



REGULATIONS AND OPERATING PROCEDURES
THE CLASSICAL ASSOCIATION OF THE ATLANTIC STATES, INC.
Adopted by the Board October 9, 2008
Amended April 24, 2010

Section 1 - Meetings

A. CAAS shall hold an annual meeting and conference every fall, normally on the Thursday evening, Friday, and Saturday of Columbus Day weekend in October.

B. There shall be a Business Session for CAAS members during this annual meeting for the purpose of electing directors and officers and voting on other matters that require decision by the membership, such as Bylaw amendments. During this session the Board shall present to the members its Annual Report.

C. The Board of Directors shall meet at least once during this annual meeting. Normally, the Board will also meet on a Saturday during the spring of each year.

Section 2 - Elections and Voting

A. All CAAS members who reside and/or work in the CAAS region are entitled to vote during the Business Session, either in person or by proxy. Proxies, which may be directed or general, will be mailed to members along with election and voting materials. Signed proxy forms should be mailed to the Executive Director and received no later than one week before the meeting when the vote is scheduled.

B. The Board will approve a slate of candidates for all elective offices and directorships during its spring meeting and subsequently announce the slate on the CAAS website and via the CAAS members listserv. Members may nominate an additional candidate or candidates through a petition signed by at least fifteen CAAS members eligible to vote. The petition must be received by the Executive Director no later than July 1, and nominees must be CAAS members who reside and/or work in the CAAS region. Nominees with a valid petition will be added to the slate of candidates mailed to members along with materials for the annual meeting and presented for election in the Business Session.

Section 3 - Directors

A. There shall be eleven directors who are not *ex officio* members of the Board, elected by the membership at the annual meeting. Each director shall reside and/or work in the region he/she represents, so that the following eleven regions shall have representation on the Board:

1. Delaware
2. District of Columbia
3. Maryland
4. New Jersey North (Bergen, Essex, Hudson, Hunterdon, Middlesex, Morris, Passaic, Somerset, Sussex, Union, Warren counties)
5. New Jersey South (Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean, Salem counties)
6. New York Central & Western (Allegany, Broome, Cattaraugus, Cayuga, Chautauqua, Chenango, Chemung, Cortland, Delaware, Erie, Genesee, Herkimer, Jefferson, Lewis, Livingston, Madison, Monroe, Niagara, Oneida, Onondaga, Ontario, Orleans, Oswego, Otsego, St. Lawrence, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne, Wyoming, Yates counties)

7. New York City & Long Island (Bronx, Kings, Nassau, New York, Queens, Richmond, Suffolk counties)
8. New York Eastern (Albany, Clinton, Columbia, Dutchess, Essex, Franklin, Fulton, Hamilton, Greene, Montgomery, Orange, Putnam, Rensselaer, Rockland, Saratoga, Schoharie, Schenectady, Sullivan, Ulster, Warren, Washington, Westchester counties)
9. Pennsylvania Central & Western (Adams, Allegheny, Armstrong, Beaver, Bedford, Blair, Bradford, Butler, Cambria, Cameron, Centre, Clarion, Clearfield, Clinton, Columbia, Crawford, Cumberland, Dauphin, Elk, Erie, Forest, Franklin, Fulton, Greene, Fayette, Huntingdon, Indiana, Jefferson, Juniata, Lawrence, Lycoming, McKean, Mercer, Mifflin, Montour, Northumberland, Perry, Potter, Snyder, Somerset, Sullivan, Tioga, Union, Venango, Warren, Washington, Westmoreland, York counties)
10. Pennsylvania Eastern (Berks, Bucks, Carbon, Chester, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne, Wyoming counties)
11. Pennsylvania Philadelphia (Delaware, Montgomery, Philadelphia counties)

B. Terms: Directors who are not *ex officio* members of the Board shall serve a term of two years and are eligible for immediate reelection to a second two-year term. At the expiration of the second two-year term, one year must elapse before that person may again be eligible for election to the Board.

