

Southeastern Theatre Conference
PUBLICATIONS COMMITTEE

MANUAL OF OPERATIONS

I. OPERATING PROCEDURES

In order to meet the duties of the Publications Committee as stated in the SETC Bylaws, the following are specific responsibilities of the Committee:

- A. Fall Meeting:
 - (1) During the fall meeting, the Publications Committee will review the performance of all publication editors and make recommendations concerning the appointment or reappointment of the editors in the spring semi-annual report.
 - (2) At the fall meeting, the Publications Committee should review all SETC publications during the year. A summary of this meeting, with any recommendations, should be included in the spring report.
 - (3) Budgets for the publications will be reviewed by the Publications Committee prior to submission.

- B. Fall and March Meetings:
 - (1) The editors of all publications should be prepared to report to the Committee on the progress of each publication at each meeting.
 - (2) At each meeting, Publications Committee members should be prepared to discuss topics and possible assignments for articles for all publications and recommend them to the appropriate editor.

- C. The Publications committee will address any other matters pertaining to publications as requested by the SETC President and/or the Board of Directors.

- D. This Operations Manual may be amended by majority vote of the Publications Committee.

- E. The chair of this committee completes and submits semi-annual reports as requested by the SETC Vice-President of Services. The semi-annual report would be in addition to the semi-annual report submitted by the chair of the Theatre Symposium Steering Committee, which would include any items the Theatre Symposium editor wishes to report.

II. POLICY FROM HIGHER AUTHORITY

BYLAWS:

ARTICLE V
DUTIES OF OFFICERS

Section 2. The Vice-President of Services shall:

- (1) oversee and represent the primary service areas of the Corporation, including, but not limited to, the annual spring convention, the annual fall forum, publications, and auditions;
- (2) preside at meetings of the Services Council;
- (3) report to the Corporation regarding services and proceedings of the Services Council;
- (4) collaborate with the Executive Director and Central Office staff to develop products and services;
- (5) perform the duties of the President when designated to do so by the President or when the President is unable to fulfill such duties.

ARTICLE X
STANDING COMMITTEES

Section 5. The Publications Committee shall consist of five members, one member to be appointed by the President each year for a four-year term 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 approve 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.

ARTICLE XI
ADVISORY COUNCILS

Section 1. The Advisory Councils shall be composed of:

- (1) the chairs of all committees, including those concerned with auditions, festivals, awards, and activities;
- (2) the Liaison Officers;
- (3) a Vice-President of the Corporation, acting as chair.

Section 2. Each Advisory Council shall meet at the call of its chair to consider the reports of all of its members and to recommend action to the Executive Committee. Advisory Councils may recommend to the incoming President candidates for all appointive positions.

Section 3. Committee chairs shall:

- (1) furnish leadership to their respective committees;
- (2) stimulate and develop interest in their assigned areas;
- (3) file written reports on the dates requested by the Vice-President chairing their respective Advisory Council;
- (4) keep their operational manuals up to date;
- (5) collaborate with the Executive Director and Central Office staff.

Section 4. Chairs of Advisory Councils shall:

- (1) be Vice-Presidents of the Corporation;
- (2) furnish leadership to their respective Advisory Councils;
- (3) serve as advocates to the Board of Directors and the Executive Committee;
- (4) solicit written reports from the members of their own Advisory Council;

- (5) coordinate with the Vice-President of Administration to establish dates for submission of reports;
- (6) file written reports on the dates requested by the Vice-President of Administration.

Section 5. The Advisory Councils shall be classified as:

- (1) the Services Council, convened by the Vice-President of Services acting as chair, comprised of Liaison Chairs, chairs of the Publications Committee and committees or interest groups providing programming or services, along with other chairs recommended by the Executive Committee;
- (2) the Administration Council, convened by the Vice-President of Administration acting as chair, comprised of the chairs of the Bylaws Committee, Long Range Planning Committee, and Nominations Committee, and chairs of other committees charged with administrative or organizational functions, along with other chairs recommended by the Executive Committee;
- (3) the Finance Council, convened by the Vice-President of Finance acting as chair, comprised of chairs of the Finance Committee, Endowment Fund Committee, and chairs of committees conferring scholarships and awards, along with other chairs recommended by the Executive Committee;
- (4) the Divisions Council, convened by the Vice-President of Divisions acting as chair, comprised of Division Chairs and chairs of audits, 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.

