

Southeastern Theatre Conference
THEATRE SYMPOSIUM STEERING COMMITTEE

MANUAL OF OPERATIONS

Theatre Symposium: A Publication of the Southeastern Theatre Conference was established by action of the SETC Board of Directors in 1991 and is under the oversight of the Publications Committee.

PART I. OPERATING PROCEDURES

1. At the March convention, there is usually a discussion of a location and topic for the Symposium event that will take place a year later. Committee members need to offer as many options as possible.
2. September is usually the best time for discussion of rules, policies, the manual, and other nitty-gritty, as well as plans for the upcoming Theatre Symposium event.
3. The chair of this committee should insure that news announcements go regularly to the Editor of SETC News, especially a summary report immediately following the Theatre Symposium event. Submission deadlines are the seventh days of February, April, June, August, October and December.
4. 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 include any items the Theatre Symposium editor wishes to report.

PART II. POLICY FROM HIGHER AUTHORITY

A. RULES OF THE ASSOCIATION

SETC Rules are printed annually in the Directory, and *Theatre Symposium*, like any SETC project, must conform to all of them. Those of particular interest to the Editor are:

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 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.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 III.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 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. (3/7/11)

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)

B. Publications Committee

Under Article X, section 5, of the Bylaws, *Theatre Symposium* is under the oversight of the Publications Committee.

BYLAWS

Article X

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 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.

Thus, although the plans for the publication were approved by the College and University Division, the Board of Directors, the Publications Committee, and the Finance Committee, only the Publications Committee (and by extension the Executive Committee) now has policy authority over the publication. The Editor should stay in close contact with the PubCom chair to avoid any misunderstandings. The following policies for *Theatre Symposium* have been established by the PubCom and may be changed only with their approval:

1. The appointment of the next Editor is accomplished at the fall PubCom meeting in odd-numbered years. **Under Rule V.4, the Editor must be a current member of SETC or willing to join immediately.** The Publications Committee Chair will solicit suggestions from the current Editor and from others, and will contact candidates to determine if they wish to serve. PubCom will then make its decision in the form of a recommendation to the President, who makes the actual appointment. UA Press also has right of refusal over who serves as Editor.
2. The full title of the publication is *Theatre Symposium: A Publication of the Southeastern Theatre Conference*.
3. The publication is published once a year by arrangement with the University of Alabama Press. The terms of the contract with UA Press are negotiated by the Executive Director in consultation with the current Editor, but may be substantially changed only with PubCom approval. The Editor of each volume is authorized to work directly with UA Press in all matters relating to editing the publication. The SETC Executive Director is the official liaison on business matters and anything relating to the contract.
4. The basic plan for the publication is to hold a symposium event each spring, to collect and edit papers from that event over the summer, and to submit finished copy to UA Press by October 1. All written references to the symposium event in promotional materials, advertising, and programming must designate it as “The SETC Theatre Symposium”.
5. Articles must be juried by the Editorial Board before their acceptance for publication. That Board, consisting of eight to twelve members, is appointed by the current Editor after consultation with the chair of PubCom. UA Press also has right of refusal over who serves on the Editorial Board. The term of office is indefinite. At least two members of the Editorial Board (in addition to the current Editor) must review each article, and a majority of those reviewing it must vote affirmatively before any article can be published.
6. The publication should operate at a high level of scholarly respectability, focusing upon that difficult-to-define border where scholarship affects and informs production. Although the publication emphasizes the study of theatre rather than the practice thereof,

it is written in language understandable to a broad range of scholars, seeking to be meaningful to theatre practitioners (i.e., all adult SETC members) as well as theorists.

7. The Editor is appointed biennially for a "two-year term," but since this means responsibility for publishing two issues, the work stretches over nearly four years. Overlapping Editors negotiate between them any decision-making that seems to affect both of them. Appointment of the publication staff (if any) is the responsibility of the Editor who will work with them.

8. By request of UA Press, former Editors serve on the Editorial Board.

9. The Chicago Manual of Style has been adopted as the official style manual for the publication. UA Press has particularly stipulated that such a choice may not frequently be changed and then only for compelling reasons. The style for citation of sources is chapter endnotes (superscript note number in text with a list of endnotes after each essay).