C. Duties: Directors who are not *ex officio* members of the Board shall:

1. participate actively in all Board meetings as full voting members, ensuring that the Board is responsive to the CAAS membership and that CAAS functions optimally as a regional classical association
2. promote membership and participation in the Association among the people in their regions
3. present a report at the spring meeting of the Board on classics in their regions, including notice about classics-related activities and accomplishments, any problems that the Association might address, etc.
4. publicize CAAS grants and scholarships and encourage those within their regions to apply for these
5. contribute information and essays to the CAAS Newsletter
6. serve on the Membership Committee

Section 4 - Officers

A. There shall be twelve officers (four elected by the members and eight appointed by the Board), all of whom shall be *ex officio* members of the Board whose service on the Board will be equal to their respective terms of office.

B. The President, an elected officer serving a one-year term, shall:

1. supervise and direct the activities of the Association
2. set the agenda for and preside over all meetings of the Board of Directors and Business Meetings of the membership
3. chair the Executive Committee of the Board of Directors and conduct any meetings, email discussions, conference calls, or mail ballots of this group that may become necessary
4. present a written report to the Board detailing the activities of the Executive Committee, if any
5. serve on the Finance Committee and Nominations Committee
6. ask a Board member to serve as parliamentarian according to need
7. appoint ad hoc committees for short periods until the Board has an opportunity to act
8. work closely with all other officers and directors to ensure that all important functions of the Association are carried out

9. be presented to the membership as candidate for Officer-at-Large at the annual meeting

C. The First Vice President, an elected officer serving a one-year term, shall:

1. chair the Finance Committee and supervise the production of a budget by this committee
2. working with the Investment Liaison and Treasurer, ensure that the Association's investment policy is being carried out and that CAAS is operating within the financial parameters of a New York public charity as specified by state law and IRS regulations
3. present a written report at the spring and fall meetings of the Board on the activities of the Finance Committee
4. serve on the Executive Committee
5. chair meetings of the Board or the members if the President is unable to attend due to illness or other serious reason
6. perform such other duties as the President may request
7. be presented to the membership as candidate for President at the annual meeting

D. The Second Vice President, an elected officer serving a one-year term, shall:

1. chair the Membership Committee
2. promote cohesiveness and discussion among the directors representing the various regions on ways to increase CAAS membership, further knowledge about CAAS and its activities in the various regions, encourage members in the regions to attend CAAS meetings and become actively involved in the Association
3. present a written report at the spring and fall meetings of the Board on the activities of the Membership Committee, including ideas for fostering regional involvement in CAAS and increasing membership
4. serve on the Executive Committee and Finance Committee
5. serve as the recording secretary of the Finance Committee
6. perform such other duties as the President may request
7. be presented to the membership as candidate for First Vice President at the annual meeting

E. The Officer-at-Large, an elected officer serving a one-year term, shall:

1. chair the Nominations Committee
2. at the spring meeting, present to the Board for its approval a written report from the Nominations Committee containing the annual slate of candidates for election and recommendations for appointive offices that need to be filled in a given year
3. serve on the Executive Committee and Finance Committee
4. advise the President and Board regarding actions affecting the welfare of the Association

F. The Executive Director, a Board-appointed officer serving under contract for a three-year renewable term, shall:

1. maintain continuity in the Association by advising the officers, the Executive Committee, and the Board of Directors of previous decisions and past procedures, keeping lists of officers and committee members along with terms of office, and the like
2. see to it that the Association, its officers, and its members abide by the Bylaws and the Regulations
3. work with the First Vice President and Treasurer to ensure that the Association is in compliance with all pertinent local, state, and federal regulations

