

Southeastern Theatre Conference

SOUTHERN THEATRE
Manual of Operations

DESCRIPTION: *Southern Theatre* is a popular magazine, published quarterly, that spotlights people, places and organizations within the region and across the country that are paving new paths in theatre. The magazine also serves as an educational resource, providing information to help students and emerging professionals succeed, as well as sharing information to help established professionals grow in their knowledge of new trends. The magazine's circulation includes the membership of SETC, plus an international online audience via the SETC website, issuu.com (*an online publication service*) and EBSCO (*an online research database*). The magazine is produced – under the auspices of the Publications Committee – by the editor, working in collaboration with the Editorial Board, with additional input provided by the Executive Director.

PART I: OPERATING PROCEDURES (*In this section should appear as much detail as may be necessary about how the subject group or activity functions. The 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.*)

- I. The Chair of Publications Committee serves as part of the **Services** Advisory Council and is required to attend annual fall and spring Advisory Council meetings. This Chair represents *Southern Theatre*.
 - A. The Fall Advisory Council meeting will be held on the first weekend following Labor Day.
 - B. The Spring Advisory Council meetings are typically scheduled the Wednesday of the convention (*the first Wednesday in March*).
 - C. Succession:
 1. At the conclusion of the Publications Committee Chair's term of service, that Chair will review the *Southern Theatre* manual and submit any changes to Operating Procedures to the Vice President of Services, following procedures outlined in Rule I.18.
 2. The outgoing Publications Committee Chair will contact the newly appointed Chair to provide information and aid in the transition period as the new Chair takes office.

- II. **Purpose:** The purpose of *Southern Theatre* will be:
 - A. To publish interesting and informative stories on topics affecting theatre in the Southeastern region and across the nation, reflecting SETC's expansive membership, which now extends across nearly every state in the U.S. as well as Canada;
 - B. To reflect the concerns and operations of the total constituency of the Southeastern Theatre Conference, as well as the broader theatre audience reading the publication online via the SETC website, issuu.com and EBSCO;
 - C. To represent the Southeastern Theatre Conference and its members in a professional manner with a publication that presents creative and popular material in an attractive format.

- III. *Southern Theatre* will be published four times each year: winter, spring, summer, and fall. In addition to the printed/mailed magazine, Southern Theatre also is published online via the SETC website, issuu.com and EBSCO.

- IV. **Editor:** The Editor of *Southern Theatre* is employed at the direction of the President of the Southeastern Theatre Conference upon recommendation of the Publications Committee.
 - A. The employment of the Editor of *Southern Theatre* will be made on an annual basis coinciding with the current volume from winter through fall.

- B. The magazine and work of the Editor will be reviewed at the fall meeting of the Publications Committee.
- C. If either party (*SETC or the Editor*) wishes to terminate the employment agreement, the other party must be notified at the fall meeting of the Publications Committee. The three months' notice to the other party begins with notification at this meeting.
- D. The duties of the Editor will include:
 1. Planning the content and any special features of the four issues in conjunction with the Editorial Board, with further information and context provided by the Executive Director and other members of the Central Office staff;
 2. Soliciting articles and pictures with the help of the Editorial Board;
 3. Sending the articles to members of the Editorial Board for comment and review;
 4. Returning articles to writers for revisions if recommended;
 5. Rejecting articles that are not deemed appropriate by members of the Editorial Board and the Editor.
 6. Editing and preparing manuscripts and photos for publication;
 7. Soliciting photos for the cover of the magazine and preparing cover options for review and approval by the Executive Director.
 8. Preparing the magazine layout, including placement of advertisements, stories and photos, on computer; sending the magazine to proofreaders and the Executive Director for review; and delivering the final magazine to the printer electronically, with accompanying hard copy.
- E. The Editor of *Southern Theatre* will report to the Publications Committee at each of its two annual meetings.

V. **Printing:**

- A. The Editor, in consultation with the printer or a contracted graphics consultant, will determine the format for the journal, which will remain constant for each volume of four issues. Format is defined as paper size and general magazine appearance (*e.g., color vs. black-and-white printing, and glossy vs. matte finish*).
- B. Once the format is established, it will only change with the approval of the Publications Committee.
- C. All contractual arrangements for printing will be made by the Executive Director of the Southeastern Theatre Conference in consultation with the Editor.
- D. All solicitation of advertising, promotional efforts, and mailing will be handled by the Southeastern Theatre Conference Central Office.

