



# SOUTH CAROLINA THEATRE ASSOCIATION

## RULES

### I. ADMINISTRATION

#### **Rule 1. Rules.**

The SCTA Rules have the sense of the term "Standing Rules" as defined in the latest edition of Robert's Rules of Order. These Rules may be created, amended or deleted only by the Board of Directors, and then only by a motion that clearly states its own intention to create, amend, or delete a Rule. In emergency circumstances, one-time exceptions to existing Rules may be approved by the President, with two other elected officers concurring, if the exception is reported to the Board of Directors, together with a full explanation of the emergency circumstances, at its next meeting. (01/26/2019)

#### **Rule 2. Special Appointments.**

In addition to those appointments established elsewhere in these Rules or in the Bylaws, the President shall promptly appoint by the first meeting of the calendar year, to the Arts in the Basic Curriculum program, AACT Representative, and to the Palmetto State Arts Education. The President shall also appoint a historian, Awards Party Coordinator, Adjudication Coordinator, and a State Auditions Coordinator. All of these appointments are subject to Board of Directors approval and all appointees (including those appointed under other Rules or the Bylaws) who are not otherwise members of the Board of Directors are invited to attend all Board meetings in a non-voting capacity. (01/26/2019)

#### **Rule 3. Mailing List.**

The SCTA membership mailing list may not be sold or given to non-members of SCTA. (01/26/2019)

#### **Rule 4. Southeastern Theatre Conference (SETC) South Carolina State Representative.**

The South Carolina State Representative to the Southeastern Theatre Conference shall be an At-Large Board member in current service to SCTA. The President shall solicit nominations from the Board of Directors. The Board shall vote on the SC State Rep prior to the SETC Fall Board Meetings in order to present our representative to the SETC Nominating Committee Chair. If SETC does not elect our nominee, that Rep would be required to serve in a non-voting position on the SCTA Board of Directors. The SC State Rep shall serve a term of 3 years, and shall be required to attend SETC Board meetings to represent the state of South Carolina's interests. (01/26/2019)

#### **Rule 5. SCTA Board of Directors Meetings.**

SCTA will have regularly scheduled annual meetings of the Board of Directors. The first SCTA meeting of the year is at the annual convention in November. The second meeting is a winter day retreat on a Saturday in late January/early February. The third meeting is a Saturday in May. The fourth is the summer Convention planning retreat in June. The fifth meeting will be a Saturday in early August. (01/26/2019)

**Rule 6. Distribution of the Minutes.** Within one week of the conclusion of any meeting of the organization, the Board of Directors, or the Executive Committee, the Secretary will electronically circulate the minutes to interested parties for possible correction. Within 3 weeks of the original meeting, corrected minutes will be sent to the Executive Director, who will post the minutes online and send to the archives. (01/26/2019)

**Rule 7. Executive Director: Evaluation and Contract.** The Executive Committee is charged with annual evaluation of the work of the Executive Director, typically carried out through survey of the Board of Directors prior to the final meeting of the fiscal year, and in determining appropriate contract provisions for future years and including those contract provisions in the minutes. The Executive Committee and up to three additional members of the organization will serve as search committee in the event that a vacancy deems it necessary. (01/26/2019)

**Rule 8. Board Meeting Preparation.** All materials that are to be reviewed by the Board of Directors must be available to board members at least 5 days prior to the meeting date. This includes, but it is not limited to, board reports, budget and financial documents, Executive Director reports, awards nominations, and action items up for a vote. (01/26/2019)

**Rule 9. Adjudication Coordinator.** The Adjudication Coordinator position shall be appointed annually by the President with the approval of the Board of Directors, to begin January 15. The Adjudication Coordinator is responsible, in collaboration with Division and Committee Chairs and the Executive Director, for securing and vetting all adjudicators for a variety of festivals and programming throughout the year, as well as creating, outlining, and executing adjudication procedures in consultation with the Executive Director. The Adjudication Coordinator is also responsible for maintaining the adjudication budget as approved by the Board of Directors. (01/26/2019)