4. serve as the official representative of the Association, which involves maintaining an Association mailing and email address, serving as official "signer" for CAAS, and serving as the official representative of CAAS for certain business aspects of *Classical World*
5. receive and check the validity of nominating petitions and add nominees with valid petitions to the slate of candidates for election
6. ensure that a quorum (one-tenth of all members eligible to vote) is present either in person or by proxy at the Business Session
7. receive and check the validity of proxy forms and ensure that all valid proxies are entered in the vote tallies during the Business Session
8. serve on the Executive Committee, Finance Committee, and Nominations Committee
9. present a written report at the spring and fall meetings of the Board on all activities relating to the office
10. make all arrangements for the spring meeting of the Board
11. act as Conference Coordinator for meetings of the Association:
 - a. working with a conference site selection company, ensure that the Association has hotel contracts in place for meetings three years in advance, including discounted room blocks, meeting spaces to cover three concurrent sessions for the duration of the meeting, exhibitor and registration areas, space for one dinner and two lunches
 - b. prepare an exhibitor registration form, contact publishers and other potential companies to solicit their attendance as exhibitors, ensure that the exhibitor area is located in a central place (preferably where coffee breaks are held)
 - c. working with the Program Coordinator, assign rooms for all sessions, then format and xerox the preliminary program for the mailing; later format and print the final program for the meeting packets
 - d. present to the Finance Committee a list of hotel costs, including meals, and suggest appropriate registration fees
 - e. prepare a registration form for individuals based on the fees approved by the Finance Committee and mail this to all members along with the preliminary program and election materials
 - f. using the forms received from the Treasurer, prepare meeting packets containing official receipts, badges, meal tickets, the printed program, list of program changes (if any), meeting evaluation survey, etc.
 - g. manage the registration desk, including materials for on-site registration and official receipts, and oversee the exhibitor area
 - h. working with the hotel, ensure that all audio-visual equipment is properly set up in the meeting rooms where it is required for various presentations and that proper signage is posted
12. act as a liaison with the Program Coordinator in preparation for the annual meeting of the Association
13. work with the Association's member management services company on issues related to CAAS (membership, subscriptions, etc)

G. The Treasurer, a Board-appointed officer serving a three-year renewable term, shall:

1. pay bills and deposit funds (registration fees, dues, donations, etc) in the Association's name
2. keep full and accurate accounts of receipts and disbursements in books belonging to the Association and shall exhibit these books of accounts and records upon the request of any member of the Board
3. keep full and accurate accounts of all restricted endowment funds or gifts as portions of CAAS's endowment, as mandated by the Investment Policy.
4. produce written financial reports of CAAS's general accounts and, individually, of each restricted fund for the spring and fall meetings of the Board and for the Board's Annual Report to the members

5. send acknowledgement letters to donors as required by federal and state tax authorities
6. work with the editorial office of Classical World in preparing and mailing quarterly billings to CW advertisers and following up to ensure payment, maintain a sufficient balance in the postal account used by the printer, and pay bills as directed by the editorial office
7. send the tax accountant the year's deposit slips, canceled checks, investment reports, and bank statements in a timely fashion
8. support the Investment Liaison in carrying out the Association's investment policy and the management of its endowment
9. maintain the Association's sales-tax exempt status, purchase large items for CAAS in tax-free states if the office is in a taxed locale, and maintain credit cards for officers
10. give to the directors a list of all entities with which CAAS has financial dealings to aid them in filling out their annual disclosure statements
11. serve on the Executive Committee and Finance Committee
12. provide support for the annual meeting:
 - a. receive checks and registration forms for the annual meeting
 - b. prepare official receipts
 - c. supervise the data entry of information from the registration forms into the longitudinal database of CAAS meeting registrants
 - d. use this database to give to the Program Coordinator a list of registrants with full contact information
 - e. use this database to produce for the registration packets a printed list of registrants including name, institutional affiliation, and email address
 - f. transfer the receipts and registration forms to the Executive Director for meeting management

H. The Secretary, a Board-appointed officer serving a three-year renewable term, shall:

1. take notes at all meetings of the Board of Directors, write up draft minutes and circulate these among Board members, and prepare final minutes to be presented to the Executive Committee for approval no later than a month after the Board meetings
2. prepare minutes recording all actions taken at the Business Session of the CAAS membership to be presented to the Executive Committee for approval no later than a month after the Business Session
3. serve on the Executive Committee and prepare minutes for all meetings of this committee
4. receive, tally, and retain all mail ballots and attach these to records of actions taken without a meeting
5. collect meeting evaluation surveys, tabulate the responses, and present a written summary to the Board
6. maintain all official records of the Association other than the financial books kept by the Treasurer and be prepared to make these available upon request
7. collect and keep the annual disclosure statements signed by all Board members
8. send all official records of the Association to the Archivist when his/her term of office has concluded

