

Southeastern Theatre Conference
PORTERFIELD AWARD COMMITTEE
Manual of Operations

DESCRIPTION: The Porterfield Award Committee administers the Porterfield Award, given to a qualified undergraduate student who intends to pursue graduate studies in theatre.

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, as long as the changes do not conflict with SETC policies as stipulated in the Articles of Incorporation, Bylaws, or Rules.)

1. Fundamental Procedures:

- A. The Robert Porterfield Graduate Award is an award presented annually (*providing a suitable candidate can be found*) to a graduate of an accredited undergraduate college or university, attending, or upon entering an accredited program of graduate studies in Theatre.
- B. Either the undergraduate degree or the graduate studies (*or both*) must be with a college or university within the SETC region.
- C. Administration of this award is assigned to the Robert Porterfield Award committee.
- D. Each year, the SETC Central Office will publicize and invite applications for the Robert Porterfield Graduate Award.
- E. The members of the Robert Porterfield Award Committee are also encouraged to publicize the award and invite applications from interested parties.

2. Origination of the Award: Robert Porterfield was the founder and longtime director of the Barter Theatre in Abingdon, Virginia. A charter member of SETC and a cofounder of its annual auditions, he continued to support the organization throughout his career. When the Endowment Fund was created, Bob became SETC's first life member, and the Board later named its first scholarship in his honor.

3. Amount of the Award and Associated Expenses:

- A. The amount of the award and the expenses associated with the award are included in SETC's annual budget. These budgeted amounts do not normally exceed the income derived from principle in any given year and are recommended by the Endowment Fund Committee and approved by the Executive Committee and cannot be changed without the approval of the Executive Committee.
- B. The expenses associated with this award include:
 1. SETC spring convention student membership and registration;
 2. Three nights hotel, arranged and provided by SETC; and
 3. One ticket to SETC Banquet, where the Porterfield Scholar would be recognized.

4. **Qualifications:** To be eligible to receive the Porterfield Graduate Award, the applicant must submit Application Packet (*described below*) AND meet at least one criteria A-D listed below:
 - A. Have received an undergraduate degree **or** expect to graduate during the current academic year from an institution within the SETC region, **and** be planning to enter an **accredited program** of graduate studies in Theatre in a college or university in any region during the **academic year** following the convention at which the award is announced; **OR**
 - B. Have received an undergraduate degree **or** expect to graduate during the current academic year from an institution in any region, **and** be planning to enter an **accredited program** of graduate studies in Theatre in a college or university within the SETC region during the **academic year** following the convention at which the award is announced; **OR**
 - C. Have received an undergraduate degree from an institution within the SETC region, **and** be currently attending, **and** planning to continue in an accredited program of graduate studies in Theatre in a college or university in any region during the **academic year** following the convention at which the award is announced; **OR**
 - D. Have received an undergraduate degree from an institution in any region, **and** be currently attending, **and** planning to continue in an accredited program of graduate studies in Theatre in a college or university within the SETC region during the **academic year** following the convention at which the award is announced.

5. **Application Packet:** It is recommended that candidates submit all materials as a single, multi-page PDF document. The following application materials must be provided by each applicant:
 - A. Completed Application
 - B. Personal letter outlining plans and objectives
 - C. A complete resume
 - D. Three (3) reference letters speaking specifically to the applicant's potential as a graduate student
 - E. Complete, official transcripts from all colleges/universities attended.

6. **The Annual Procedural Timeline** will be posted to the SETC website.

7. **Recusal of Committee Members:** Any Committee member with a personal or professional relationship with an award applicant shall recuse him or herself from the deliberations. If a Committee member must be recused, the Committee Chair will cooperate with the SETC President to appoint a replacement Committee member.

PART II. POLICY FROM HIGHER AUTHORITY

Bylaws

ARTICLE V DUTIES OF OFFICERS

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 decision

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 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.

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.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 third Sunday in May. (9/8/12)

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.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 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 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 II.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 II. 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, Wilson Scholarship Committee, Tom Behm Award Committee, and Secondary School Scholarship Committee; and the Vice-President of Finance, ex officio. (3/8/14)

Rule III.1. ***Finances. 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 IV.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 IV.8. ***Porterfield Award.*** The Robert Porterfield Graduate Award is an award presented annually (*providing a suitable candidate can be found*) to a graduate of an accredited undergraduate college or university, attending, or upon entering an accredited program of graduate studies in Theatre. Either the undergraduate degree or the graduate studies (*or both*) must be with a college or university within the SETC region. Administration of this award is assigned to the Porterfield Award Committee. (3/7/15)

Rule IV.17. ***Duplication of Awards.*** No one individual may receive two or more scholarship awards from SETC in the same year. (9/8/01)

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)

PART III. REGULATIONS FROM THIS CONSTITUENCY

No regulations from this constituency have been adopted.

Revised by: Joe Filippo Date: August 28, 1995

Approved by: David Wohl Date: September 6, 1996

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 David S. Thompson, Administrative Vice President, February 23, 2006
Date of Acceptance by the Executive Committee: March 1, 2006 - President: Denise Halbach

Revised by Jack Benjamin, Administrative Vice President, June 2010
Date of Acceptance by the Executive Committee: September 11, 2010 – President Alan Litsey

Revised by Pat Gagliano, Chair, Porterfield Award Committee: September 2011
Date of Acceptance by the Executive Committee: January 7, 2012 – President Alan Litsey

Revised by Abby Kiker, Chair, Porterfield Award Committee and Pat Gagliano, Chair, Scholarships Procedures Committee: May 14 & October 20, 2014 & January 10, 2015
Date of Acceptance by the Executive Committee: January 10, 2015 – President Jack Benjamin

Revised by Abby Kiker, Chair, Porterfield Award Committee and David Wohl, VP Finance: September 16, 2016. Date of Acceptance by the Executive Committee: January 7, 2017.