**Rule 10. Formation of Committees.** If there is sufficient need, the President, with support of the Executive Committee, may create Ad-Hoc Committees to carry out the work of the organization. After a minimum of two years of successful operation, the Ad-Hoc Committee may request standing committee status through written report to the Board of Directors. The Board of Directors must approve standing committees through creation of a Rule with that committee's charge. (01/26/2019)

**Rule 11. Board Reports.** Prior to Executive Committee and Board of Directors meetings, all board members, Division chairs, committee chairs, coordinators, and the Executive Director shall submit reports to the Secretary. Those reports will be sent to the Executive Committee for consideration prior to meetings and then to the full Board of Directors no later than 5 days prior to Board of Directors meetings. (01/26/2019)

## **II. FINANCES**

### **Rule 1. Annual Budget.**

According to Article XI Section 2, the Fiscal Year begins on July 1 of each year and ends of June 30 the following year. After working with the Executive Director, and gaining approval from the Executive Committee, by June 1 of each year, the Treasurer shall present to the Board of Directors a proposed budget for that year. Once the Board of Directors has approved a budget for any year, the Executive Director is authorized to disburse SCTA funds only as provided for in that budget. Any extra-budgetary expenditures must be individually approved by the Executive Committee. (01/26/2019)

## **Rule 2. Fee Schedule<sup>1</sup>.**

The fees charged by SCTA shall be as follows:

### **Annual membership dues**

High school student	\$15.00 per person	College student	\$20.00 per person
Any other individual	\$25.00 per person		
Organization	\$60.00 per organization		
Lifetime Membership <sup>2</sup>	\$500.00 per person		<i>complimentary dues with Board approval</i>

### ***Convention fees (late fee is charged if post-marked after 30 business days prior to the convention)***

Student Convention Fee	\$25.00 per person
Student Convention Late Fee	\$35.00 per person
Teacher/Chaperone <sup>3</sup> Convention Fee	\$25.00 per person
Teacher/Chaperone Convention Late Fee	\$35.00 per person
Adult Convention Fee	\$35.00 per person
Adult Convention Late Fee	\$45.00 per person
SETC Screening audition fee <sup>4</sup>	\$85.00 per person
High school auditionee & tech interview	\$20.00 per person
High School Theatre Festival play Entre Fee	\$150.00 per play
Organization Member Exhibitor Booth Fee	\$75.00 per booth
Organization Non-Member Exhibitor Booth Fee	\$200.00 per booth
Community Theatre Festival play Entry Fee	\$150.00 per play
High School Tech Olympics Entry Fee	\$15.00 per person
Convention Day-Pass <sup>5</sup>	\$20.00 per day
Theatre for Youth Event Fee	\$5.00 per event
Theatre for Youth Play Festival Entry	\$50.00 per school (includes 12 students)
Theatre for Youth Festival Additional Students	\$5.00 per student
Theatre for Youth Visitor/Chaperone Fee	\$10.00 per person (01/26/2019)

## **Rule 3. Reimbursement of expenses.**

Persons incurring expenses on behalf of SCTA may be reimbursed for those expenses upon submitting to the Executive Director appropriate proof, provided funds are available in the budget for such expenditures. (01/26/2019)

## **Rule 4. Reimbursement for convention attendance.**

Adjudicators (for the High School Theatre Festival, the Community Theatre Festival, and the SETC Auditions), out-of-state presenters, and South Carolina presenters not affiliated with any theatre, may be reimbursed for their expenses in attending the SCTA convention with approval of the Executive Director and provided funds are available in the budget. Such reimbursements may include reasonable transportation costs, hotel room (plus any additional hotel room costs for spouse or significant other) as arranged by the Executive Director, and \$32 per diem for meals (pro-rated for parts of days). (01/26/2019)

<sup>1</sup> June 2018 refund policy instituted (addendum A)

<sup>2</sup> This fee can be paid in one, two or four installments

<sup>3</sup> Must be included with High School Registration Paperwork

<sup>4</sup> SETC oversees on-line registration & accept all applications and collect all fees for those attending the SCTA convention (includes membership).