RULES OF THE ASSOCIATION

Rule I.4. *Semi-Annual Reports.* The semi-annual reports described in the Bylaws and required for timely submission to the Executive Committee are submitted on or before the deadline established by the Vice-President of Administration. Those semi-annual reports containing action items and/or items of interest will be mailed to Board and Advisory Council members prior to the Executive Committee meetings. The Vice-President of Administration will read the reports submitted by the deadline and distribute to the Board an action agenda showing only those items that require Executive Committee or Board action. No action items or reports will be discussed in the Reports portion of the Executive Committee agenda unless submitted to the Vice-President of Administration by the deadline. Members of the Board and Advisory Councils will receive a list of reports submitted and not submitted. (3/8/14)

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

Part I. Operating Procedures. (In this section should appear as much detail as may be necessary about how the subject group 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. (09/06/2008)

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)

Rule III.1. *Budget Preparation.* Each officer, division or committee chair shall submit a budget request when it is requested by the central office. The Executive Director shall incorporate these requests into a draft budget for the forthcoming fiscal year. This draft budget, together with all budget requests, shall then be studied by the Finance Committee, which will recommend to the Executive Committee for approval a balanced budget. Each officer, division or committee shall operate within the approved budget. (3/15/98)

Rule 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. (3/3/93)

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)

III. REGULATIONS FROM THIS CONSTITUENCY

- A. **Membership:** The editor of each publication will be invited to attend meetings of the Publications Committee without vote. The Marketing and Membership Manager and the Communication Specialist also will be invited to attend meetings of the Publications Committee without vote.
- B. **Meetings:** The Publications Committee will meet in the fall in conjunction with the meeting of the Board of Directors and in March during the SETC Convention. Members are expected to attend all Committee meetings.
- C. **Chair:**
- (1) The Chair of the Publications Committee should attend all SETC Executive Committee, Board, and Advisory Council Meetings to represent all SETC publications at these meetings. The Chair may speak at Executive Committee and Board Meetings but may not propose motions or vote.
 - (2) All semi-annual reports should be prepared by the Publications Committee Chair and submitted to the Vice President of Administration as requested. These reports should include a summary of the actions and policy discussions of the Publications Committee during that six-month interval, with all formal recommendations for policy, budget, and operational improvement of SETC publications included within the report.
 - (3) At the Sunday Executive Committee Meeting at the March Convention, the Chair will ask Division Chairs to nominate representatives to serve on the *Southern Theatre* Editorial Board.
 - (4) At the spring and fall Executive Committee Meetings the Chair will remind Division Chairs, State Representatives, Interest Area Chairs, and others with similar responsibilities of the schedule for their submitting items for *SETC News*.
- D. **Members:**

(1) It is the responsibility of the Publications Committee to maintain the high quality of SETC publications.

(2) All newly appointed Publications Committee Chairs and members should read or review the complete SETC rules, constitution, bylaws, and, in particular, the Committee's Manual of Operations.

E. The **editor** of *Theatre Symposium* will be appointed in the fall of odd-numbered years for a term of two issues. To this end, the following steps should be taken:

(1) Well before the fall meeting of the Publications Committee, the Chair should solicit suggestions for a new editor from the current *Theatre Symposium* Editor, from the Theatre Symposium Steering Committee, and from anyone else who seems likely to have ideas on the subject. The Chair should then contact all nominees and invite them, if they wish to serve, to submit a resume and (if appropriate) a cover letter.

(2) At the Publications Committee's fall meeting the choice should then be voted upon.

(3) Following the fall meeting, the Chair should convey the Publications Committee's choice to the SETC President in the form of a recommendation, reminding him or her that the official appointment must come from the President, but that it must be done not later than December so that the new Editor can make plans for meetings at the March Convention.

(4) Once the President has made the appointment, the Publications Committee Chair should send a courtesy announcement to the Director of the University of Alabama Press (name and address can be provided by the current *Theatre Symposium* Editor), since technically the UA Press has the right of refusal with respect to the choice of editor.

F. **Members of the Publications Committee** or its Chair shall meet with the Playwriting Committee or its Chair at the March Convention to receive a recommendation from the Playwriting Committee for or against publication of that year's Charles M. Getchell Award-winning play or an excerpt thereof in *Southern Theatre*.

G. **Membership on the Editorial Board** of *Southern Theatre*, appointed by the Publications Committee, shall consist of a minimum of one (1) four-year term with a maximum of two (2) consecutive four-year terms. The Editor of *Southern Theatre* and the Publications Committee shall reserve the right to remove a member of the Editorial Board if s/he does not fulfill the requirements of membership on the Board.

Prepared by Susan S. Cole

Approved by Publications Committee: November 22, 1993

Revised by Thomas W. Stephens

Approved by Publications Committee: March 9, 1996

Accepted by Executive Committee: 6/22/96

Revised by Thomas W. Stephens

Approved by Publications Committee: March 8, 2003

Date of Acceptance by the Executive Committee: September 6, 2003 - President: Jonathan Michaelson

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

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

Proposed Revision by Paul B. Crook, Publications Committee Chair, 3/8/09

Revised by Jack Benjamin, Administrative Vice President, June 2010

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

Revised by J.K. Curry, Publications Committee Chair March 17, 2015 and Pat Gagliano, VP of Services, August 23, 2015

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