I. The Program Coordinator, a Board-appointed officer serving a three-year renewable term, shall:

1. serve on the Executive Committee and Nominations Committee
2. solicit submissions for anonymous refereeing
3. invite presentations for dinner and luncheon speeches, panels, workshops and roundtables of special interest, in consultation with the CAAS Executive Committee
4. chair the Program Committee, selecting its members annually in consultation with the Executive Committee, and making sure that the committee is a balanced and representative group of CAAS

members: consisting of males and females, Hellenists and Latinists, K-12 and college/university faculty, from Washington DC and all five states in our region

5. oversee the anonymous assessment of submissions by the Program Committee and communicate with committee members about scheduling presentations; sharing their assessments with presenters, and presiding at the meeting
6. arrange sessions of refereed papers and select presiders for these sessions in consultation with the Executive Committee
7. schedule both the sessions of refereed papers and invited panels, workshops and round-tables within the two-day time framework allotted to produce a diverse and rich array of presentations which addresses the concerns and accommodates the needs of our constituencies (e.g., K-12 teachers, who often cannot be present at the meeting until late Friday afternoon)
8. communicate with presenters, confirming that the information about them on the program is accurate and making sure that they are aware of the relevant information about the meeting itself, the program and its protocols, and their sessions in particular (and, in the case of those who have submitted abstracts for anonymous refereeing, the assessments of their presentations by the program committee)
9. communicate with the *Classical World* editorial offices, CAAS webmaster, and Executive Director to make sure that the program is as accurate as possible, and that the meeting is properly publicized among our members and in the classics community generally
10. prepare a meeting evaluation survey and give it to the Executive Director to include in the meeting packets
11. work closely with the Executive Director and presiders to make sure that presenters register, have the requisite audio-visual equipment, and provide their presiders with biographical information and advance copies of their presentations
12. communicate with all who have taken part in the program during the following month to thank them for their participation and to solicit feedback about their experiences at and suggestions for improving the meeting
13. present a written report at the spring and fall meetings of the Board on activities related to the program

J. The Editor of *Classical World*, a Board-appointed officer serving a five-year renewable term, shall be responsible for the journal's content and publication. Before being appointed editor, a promising candidate will be asked to determine what support his/her home institution would be willing to provide to enable him/her to undertake this work (course release, office space, editorial assistant, copying and postage, stationery, computer, etc.). The editor shall:

1. have sole responsibility for editorial content
2. receive and solicit manuscripts of high quality for publication
3. ensure that published articles reflect *CW*'s ideal readership--scholarly teachers or teaching scholars
4. maintain a list of manuscript reviewers and ensure that submitted manuscripts are anonymously reviewed by individuals with appropriate expertise
5. acknowledge submissions and inform authors whether they have been accepted
6. advise authors, as needed, on matters of both substance and style
7. manage publication of the journal and ensure its publication on a regular and timely basis
8. oversee financial affairs of the journal, including keeping records of income, expenditures and royalties and forwarding receipts to the Treasurer
9. provide the journal's printer with an edited, clean copy of each issue in a timely manner and collaborate with the printer on all matters necessary to ensure its publication
10. work closely with Project Muse, a division of Johns Hopkins University Press, which produces the electronic version of each issue
11. present a written report at the spring and fall meetings of the Board on activities related to the journal

12. attend the annual lunch meeting for editors of classical journals at the APA annual meeting
13. maintain awareness of trends in publishing and scholarly communication and of how these might affect the journal
14. consult with the Board of Directors on all legal matters and on all major financial matters pertaining to the journal, such as insurance and contracts
15. appoint associate editors in consultation with the Board of Directors; associate editors shall perform such duties as the editor may assign them
16. serve on the Executive Committee

K. The Archivist, a Board-appointed officer serving a three-year renewable term, shall:

1. maintain the historical records of the Association in an organized and accessible form and preserve such records according to accepted archival methods
2. regularly collect all official documents of the Association from officers and committee chairs
3. periodically update the history of the Association
4. present a written report at the spring and fall meetings of the Board on activities related to the archives