<sup>5</sup> Allows access to convention for one specific day; This payment can be applied to the price of a membership while attending the Convention

#### **Rule 5. Payment to Members.**

Except as provided elsewhere in these Rules, no SCTA members, and no South Carolina residents who, by reason of affiliation with any theatre, reasonably out to be SCTA members, may benefit financially, either in direct payment or by remission of payments otherwise due, as a result of their work for SCTA without prior approval by the Executive Committee. No member of the Board of Directors may benefit financially either in direct payment or by remission of payments otherwise due as a result of their work for SCTA except as provided elsewhere in these rules. (01/26/2019)

#### **Rule 6. Founders Award Endowment Fund.**

All contributions to the Founders Award fund shall be placed in a special endowment, the corpus of which shall be restricted in perpetuity from any use other than earning income. The fund will be invested and administered by the Treasurer. The income will be used to finance the Founders Award in such manner as the Board of Directors may direct. (01/26/2019)

#### **Rule 7. Convention Exhibits.**

One individual representing each organizational exhibitor shall be given free access to all those convention events requiring no fee beyond the convention registration fee, but these individuals shall have no vote unless they are also individual members. (01/26/2019)

#### **Rule 8. Membership Year.**

The SCTA membership year shall extend from July 1 of each year through June 30 of the following year. Billing for these dues may begin in July, with dues payable no later than the end of registration at the annual convention. Dues (other than renewals) received after May 1 each year shall be credited to the year beginning that July 1 unless the new member requests otherwise. (01/26/2019)

#### **Rule 9. Publications Advertising.**

The Executive Director may accept paid advertising in any SCTA publication at the rate determined in the annual sponsorship package. (01/26/2019)

**Rule 10. Annual Audit.** The accounts of SCTA will be audited annually by a Certified Public Accountant who is unaffiliated with the organization. The annual audit will be reviewed and approved by the Treasurer, Executive Committee, and Board of Directors. (01/26/2019)

### **III. COMMITTEES**

#### **Rule 1. Executive Committee.**

The Executive Committee shall include the Executive Officers and the Executive Director (ex officio).

The duties of the Executive Committee shall include:

1. being the administrative, policy-making, and planning body of the organization as outlined in Article IV Section 2,
2. meeting within one week prior to scheduled Board of Directors meetings as outlined in Article IV Section 3,
3. assisting the Executive Director by serving as a liaison to and from the Executive Board,
4. studying the services of the Executive Director's office,
5. studying the Executive Director's budget, and
6. evaluating the work of the Executive Director, in all cases making recommendations to the Board of Directors for final action. (01/26/2019)

### **Rule 2. Founders Award Selection Committee.**

The winner of the Founders Award shall be selected by a committee consisting of one past president of SCTA (nominated by the President), one past winner of the award, (nominated by the President) and the Executive Director of the South Carolina Arts Commission. Persons to serve on this committee shall be selected annually by vote of the Board of Directors, which will also choose one committee member to serve as chair. The committee shall establish its own procedures for securing nominations, vetting nominated persons and organizations, and for making the final selection, provided that its decision is made not later than December 31 of each year. Final approval of the award recipient must be ratified by the Board of Directors, which may reject the committee's choice but may not name its own. The Board's reasons for any rejection shall be conveyed to the committee, which may then select another recipient from the previously submitted nominations or determine that there shall be no recipient that year. (01/26/2019)

**Rule 3. Playwriting Committee.** The Playwriting Committee is a standing committee that shall be appointed annually by the President with the approval of the Board of Directors, to begin January 15. The duties of this committee shall include, but not be limited to, conducting the Ten-Minute Play Works Festival at the annual convention and carrying out any projects that might benefit playwriting in the state of South Carolina. (01/26/2019)

**Rule 4. Design & Tech Committee.** The Design & Tech Committee is a standing committee that shall be appointed annually by the President with the approval of the Board of Directors, to begin January 15. The duties of this committee shall include, but not be limited to, conducting the Tech Olympics at the annual convention and carrying out any projects that might benefit theatrical design and technology in the state of South Carolina. (01/26/2019)

