

Southeastern Theatre Conference

PAST PRESIDENTS COMMITTEE

Manual of Operations

The Past Presidents Committee is a standing committee which shall consist of all past presidents who are currently members of SETC. The chair shall be appointed from the committee by the President. The duties of the Past Presidents Committee shall include, but not be limited to, advising the President and the Executive Committee on such matters as may be brought to the committee's attention.

PART 1. OPERATING PROCEDURES *(In this section should appear as much detail as may be necessary about how the subject group functions. These procedures are not binding upon future users of the manual, however they serve as important guidelines from previous committee leaders, as well as the SETC leadership team. Part I of this manual may be revised as needed or desired, following procedures outlined in Rule 1.18, providing that no changes conflict with SETC policies as stipulated in Articles of Incorporation, Bylaws, or Rules.)*

1. The Committee operates at the pleasure of and carries out specific charges from the current President, and may initiate business as it may deem appropriate.
2. The Committee serves as an advisory resource to the Executive Committee of the corporation upon their request.
3. The Committee chair serves as a conduit of information from the corporation and its Past Presidents who may be unable to participate in the business of the organization.
4. The Past Presidents Chair serves as part of the Elected Past Presidents Advisory Council and is required to attend annual Fall and Spring Advisory Council meetings. The Fall Advisory Council meetings will be held on the first weekend following Labor Day and the Spring Advisory Council meetings are typically scheduled the Wednesday of the convention (the first Wednesday in March).
5. The Chair will be asked to complete and submit the annual budget request form to the SETC Executive Director according to the deadline given (typically in the fall).
6. Succession:
 - A. At the conclusion of the Past Presidents Chair's term of service, the chair will review the committee manual and submit any changes to Operating Procedures to the Vice President of Administration.
 - B. The Past President Chair will contact the newly appointed chair to provide information and aid in the transition period as the new chair takes office.
7. Whenever possible the chair should submit items to SETC News editor via email by the 7th day of the months of January, March, May, July, September and November.

8. **Collaboration with Central Office:** Article XI, Section 3 of SETC’s Bylaws specifies that all committee chairs “collaborate with the Executive Director (ED) and Central Office staff.” Because the Executive Director provides leadership for the organization and, with the organization’s professional staff, is responsible for the success of SETC’s mission, vision, and all operations, effective partnership and communication is important between the committee chair, the Central Office staff, and the ED. This collaboration enhances the development of ideas and supports the planning and execution programs and services; ensures marketing/promotion support; and strengthens processes, funding and budgetary challenges while assisting with schedules, deadlines and timelines.

PART 2. POLICY FROM HIGHER AUTHORITY

BYLAWS:

ARTICLE XI Advisory Officers

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.

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.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.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 functions. These procedures are not binding upon future users of the manual, however they serve as important guidelines from previous committee leaders, as well as the SETC leadership team. Part I of this manual may be revised as needed or desired, following procedures outlined in Rule 1.18, providing that no changes conflict with SETC policies as stipulated in Articles of Incorporation, Bylaws, or Rules.)

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. (09/09/2017)

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 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 II.7. Past Presidents Committee. The Past Presidents Committee is a standing committee which shall consist of all past presidents who are currently members of SETC. The chair shall be appointed from the committee by the President. The duties of the Past Presidents Committee shall include, but not be limited to, advising the President and the Executive Committee on such matters as may be brought to the committee's attention. (3/15/98)

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. 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)

III. REGULATIONS FROM THIS CONSTITUENCY

1. The Committee shall meet during the Annual Convention. It may also meet at other times when the need arises. Committee business may also be conducted when necessary by letter or by telephone with final reports passed to the committee members who responded to appeals for opinions from the Chair.
2. Each President automatically becomes a member of the Committee upon leaving office and remains so as long as he/she maintains SETC membership. No other persons are on the committee.

APPROVED:

Hazel Hall
March, 1994

Donald H. Wolfe
September 10, 1994

Revised by David S. Thompson, Administrative Vice President, February 2005
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, chair Past Presidents, June 2017
Date of Acceptance by the Executive Committee: Sept. 9, 2017
President: Tiza Garland