

Southeastern Theatre Conference

**MUSICAL THEATRE COMMITTEE**

**Manual Of Operations**

---

**PART I: OPERATING PROCEDURES**

- A. Membership in this committee consists of all members of SETC who have an interest in Musical Theatre.
- B. This committee shall operate as a committee of the whole at an annual Musical Theatre Committee business meeting during the SETC spring convention. The chair of the committee shall prepare an agenda and conduct this meeting of the committee.
- C. The voting quorum of this committee shall consist of all members present at the annual Musical Theatre Committee business meeting held at the SETC spring convention. Enactment of any motion shall require an affirmative vote of a majority of members present.
- D. At each annual committee meeting the committee shall nominate to the president of SETC an individual to serve as chair of this committee in the following year. No one shall be nominated for this position without his or her expressed consent. The Vice-Chair of the Committee shall be nominated and voted on by members of the Musical Theatre Committee after an individual(s) has shown his or her expressed interest in serving in this capacity.
- E. The chair will vet all Musical Theatre workshop proposals by collaborating with the Vice Chair, committee members, and/or directly with the presenter to determine their demonstrated expertise in the topic they are proposing. This will assist in insuring a safe and professional environment for workshop participants.
  - i. In preparation for the annual convention, the chair of the committee, in consultation with other members of the committee, will determine a maximum number of workshop proposals under the category of voice and speech to submit to the Vice President of Services for inclusion in the workshop programming for the convention. In deciding upon a maximum number of workshop proposals, the chair of the committee will keep in mind that there are approximately twenty-two programming slots available for potential workshops. The chair of the committee will also note that up to two workshops listed under the category of Musical Theatre can be included into each programming slot.
  - ii. Also in preparation for the annual convention, the chair of the committee, in consultation with other members of the committee, will evaluate workshop proposals submitted under the category of Musical Theatre and will recommend select proposals to include in the workshop programming for the

convention. Once the chair has determined which workshop proposals to approve for the convention, the chair will provide the Vice President of Services with a preliminary schedule for the convention that distributes and organizes the approved workshops into the twenty-two available time slots. The chair will also use the workshop presenters' availability, as noted on their individual workshop applications, to schedule the approved workshops.

- F. To ensure that a piano is reserved specifically for Musical Theatre Programming for each annual convention and, in order to do so, submits a budget request in a timely manner.
- G. Interest area chairs should submit columns of 100-200 words for publication in the March/April issue of *SETC News* every year. Deadline: January 7.

---

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

- A. The Musical Theatre Committee would be established under the Southeastern Theatre Conference, Inc. (SETC) Rules of the Association, Section II, Rule 28:

**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)

- B. This committee operates under, and is bound by, the Articles of Incorporation of the Southeastern Theatre Conference, Inc. and all other applicable bylaws and rules of SETC.
- C. In compliance with these articles, bylaws and rules, the chair of the committee shall:
  1. be appointed by the president of SETC as provided in the Rules of the Association, Sect. I, Rule 5 and Sect. II, Rule 24 (pending approval).

**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 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)

2. serve on the Advisory Council of SETC as required in the bylaws of SETC, Article XI.

## 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) attend meetings of SETC and Advisory Council as provided in the bylaws of SETC, Article IX and the Rules of the Association, Sect. I, Rule 6 and Rule 11.

**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.

**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. 11: Advisory Council Meetings.** The Advisory Councils, chaired by the Vice-Presidents, will meet separately before the fall and spring Executive Committee meetings. (3/8/14)

*The recorder shall submit semi-annual reports to the Administrative Vice-President as required in the Rules of the Association, Sect. I, Rule 4.*

**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)

*Prepare, update, and submit to the Musical Theatre Committee, and upon approval, to the Administrative Vice-President, a Manual of Operations for the committee as provided for in the bylaws of SETC, Article V, Sect. 3, number 5; and the Rules of the Association, Sect. I, Rule 17 and Rule 18.*

**Article V, Section 3, Number 5:** solicit current operations manuals for all ongoing Corporation functions;

**Rule I.17. Preparation of Manuals.** All manuals must be prepared in the following format:

- **Part I. *Operating Procedures.*** (In this section should appear as much detail as may be necessary about how the subject group or activity functions. These procedures are not binding upon future users of the manual, but rather constitute useful hints from previous activists. They may be changed at any time.)
- **Part II. *Policy from Higher Authority.*** (In this section should be quoted any Bylaws, Rules, Board or Executive Committee actions, or other policy statements bearing on the work of the manual's subject group. These policy statements may not be changed except by acceptance of the higher authority involved.)
- **Part III. *Regulations from This Constituency.*** (In this section should be presented in full any decisions by the manual's subject group that are intended to be binding on future operation. These regulations may not be changed except when the subject group meets.) All manuals must be set in 12 point Times New Roman and structured in MLA outline format. At the end of the manual, there should appear the name of the originator of the latest revision and the date of its acceptance by the Executive Committee. Manuals may not contain commitments to specific dollar amounts or to any expenditures. At the end of the division or committee chair's term of office all copies of the minutes, budget, and other information shall be passed on to the next chair and copies shall also be sent to archives. (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. (9/11/2015)