## **IV. EVENTS**

### **Rule 1. High School Festival.**

The High School Theatre Festival is open to any high school in South Carolina that applies to enter, becomes an organizational member of SCTA, and pays the appropriate entry fee by the established deadline (provided time slots enough are available). All members of each play company must become SCTA members and must register for the convention. SCTA will grant a travel stipend to the school(s) advancing to and performing at the SETC High School Festival. Administration of this Festival is assigned to the High School Theatre Division. (01/26/2019)

### **Rule 2. Community Theatre Festival.**

The Community Theatre Festival is open to any community theatre in South Carolina which applies to enter, becomes an organizational member of SCTA, and pays the appropriate entry fee by the established deadline (provided time slots enough are available). All members of each play company must become SCTA members and must register for the convention. SCTA will grant a travel stipend to the group(s) advancing to and performing at the SETC Community Theatre Festival. Administration of this Festival is assigned to the Community Theatre Division. (01/26/2019)

### **Rule 3. High School Auditions.**

The High School Auditions are open to any high school junior or senior and to any college or university in South Carolina. Their purpose is to allow students to audition for those college and university representatives seeking to enroll students in their theatre programs. Each auditioning student must be SCTA 2018 RULES – January 26, 2019

an SCTA member, and must pay an audition fee. Each college or university must be an organizational member of SCTA. Administration of these auditions are assigned to the State Auditions Coordinator. (01/26/2019)

**Rule 4. South Carolina SETC Professional Screening Auditions.**

In accordance with the guidelines established by the Southeastern Theatre Conference (SETC), SCTA will administrate the SETC South Carolina Professional Screening Auditions. Administration of these auditions are assigned to the State Auditions Coordinator. (01/26/2019)

**Rule 5. Ten-Minute Play Works.** The Ten-Minute Play Works is open to any playwright in South Carolina which applies to enter and submits a script that follows the established guidelines by the established deadline. The Playwriting Committee in conjunction with the Playwright-in-Residence, will select three scripts for a staged reading at the annual convention. SCTA will waive convention fees for the three playwrights whose works are selected. Administration of this festival is assigned to the Playwriting Committee. (01/26/2019)

**Rule 6. Tech Olympics.** The Tech Olympics is open to any High School in South Carolina that applies to enter, becomes an organizational member of SCTA, and pays the appropriate entry fee by the established deadline (provided slots are available). All members of each Tech Olympics team must become SCTA members and must register for the convention. Awards will be given for overall team winners and individual event winners in a variety of categories. Administration of this Festival is assigned to the Design & Tech Committee in collaboration with the High School Division. (01/26/2019)

**Rule 7. Awards Party.** The Awards Party is an event that has the primary purpose of celebrating SCTA Award Winners. SCTA Members, specifically adults of all Divisions, and non-members are invited to attend the Awards Party. This event is typically held in May of each year. Administration of this event is assigned to Awards Party Coordinator in collaboration with the Executive Director. (01/26/2019)

**Rule 8. High School Improv Tournament.** The High School Improv Tournament is open to any High School student in South Carolina that applies to enter and pays the appropriate entry fee by the established deadline (provided slots are available). All members of each HS Improv team must become SCTA members. Administration of this event is assigned to the High School Division. (01/26/2019)

**Rule 9. Theatre for Youth Festival** The Theatre for Youth Festival is open to any community theatre program, elementary school, or middle school (grades 3-8) in South Carolina that applies to enter, becomes an organizational member of SCTA, and pays the appropriate entry fee by the established deadline (provided slots are available). All members of each middle school one act play company must become SCTA members and must register for the Festival. Administration of this Festival is assigned to the Theatre for Youth Division. (01/26/2019)

**Rule 10. Unified Auditions.** The Unified Auditions are open to any theatre artist who wants to audition for the member theatres and who pays the required audition fee; SCTA individual members will have a discounted audition fee. Any theatre wishing to attend auditions must be an organizational member of SCTA. The purpose is to allow theatre artists to audition and interview for professional and community theatre seasons. Administration of these auditions are assigned to the Professional and Community Theatre Divisions. (01/26/2019)