L. The Webmaster, a Board-appointed officer serving a three-year renewable term, shall:

1. maintain a standards-compliant website for CAAS
2. post information on the web as requested by the President, Program Coordinator, *CW* Editor, and other CAAS officers, including current Bylaws, Regulations, annual meeting programs, list of board members, etc.
3. present a written report at the spring and fall meetings of the Board on all web-related activities
4. manage all interaction with the Association's web service provider, including the CAAS website, listserv, and submission database
5. periodically update the listserv with new members; unsubscribe members who request this; change email addresses when requested
6. manage all web-related functions for the annual meeting:
 - a. post the annual call for papers including online submission forms for individual abstracts and panel/workshop proposals
 - b. when submission deadlines have passed, use the annual submission database to prepare evaluation forms for Program Committee members
 - c. when the program has been decided, use the annual submission database to prepare for the Program Coordinator a contact list of all presenters that includes full names, institutional affiliation, mailing address, email address, and phone numbers for all submitters and names, institutional affiliation, and email address for additional panel/workshop presenters.
 - d. when the program has been decided, use the annual submission database to prepare for the Executive Director a list of all audio-visual equipment requested for each presentation
 - e. when the program has been finalized, create and post an html version and keep this updated with any changes; also prepare and post a one-page synopsis of the program.
 - f. after the annual meeting, make any corrections to the web program to reflect the program as it actually occurred (e.g., presenter who could not attend, or papers read by another), post this on the web, and give a printed copy to the archivist

M. The Investment Liaison, a Board-appointed officer serving a three-year renewable term who may not simultaneously hold the office of Executive Director or Treasurer, shall:

1. serve on the Finance Committee and act as a liaison between this committee and the investment manager or financial advisor retained by the Association

2. work with the investment manager or financial advisor to implement the Association's investment policy
3. authorize in writing all withdrawals from the Endowment
4. contribute a section on investments to the written reports of the Finance Committee
5. using our brokerage reports, divide dividend income and interest for the fiscal year into ordinary dividends, capital gain distributions/dividends, and investment interest, and forward these results to our accountants for our income tax report

Section 5 - Delegates

A. Delegates serve in other classical organizations as representatives of the Association; they are not *ex officio* members of the Board.

B. American Classical League Delegates: two delegates, a pre-college and a college teacher, will be appointed by the Board. The ACL Delegates shall:

1. attend the ACL Institute as funded representatives of CAAS
2. attend and participate in the council functions during the Institute
3. foster communication and cooperation between ACL and CAAS
4. present a written report at the fall meeting of the Board

C. The Delegate to the American Council on the Teaching of Foreign Languages, appointed by the Board for a two-year term, shall:

1. attend the ACTFL annual convention as a funded representative of CAAS
2. attend and participate in the council functions during the convention
3. foster communication and cooperation between ACTFL and CAAS
4. submit a written report to the Board at its spring and fall meetings

D. The Delegate to the National Committee for Latin and Greek, appointed by the Board for a two-year term, shall:

1. attend the NCLG meetings at the APA annual convention and the ACL Institute as a funded representative of CAAS
2. participate in other NCLG activities, such as the National Latin Teacher Recruitment Week
3. foster communication and cooperation between NCLG and CAAS
4. submit a written report to the Board at its spring meeting

Section 6 - Standing Committees of the Board

A. Executive Committee:

3. Composition: membership determined by office. Chair: President; members: First Vice President, Second Vice President, Officer-at-Large, Executive Director, Treasurer, Secretary, Program Coordinator, Editor of *Classical World*.
4. Charge: The Executive Committee shall have all powers of the Board when the Board is not in session.
5. Meetings: The President may call special meetings of the Executive Committee with at least five days notice; meetings may be conducted in person or by conference call. The Secretary serves as recording secretary. Discussion may be carried out by email, but if an action has to be taken that requires a vote, in the absence of a meeting the vote must be taken by regular mail. Action taken by regular mail requires a unanimous vote.