VI. **Editorial Board:**

- A. The Editorial Board for *Southern Theatre* will consist of five or more members who represent the interests of the different divisions and special interest committees.
- B. Membership on the Editorial Board of *Southern Theatre*, appointed by the Publications Committee in consultation with the Editor of *Southern Theatre*, shall consist of a minimum of one (1) four-year term with a maximum of two (2) consecutive four-year terms. However, after taking a four-year break, a previous Editorial Board member may reapply for membership if desired.
- C. Publications Committee and the Editor of *Southern Theatre* will solicit volunteers from the divisions, special interest committees and from the membership at large at the annual convention for the next volume year.
- D. In addition to the above members serving four-year terms, the Editorial Board may include one student member, who serves a one-year term that is renewable while the student is in undergraduate or graduate school.
- E. 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.

- F. New appointments to the Editorial Board are typically made at the Fall Meeting of the Publications Committee.
 - G. The purpose of the Editorial Board is to generate articles for the magazine (*whether by suggesting article topics or actually writing articles*), to review and critique articles submitted to the magazine, and to make recommendations concerning publication. The Editor of *Southern Theatre* may at his or her discretion select members of the Board to read certain articles that fall within the expertise or interest of the Board member.
 - H. The Editorial Board will meet during the Southeastern Theatre Conference annual convention in order to identify possible article subjects and to agree to write the articles or to contact the appropriate people to write those articles.
- VII. **The Executive Director** of the Southeastern Theatre Conference will prepare a proposed budget based on a review of the previous year's budget and the actual income and expenses and will present it to the Publications Committee for review at the fall meeting.
- A. The Chair of Publications Committee will receive the budget request form in the fall.
 - B. The previous year's income and expense is available upon request from the Executive Director, who is also available for consultation.
 - C. The Chair submits the budget request by the date noted on the form and submits budget requests at that time.
- VIII. **The Editor** of *Southern Theatre* and the Editorial Board will respond to other requests and charges from the Publications Committee.

PART II: POLICY FROM HIGHER AUTHORITY

BY-LAWS

ARTICLE V

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 IX MEETINGS

Section 1. There shall be an annual convention of members at a time and place fixed by the Executive Committee. At this convention, an opportunity shall be provided for having a business meeting for consideration of business of the Corporation and for hearing and considering reports of committees. One per cent of the membership present by registration at a convention shall constitute a quorum at a business meeting.

Section 2. The Board of Directors and the Executive Committee shall meet regularly each year at annual conventions and in September. Other meetings of either group may be called by the President whenever he or she deems necessary. A majority of the membership of either group shall constitute a quorum.

ARTICLE XI ADVISORY COUNCILS

Section 1. The Advisory Councils shall be composed of:

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

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

Section 3. Committee chairs shall:

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

Section 4. Chairs of Advisory Councils shall:

- (1) be Vice-Presidents of the Corporation;
- (2) furnish leadership to their respective Advisory Councils;
- (3) serve as advocates to the Board of Directors and the Executive Committee;
- (4) solicit written reports from the members of their own Advisory Council;
- (5) coordinate with the Vice-President of Administration to establish dates for submission of reports;
- (6) file written reports on the dates requested by the Vice-President of Administration

Section 5. The Advisory Councils shall be classified as:

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

SETC Rules of the Association

Rule I.4. ***Semi-Annual Reports.*** The semi-annual reports described in the Bylaws and required for timely submission to the Executive Committee are submitted on or before the deadline established by the Vice-President of Administration. Those semi-annual reports containing action items and/or items of interest will be mailed to Board and Advisory Council members prior to the Executive Committee meetings. The Vice-President of Administration will read the reports submitted by the deadline and distribute to the Board

an action agenda showing only those items that require Executive Committee or Board action. No action items or reports will be discussed in the Reports portion of the Executive Committee agenda unless submitted to the Vice-President of Administration by the deadline. Members of the Board and Advisory Councils will receive a list of reports submitted and not submitted. (3/8/14)