## **V. AWARDS**

### **Rule 1. Founders Award.**

The Founders Award shall be a plaque awarded annually to that person or organization that demonstrates a sustained investment to theatre in South Carolina, particularly during the year most recently concluded. The "year" for purposes of making this award shall run from July 1 to June 30 and the nominator will take into account a sustained contribution to theatre in South Carolina. The award shall be presented at the SCTA convention or other suitable occasion following the end of the year for which it is presented. Current board members are ineligible to be nominated for an award given by the organization. Current board members who are employed by nominated organizations will recuse themselves from a vote of approval for this award. No award shall be given in any year in which it is judged that no sufficiently meritorious activity has taken place. The Awards Committee shall be responsible for planning a suitable occasion for presentation of the Founders Award. (01/26/2019)

### **Rule 2. Outstanding Theatre Educator Award.**

The Outstanding Theatre Educator Award(s) shall be a plaque awarded to that K-12 theatre educator and/or college/university professor judged to have done the most for theatre students in South Carolina during the year most recently concluded. The "year" for the purposes of making this award shall run from July 1 to June 30, and the award shall be presented at the SCTA convention immediately following the end of the year for which it is conferred or another suitable occasion in that school year. No award shall be given in any year in which it is judged that no sufficiently meritorious activity has taken place. The winner of this award shall be selected by the Awards Committee, which shall establish its own procedures for securing nominations and for making the selection(s), provided that its decision is made not later than December 31 of each year. Final approval of the award must be ratified by the Board of Directors, which may reject the committee's choice but may not name its own. The Board's reasons for any rejection shall be conveyed to the committee, which may then select another recipient from the previously submitted nominations or determine that there shall be no recipient that year. Current board members are ineligible to be nominated for an award given by the organization. (01/26/2019)

### **Rule 3. Lifetime Service Award.**

The Lifetime Service Award shall be a plaque awarded to a person judged to have contributed significantly to theatre in South Carolina throughout his/her career. Long-standing service to the field and an active role in SCTA over time will be considered important criteria in the selection process. No award shall be given in any year in which no suitable candidate emerges. The winner of this award shall be selected by the Awards Committee, which shall establish its own procedures for securing nominations and for making the selection(s), provided that its decision is made not later than December 31 of each year. Final approval of the award must be ratified by the Board of Directors, which may reject the committee's choice but may not name its own. The Board's reasons for any rejection shall be conveyed to the committee, which may then select another recipient from the previously submitted nominations or determine that there shall be no recipient that year. Current board members are ineligible to be nominated for an award given by the organization. Any award shall be presented at the annual convention or another suitable occasion. (01/26/2019)

### **Rule 4. Deborah Smith Hoffman Outstanding Mentor Teacher Award.**

The outstanding mentor teacher award shall be a plaque awarded to that K-12 theatre educator judged to have contributed the most to rising, new, and even experienced theatre educators in South

Carolina during the year most recently concluded. The "year" for the purposes of making this award shall run from July 1 to June 30, and the award shall be presented at the SCTA convention immediately following the end of the year for which it is conferred or another suitable occasion. The winner of this award shall be selected by the Awards Committee, which shall establish its own procedures for securing nominations and for making the selection, provided that its decision is made not later than December 31 of each year. Final approval of the award must be ratified by the Board of Directors, which may reject the committee's choice but may not name its own. The Board's reasons for any rejection shall be conveyed to the committee, which may then select another recipient from the previously submitted nominations or determine that there shall be no recipient that year. Current board members are ineligible to be nominated for an award given by the organization. (01/26/2019)

#### **Rule 5. South Carolina Theatre of Distinction Award.**

The South Carolina Theatre of Distinction Award is given to a theatre in South Carolina that has exhibited a history of artistic, professional, or educational excellence, producing seasons of high artistic quality and establishing a strong presence in the statewide theatre community. No award shall be given in any year in which no suitable candidate emerges. The winner of this award shall be selected by the Awards Committee, which shall establish its own procedures for securing nominations and for making the selection(s), provided that its decision is made not later than December 31 of each year. Final approval of the award must be ratified by the Board of Directors, which may reject the committee's choice but may not name its own. The Board's reasons for any rejection shall be conveyed to the committee, which may then select another recipient from the previously submitted nominations or determine that there shall be no recipient that year. Current board members who have a conflict of interest with nominated theaters will recuse themselves from a vote of approval for this award. Any award shall be presented at the annual convention or another suitable occasion. (01/26/2019)