B. Finance Committee:

1. Composition: membership determined by office. Chair: First Vice President; members: President, Treasurer, Executive Director, Second Vice President, Officer-at-Large, Investment Liaison.
2. Charge: review all significant financial matters and present recommendations about them to the Board for approval, such as:
 - a. overseeing preparation of the annual budget based on a careful review of previous years' income and expenditures
 - b. soliciting and receiving budget requests and reports from standing committees for the purpose of preparing the budget for the following year
 - c. recommending financial policies to the Board. These may include: guidelines for disbursing assets in fulfillment of CAAS goals and in proportion to our income and investments, consideration of an independent audit, directions for endowment investment, development of written investment and conflict-of-interest policies
 - d. reviewing and critiquing contracts that entail financial obligations
 - e. determining fiscally responsible registration fees for the annual meeting based on information provided by the Executive Director and Program Coordinator
 - f. providing financial information and advice to Board members and committee chairs upon request
3. Meetings: The committee meets in person twice a year, prior to the fall and spring Board meetings; the Second Vice President serves as recording secretary. At other times, discussion may be carried out by email, but if an action has to be taken that requires a vote, in the absence of a meeting the vote must be taken by regular mail. Action taken by regular mail requires a unanimous vote.

C. Nominations Committee:

1. Composition: Chair: Officer-at-Large; members: President, Executive Director, Program Coordinator, and one director who is not an officer, appointed by the Board.
2. Charge:
 - a. determine positions that need to be filled in a given year
 - b. prepare a slate of candidates for all elected positions (the four elected officers and all directors with terms that are concluding)
 - c. recommend candidates for all appointive offices that are up for renewal, with the proviso that the President may establish a search committee for the Executive Director, the Treasurer, or the Editor of *Classical World*
 - d. present the annual slate of candidates for election and recommendations for appointive offices to the Board for its approval at the spring meeting
3. Meetings: Discussion may be carried out by email, but the committee should meet in person or by conference call in order to make the final decisions on nominations and recommendations; the Chair appoints a member to serve as recording secretary. In the absence of a meeting, committee members may vote via regular mail, but the selections must be unanimous.

Section 7 - Other Committees of the Association

A. Awards Committee:

1. Composition: Board-appointed Chair plus two members appointed by the Chair; two-year renewable terms.
2. Charge:
 - a. select honorees from the CAAS membership
 - b. compose Latin *ovationes* with English translation
 - c. select appropriate people to read the *ovationes* at the fall meeting of the Association

- d. submit a written report to the Board

B. Grants Committee:

1. Composition: Board-appointed Chair plus two members appointed by the Chair; staggered two-year non-renewable terms.
2. Charge:
 - a. work with the directors from the various regions to publicize widely Program Grants, Professional Development Grants, and Resource Grants
 - b. review grant applications on a rolling basis when they are submitted, apportioning funds budgeted for the Grants Committee so that funds are available for distribution throughout the year in each category of grant
 - c. choose worthy recipients for Resource Grants of up to \$300 to individual educators for enhancement or promotion of their local programs (e.g., supplies, purchasing publications, field trips, speakers)
 - d. choose worthy recipients of larger Program Grants to encourage the study and understanding of the classics and classical civilization within the CAAS region (e.g., through performances, publications, special gatherings)
 - e. choose worthy recipients for Professional Development Grants of up to \$500 to individual educators to attend any program, workshop, or meeting which has as a stated goal the improvement or expansion of the instructor's skills as a teacher
 - f. select grant recipients at a meeting in person or via conference call; in the absence of a meeting, committee members may vote via regular mail, but the selection must be unanimous
 - g. receive reports from grant recipients on funded activities and submit these to the archivist
 - h. send the Chair or a delegate from the committee to present a written report to the Board at its spring and fall meetings that includes the names and affiliations of recipients, the amount granted each, and a brief summary of each recipient's report
 - i. announce and publicize grant recipients on the CAAS website and elsewhere in order to encourage others to apply and also to draw attention to CAAS and its work
 - j. pass the committee folder to the new Chair every two years