**D. The Musical Theatre Committee shall submit an annual budget request (i.e. request for committee funding) to the Executive Director as required in the Rules of the Association, Sect. III, Rule 1.**

**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)

**E. Rule V.2. Nondiscrimination.** The right to membership, to hold office, and to participate in SETC activities, including (but not limited to) conventions, meetings, auditions, and performances shall not be abridged because of age, color, disability, gender, gender expression, gender identity, genetic information, military veteran's status, national origin, race, religion, sex, sexual orientation or any other characteristic protected by law. (3/7/12)

**Rule V.4. Board and Committee Membership.** All officers, Board of Directors and Advisory Council members, and committee members (except the Local Arrangements Committee) must individually be current members of SETC. Employees of the SETC Central Office may collaborate with and serve committees, without vote, as an aspect of their job descriptions or as instructed by the Executive Director upon the request of the Executive Committee. (3/8/14)

**Rule V.7. SETC News Responsibilities.** All Division Chairs, State Representatives, interest area chairs, and other chairs shall submit appropriate items to SETC News on a schedule provided to them. This responsibility shall be included in all appropriate operations manuals. (3/8/14)

---

**PART III: REGULATIONS FROM THIS CONSTITUENCY**

**B. The leadership of this committee, as appointed by the President, shall include:**

1. A “Vice-Chair” (duties specified below). The Vice-Chair is elected by the committee members. The Vice-Chair shall serve a two-year term with the possibility of renewal upon the agreement between the Vice-Chair and the President.
2. Three “Advisory Cabinet” members. Advisory Cabinet members shall be appointed by the Chair and approved by the President and shall be members of SETC with an interest in the musical theatre area. These members shall serve a two-year appointment, with the possibility of renewal upon the agreement between the members and the President.

**C. The purposes of this committee are:**

1. to promote and improve the appreciation, study, teaching and practice of musical theatre within SETC, and the Southeastern region generally;
2. to work in cooperation with other musical theatre organizations (particularly organizations which are SETC liaison organizations) to promote musical theatre in all aspects of the American theatre;
3. to provide a forum for the exchange of information and ideas about musical theatre both between SETC members and with other musical theatre professionals through the development and presentation of programs at the SETC convention, newsletters, cooperation with other national and/or regional musical theatre organizations and other projects which may benefit musical theatre.
4. to promote and encourage scholarship in musical theatre by providing opportunities for the presentation of papers at panels at the SETC convention, and by encouraging publication of musical theatre papers in *Southern Theatre* and other journals.

**D.** It is a special concern of this committee that we strive to address musical theatre concerns and issues pertinent to all constituent areas of SETC and we therefore invite and encourage members from all divisions to be active in the committee.

**E. The Chair is charged by the committee with the following special duties and considerations:**

1. to compile and maintain a mailing list of committee members and others interested in musical theatre;
2. to utilize the SETC newsletter and other appropriate methods of communication to inform the membership and other interested individuals of news and events of interest to the membership;
3. to ensure that musical theatre 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);

4. to ensure that programs at each convention address the variety of special topics which compose the musical theatre fields.
5. to work cooperatively with the SETC auditions committee to address members' concerns with the musical theatre segment of the SETC auditions;
6. to work cooperatively with the SETC board and the Advisory Council to ensure quality musical theatre programming at the convention and other projects to benefit musical theatre generally in the SETC region;
7. to work cooperatively with the Vice President of Services and, when appropriate, the Local Arrangements Committee and Executive Director to ensure the smooth operation of convention programs sponsored by the committee. This shall include, but is not limited to, assuring that presenters are in place and properly set up; assisting in the resolution of conflicts and difficulties; and keeping a count of persons attending presentations.
8. to work with the Vice-Chair to screen and make recommendations of proposed programs for the annual convention to the President.

**F. The Vice-Chair is charged by the committee with the following special duties and considerations:**

1. to work with the Chair to screen and make recommendations of proposed programs for the annual convention to the President.
2. to coordinate and lead the Advisory Cabinet in a survey of musical theatre workshops presented at the annual convention to gauge attendance and interest, assist presenters with problems, and serve as representatives for the committee at the workshops.
3. to assist the Chair as needed and fulfill the Chair's duties should she or he be unable to do so.

**G. The Advisory Cabinet is charged by the committee with the following special duties and considerations:**

1. to work with the Chair and Vice-Chair to make recommendations of proposed programs for the annual convention to the president.
2. to work with the Vice-Chair surveying the musical theatre workshops presented at the annual convention to gauge attendance and interest, assist presenters with problems, and serve as representatives for the committee at the workshops.

**Submitted by: Stacy L. Alley, Chair, and Kenneth L. Stilson, Vice-Chair, Musical Theatre Interest Group, 2011.**

**Date of Acceptance by the Executive Committee: January 7, 2012 – President Alan Litsey**

**Revised by: Stacy L. Ally, 2/27/2015, SETC Musical Theatre Committee, Chair**

**Date of Approval: 03/4/2015 – President: Jack Benjamin**  
**Updated Rule I.18 - Approved by the Executive Committee: September 12, 2015 –**  
**President Tiza Garland**