#### **Rule 6. Theatre Advocacy Award.**

The SCTA Theatre Advocacy Award is given each year to an individual or organization that has an outstanding record of advocacy for theatre across South Carolina during the previous year. The "year" for the purposes of making this award shall run from July 1 to June 30. No award shall be given in any year in which no suitable candidate emerges. The winner of this award shall be selected by the Awards Committee, which shall establish its own procedures for securing nominations and for making the selection(s), provided that its decision is made not later than December 31 of each year. Final approval of the award must be ratified by the Board of Directors, which may reject the committee's choice but may not name its own. The Board's reasons for any rejection shall be conveyed to the committee, which may then select another recipient from the previously submitted nominations or determine that there shall be no recipient that year. Current board members are ineligible to be nominated for an award given by the organization. Any award shall be presented at the annual convention or another suitable occasion. (01/26/2019)

#### **Rule 7. South Carolina Theatre Hall of Fame.**

The SC Theatre Hall of Fame honors South Carolinians who have made outstanding contributions, achieved careers of distinction, and are widely recognized as accomplished practitioners of theatre. Nominations shall be made by members of the Board of Directors to the Vice-President prior to the August Board of Directors meeting. At the Board of Directors meeting in August, the Vice President shall announce all nominations to the Board of Directors for discussion. After hearing the discussion, the Executive Committee shall decide on that year's inductees. The SC Theatre Hall of Fame shall be awarded to a maximum of three individuals annually at the SCTA Convention or another suitable occasion. (01/26/2019)

**Rule 8. High School Audition Awards.**

SCTA may award up to two top scoring auditionees from the High School Auditions with a cash award as determined annually by the Board of Directors. Administration of these awards is assigned to the State Auditions Coordinator. (01/26/2019)

**Rule 9. South Carolina SETC Professional Screening Auditions Awards.**

SCTA may award up to two top scoring auditionees from the South Carolina SETC Professional Screening Auditions with a cash award as determined annually by the Board of Directors. Administration of these awards is assigned to the State Auditions Coordinator. (01/26/2019)

**Rule 10. Duplication of Awards.** No one individual may receive two or more awards from SCTA in the same year. (01/26/2019)

**VI. MISCELLANEOUS**

**Rule 1. Nondiscrimination.**

The right to membership, to hold office, and to participate in SCTA activities, including (but not limited to) conventions, meetings, auditions, and performances, shall not be abridged because of race, color, creed, religion, age, sex, pregnancy, national origin, marital status, disability, protected Veterans status, sexual orientation, and gender identity and expression, genetic information, victims of domestic violence and stalking, familial status, and all other categories covered by law. (01/26/2019)

**(archived) Rule 3. Marketing Committee. deleted 01/26/2019.**

## ADDENDUM A

### **South Carolina Theatre Association Cancellation Refund Policy**

Refunds, minus a 30% administrative fee, are available upon written request up to 30 days prior to the event. Requests for refunds must be made via email to [info@southcarolinatheatre.org](mailto:info@southcarolinatheatre.org) by no later than NOON, on the 30<sup>th</sup> day prior to the even. NO refunds will be given after this date.

### **Force Majeure**

SCTA will not be held liable for damages due to any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to, acts of God (such as hurricanes, earthquakes, flooding), fire, Government restrictions, (including the denial or cancellations of any export or other necessary license), wars, terrorist acts, labor union strikes, insurrections, and/or any other cause beyond the reasonable control of SCTA whose performance is affected. Should any SCTA event be cancelled, postponed or otherwise adversely impacted as a result of *force majeure* event, there shall be no refunds for payments already received by SCTA, but SCTA will use all reasonable efforts to work with Clients to produce the Event at a later date if necessary, and a substitute venue may be used by SCTA on the rescheduled date (s). Additional fees may be incurred and payable to SCTA and/or Event Vendors because of a scheduled event.