10. The budget process begins each year with a request submitted by the Editor to PubCom in time for its fall meeting. **It consists of an estimate of income from the Symposium event to be held in the fiscal year in question, and estimated expenses in that year divided into (1) printing and postage, (2) mailing service (both these estimates provided by the Executive Director), (3) expenses at the Symposium event (expected to be offset by income), and (4) editorial expenses.** The budget is reviewed by PubCom (consulting, when appropriate, with the **next Editor**) and by FinCom, and is eventually approved by the Executive Committee the following March for the fiscal year beginning in July.

11. Within each fiscal year (July 1 to June 30), the Editor(s) must live within the established budget. All income (for example, registration fees at the spring symposium meeting) must be sent to the Executive Director for deposit, and all invoices must be sent to the Executive Director for payment. The only exceptions are if:

(1) the Editor gets a grant from outside sources and the grant specifies income and expenses moving through another agency, or

(2) the symposium meeting is contracted to an outside agency that collects the registration fees and provides all services in return.

12. At the SETC convention each year, the Editor for the next year's publication should plan and chair an open meeting designed to discuss policy, plan future issues, encourage new participants, and inform interested parties.

13. The Theatre Symposium Steering Committee, appointed by the SETC President upon the recommendation of the chair of the Publications Committee, shall consist primarily of past editors of the publication. The **duties** of this committee will be to assist each Editor with advice and guidance, to serve as resource persons, **and to guide the editor in conforming to SETC rules and procedures.**

14. The SETC convention program each year should include a “Highlights of Theatre Symposium” panel in which several authors read papers selected from those presented at the previous year’s symposium event. To facilitate this panel, the Editor, working with the Theatre Symposium Steering Committee and coordinating with the SETC President-Elect, will select the appropriate papers and make suitable arrangements for their presentation. Under Rule III.8, the President-Elect may exempt from convention registration fees those persons not otherwise expected to attend the convention.

C. The Contract

A contract exists between the University of Alabama Press and SETC for the publication of *Theatre Symposium*. The Editor who is not provided with a copy of this contract should obtain one and read it. A few of the key provisions of this contract are:

1. Although SETC appoints the Editor, editorial staff, and Editorial Board, UA Press retains right of refusal on all of them.
2. Looking toward a finished book of **about** 144 printed pages, SETC pays for 128-160 pages in each issue. To print fewer is to waste SETC's money; to print more would require extra SETC payment, which in turn would require approval by PubCom, FinCom, and ExCom.
3. SETC guarantees to buy at least 1,500 copies and distributes them according to Rule I.20 above. All sales to non-members are the responsibility of UA Press (and the income is theirs). Any advertising income would also be theirs, but approval for any advertising rests jointly with UA Press and the Editor of the affected volume.
4. The finished manuscript must reach UA Press by October 1 each year. UA Press will edit that manuscript and return it to the Editor of that volume for approval, after which it is set in type. Editorial changes after that are allowed only up to 10% of the cost of this typesetting, with any additional changes requiring additional payment by SETC.
5. The Editor must supply to UA Press, along with the manuscript, properly executed assignment agreements from the authors of all articles (including material recorded at the symposium meeting), as well as permissions for using any copyrighted material. SETC is legally liable for any errors that creep into this process.

Part III. REGULATIONS FROM THIS CONSTITUENCY

This committee is informally organized and consists usually of several past Editors, appointed by the SETC President, who advise the current Editor as he or she raises any questions. Furthermore, the committee has been asked to guide the Editor in adhering to all applicable SETC rules and policies, especially those having to do with budget. It meets in September, March, and at the Theatre Symposium event, and otherwise does its work by e-mail.

It is not the job of this committee to interfere in any way with the judgment and freedom ordinarily accorded to an Editor.

Revised by Philip G. Hill, Scott Phillips, and Jay Malarcher

Approved by Publications Committee: March 26, 2007

Revised by Beth Harvey, Administrative Vice President

Date of Acceptance by the Executive Committee: January 2008 - President: David Thompson

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, Theatre Symposium Steering Committee Chair, March 13, 2015

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