Rule I.5. ***Committee and Interest Group Appointments.*** The incoming President of SETC will announce all new appointments insofar as possible at the first Executive Committee meeting at which President presides. Unless otherwise provided for by the Articles, Bylaws, or other Rules of SETC, committee and interest group appointments are for a term corresponding to that of the officer who lawfully makes the appointment. Ordinarily, committee and interest group appointments end at the conclusion of the Annual Meeting following the appointment, unless the committee, interest group, or member is discharged sooner. (9/6/08)

Rule I.6. ***Meeting Dates.*** The annual convention will begin on the first Wednesday in March, except that, in extraordinary circumstances, the Executive Committee may approve beginning the convention no more than one week before or after that Wednesday. The fall auditions and Board of Directors and Advisory Council meeting will be held on the first weekend following Labor Day. In addition to meetings during the annual convention and fall Board of Directors meeting, the Executive Committee will meet during the weekend immediately following the first Sunday in January and the weekend immediately following the second Sunday in May. (9/6/14)

Rule I.7. ***Distribution of Minutes.*** Within two weeks of the conclusion of any meeting of the corporation, the Board of Directors, or the Executive Committee, the Secretary shall electronically circulate, for possible correction, the minutes thereof to Executive Committee members and selected interested parties. No more than two weeks subsequent, corrected minutes shall be sent to the Executive Director, who in turn shall send copies to all members of the Board of Directors, the Advisory Councils, and other interested parties. "Interested parties" shall consist of those SETC members who request to be on the distribution list, provided that the Executive Director may purge the list occasionally by calling for new requests. (3/8/14)

Rule I.8. ***Distribution of Manuals.*** Outgoing officers and members of the Board and Advisory Council will deliver current copies of the appropriate Manuals of Operations to their successors or make arrangements with the Vice-President of Administration to do so. (3/8/14)

Rule I.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 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)

Rule I.17. ***Preparation of Manuals.*** All manuals must be prepared in the following format:
 Part I. ***Operating Procedures.*** (In this section should appear as much detail as may be necessary about how the subject group or activity functions. These procedures are not binding upon future users

of the manual, but rather constitute useful hints from previous activists. They may be changed at any time.)

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

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

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

Process:

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

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

Rule III.4. ***Convention Program Expenses.*** Except as otherwise provided in these Rules, convention program budget funds may not be used to reimburse convention or travel expenses incurred by persons who reside or organizations located within the SETC region. Anyone who resides within the SETC region and who serves on a convention panel will not receive an honorarium. (3/5/08)

Rule III.10. ***Expenditures Not in the Budget.*** Any business before the Board of Directors or Executive Committee which involves financial commitments not provided for in the current budget shall be reviewed by the Finance Committee and its recommendations considered before any final vote. (3/7/93)

Rule III.13. ***Changes in the Budget.*** The Finance Committee must approve any changes in the budget between meetings of the Executive Committee, but may do so only within a latitude of five percent of the total budget. (3/15/98)

Rule V.1. ***Alcoholic Beverages.*** SETC will not sell or provide alcoholic beverages in the hospitality suites or at SETC activities to anyone under the legal age limit established by the laws of the state in which the convention is being held. (9/7/91)

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

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

Rule V.5. ***Smoking Policy.*** Smoking at all SETC convention meal functions, committee meetings, and programs shall be prohibited. (3/10/91)

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

III. REGULATIONS FROM THIS CONSTITUENCY

None.

Revised by Deanna Thompson

Approved by the Publications Committee: September 5, 1997

Accepted by Executive Committee: Susan S. Cole, President – 3/18/98

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

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

Revised by Jack Benjamin, Administrative Vice President, June 2010

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

Revised by Sam Sparks and Deanna Thompson, July 2012.

Date of Acceptance by the Executive Committee: September 8, 2012 – President Jack Benjamin

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

Revised by J.K. Curry, Publications Committee Chair, Deanna Thompson, Editor of *Southern Theatre*, and Pat Gagliano, Vice President of Services, August 24, 2016

Date of Acceptance by the Executive Committee: September 10, 2016 – President Tiza Garland