C. Hahn Scholarship Committee:

1. Composition: Board-appointed Chair plus two members appointed by the Chair from previous Hahn Fellows; staggered three-year non-renewable terms.
2. Charge: award one or two scholarships annually to qualified candidates, according to the following procedures:
 - a. Chair receives budget, charges, and committee folder at the end of the October Board meeting which begins the appointed term of office
 - b. Committee reviews and establishes application form and process and drafts grant announcement prior to fall meeting
 - c. Committee publicizes grant widely (e.g., announcement in program of fall meeting and at the banquet; on CAAS website, in CW, on AAR and ASCSA websites, in newsletters of APA, ACL, and regional classical associations, on WCC listserv)
 - d. Chair receives and acknowledges applications
 - e. Chair checks each candidate's membership qualifications with the Executive Director
 - f. Chair checks each candidate's participant status with ASCSA and AAR
 - g. Chair sends copies of valid applications to committee members
 - h. Committee deliberates at an in-person or conference-call meeting and selects one or two recipients based on published criteria and merits of the application; in the absence of a meeting, committee members may vote via regular mail, but the selection must be unanimous

- i. Chair communicates results of committee deliberations to candidates, Executive Director, President, Webmaster, and AAR/ASCSA
- j. Chair reminds scholarship recipient/s of the expectation of a report, written and verbal, at the fall meeting; Chair submits the written report to the archivist
- k. Chair attends the spring meeting of the Board or appoints a delegate from the committee to do so in order to present a written report with information about the newly selected scholarship recipient/s
- l. Chair sends committee folder to the next Chair at the end of his/her term

D. Membership Committee:

1. Composition: Chair: Second Vice President; members: all directors representing various CAAS regions
2. Charge:
 - a. discuss and implement methods of promoting membership and active participation in the Association within the regions
 - b. review and update the Association brochure and produce a new brochure when necessary
 - c. discuss and implement methods of publicizing the benefits provided by CAAS, including encouraging individuals to apply for the Hahn scholarship and for CAAS grants
 - d. collect and report on events and activities relative to classics taking place in the regions, especially through annual reports at the spring Board meeting and contributions to the CAAS Newsletter

E. Program Committee:

1. Composition: Chair: Program Coordinator with renewable three-year term; members: at least ten additional CAAS members annually appointed by the Chair, who ensures diversity and balance among committee members
2. Charge:
 - a. review and evaluate all submissions after the spring deadline
 - b. submit these evaluations, including rationales and suggestions for presenters, to the Program Coordinator in a timely manner
 - c. serve as session presiders during the annual meeting, including communicating committee suggestions to presenters in advance, introducing presenters at the session, and moderating questions and answers

Section 8 – Other Positions in the Association

The holders of these positions are not officers of the Association or members of the Board of Directors. They may be invited to attend meetings of the Board, its committees, or committees of the Association.

A. The Newsletter Editor, appointed by and reporting to the Board for a two-year renewable term, shall:

1. exercise overall responsibility for soliciting, selecting, and editing the content of CAAS's electronic newsletter and for its timely publication (four issues annually)
2. represent the newsletter to members of the Board (the Executive Director checks the content of the issue for factual accuracy, assisted as needed by the President and the Program Coordinator) and to *Classical World*
3. guide and supervise staff (Managing Editor, columnists, other contributors)
4. maintain contact with people who submit announcements and news
5. recommend changes of newsletter staff to the Board for its approval

B. The Newsletter Managing Editor, appointed by the Board for a two-year renewable term and reporting to the Editor, shall:

1. exercise responsibility for layout and technical work to format each issue using selected software (text, pictures, artwork)
2. assist the Editor in editing submissions
3. manage the email address base from records supplied by the membership management company
4. send hard copy of the newsletter to those members who request it
5. maintain contact with the electronic newsletter company and the CAAS Webmaster

Section 9 – Amendment of Regulations

- A. These Regulations are subordinate to the Bylaws of the Association; they may not be amended in any way that would conflict with any provision of the Bylaws.
- B. These Regulations may only be amended by a majority vote of directors present in person at a meeting of the Board of Directors of the Association.