise Halbach Scholarship.** The Denise Halbach ~~Award~~ Scholarship is ~~an award~~ presented annually (providing a suitable candidate can be found) to a graduate of a regionally accredited undergraduate college or university within the SETC region upon certified enrollment in a regionally accredited M.F.A. program in acting or musical theatre performance. Administration of this ~~award~~ scholarship is assigned to the Denise Halbach Scholarship Committee. (8/25/18)
- Rule 21. **Tom Behm Award.** The Tom Behm Award is an award presented annually (providing a suitable candidate can be found) to a working professional with the field of theatre for youth to be used for professional development. Administration of this award is assigned to the Tom Behm Award Committee. (3/6/13)
- Rule 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 23. **The Young Scholars Award.** The Young Scholars Award is presented annually by the History/Theory/Criticism/Literature Committee to one undergraduate and one graduate student. Student winners will have submitted papers of scholarly merit to a panel of readers composed of committee members. Winners must attend the annual convention and present their papers in order to receive the Award. Administration of this award is assigned to the History/Theory/Criticism/Literature Committee. (3/4/15)
- Rule 24 Any Committee member with a personal or professional relationship with a scholarship, award, or grant applicant shall recuse themselves from the deliberations. If necessary, the Committee Chair will cooperate with the SETC President to appoint a replacement Committee member. (8/25/18)
- Rule 25. **Duplication of Scholarships.** No one individual may receive two or more scholarships from SETC in the same year. (8/25/18)

## V. MISCELLANEOUS

- Rule 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 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 3. **Voting Membership on the Board.** No individual may hold more than one voting position on the Board of Directors. (3/8/14)
- Rule 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 5. **Smoking Policy.** Smoking at all SETC convention meal functions, committee meetings, and programs shall be prohibited. (3/10/91)
- Rule 6. Deleted 9/6/03
- Rule 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)
- Rule 8. Deleted (3/8/14)

## CERTIFICATION

Pursuant to Rule I.2 the Bylaws Committee certifies the accuracy of the copy of the Articles of Incorporation, Bylaws, and Rules of the Association contained within this document and that it represents actions of the Board of Directors and general membership through the Business Meeting of March 10, 2018.