

## **SECAC CONFERENCE POLICIES**

**(Approved by Board of Directors, 1992, amended 1995, 1998, 1999, 2000, 2004, 2005, 2006, 2014)**

- i. In this document, “session” refers to a group of presenters regardless of the presenters’ disciplines or the format of the presentation.
- ii. In this document, “participant” refers to any individual who has an active role in the conference as a session presenter, an exhibitor in the annual juried exhibition, and/or or who presents his or her work or ideas as part of a conference activity or event. “Attendee” is used to refer to individuals who are SECAC members of the audience for sessions and/or conference activities or events.
- iii. In this document, “dues” refers to the cost of annual membership. “Conference fee” refers to the cost of registration to attend the annual conference.
- iv. In this document, “Administrator” refers to the SECAC Administrator, who is an employee of SECAC. “Director” refers to the Conference Director, who is a SECAC member.
- v. The SECAC website, mentioned within this document, may be accessed at <http://www.secollegeart.org>.

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## I. SECAC Conference Hosts

A. The annual conference of SECAC is hosted either by a member institution(s) or by SECAC itself. In either case, one or more member must be designated as the Conference Director. Invitations to host the annual SECAC conference (from an institution) or to serve as Conference Director (when there is no host institution) should be submitted to the Board of Directors no less than three years prior to the date of the conference to be hosted. An invitation should be a formal proposal. In the case of an invitation from an institution, the invitation must be signed by an appropriate administrator of the host institution.

B. After the Board of Directors has accepted the invitation, the proposal is voted on by SECAC members at the subsequent year's Membership Business Meeting, and no less than two years prior to the date of the conference to be hosted.

C. An organization wishing to meet jointly with SECAC must submit a request to the Board of Directors at least two years prior to the date of the desired joint meeting.

1. Joint meetings are discussed at length in the SECAC Conference Planning Guide, which is available from the SECAC website.

2. The SECAC Board of Directors must approve an agreement that defines financial and logistical arrangements for a joint meeting. A letter of agreement signed by the SECAC President and a representative of the joint organization must be completed immediately following the SECAC membership's approval of the registration fees for the conference in question. Joint conferees and organizations must agree to all SECAC Conference Policies.

## II. SECAC Conference Budget

A. The conference host must submit a conference budget, including proposed registration fees, to the Board of Directors no less than one year in advance of the date of the conference. The maximum registration fee for the conference is set by the SECAC Board of Directors in the year prior to the meeting.

1. A letter of agreement confirming details of the budget will be signed by the President of SECAC, the Conference Director, and an appropriate administrator of the host institution.

2. The Director of the annual meeting must review the budget in June of the year of the conference and if budget projections exceed the figures approved by more than 15%, a revised budget must be submitted to the President and approved by the Executive Committee.

3. Any contract or agreement that requires payment before terms of the agreement are fulfilled must be accompanied by a cancellation policy in writing that assures SECAC's recovery of funds paid.

- a) Contracts are to be signed by the SECAC President, or by the SECAC Administrator on behalf of the President.
  - b) It may be advisable to seek legal counsel on contracts.
4. Each conference may offer optional activities that may or may not have fees in addition to the conference fee.
  5. A complimentary room at the conference hotel shall be made available to both the current President of SECAC and to the SECAC Administrator. Additional complimentary rooms shall be used at the discretion of the Conference Director of the annual meeting, with priority being given to persons for whom SECAC would have to pay expenses.
- B. Fees are set for Early, Regular, and On-Site registration for Individual, Student, and Retired members.
1. Retired members will be charged no more than one-half the registration fee for individuals. This fee varies during Early, Regular, and On-site registration times. Membership dues are reduced for Retired Members: See the SECAC website for current dues.
  2. Student members are subject to a reduced registration fee. Graduate and undergraduate student attendees and participants will be charged at a rate not to exceed one-half the Early, Regular, and On-site registration fees as is applicable.
  3. Spouses or companions who are attending conference activities in a professional capacity must pay membership dues and registration fees. Attendance by non-participant spouses will be addressed on a case-by-case basis by the SECAC Conference Director, SECAC Administrator, and SECAC President.

### **SECAC Conference Director's Responsibilities**

- C. The Conference Director is the responsible contact between SECAC and the host institution and should be aware of not only SECAC policies but also those of the host institution.
- D. The Conference Director must develop a conference structure with the intent that conference income will cover conference expenses.
- E. The Conference Director oversees a process that makes a balanced program representative of members' wide-ranging areas of interest.
  1. The Conference Director is obligated to follow the process for organizing the conference program as outlined in the SECAC Annual Conference Planning Guide and as discussed in this document.

2. There is no obligation to set a theme for the annual conference. If one is developed, it should not serve to narrow the focus of the program.

3. In some instances the conference program may include special invitational or sponsored sessions, but these should in no way impinge on the principal of open submissions.

F. The Conference Director will support communication of conference policies.

1. The Call for Papers shall require all submitters to notify their session chairs if they are submitting more than one proposal or if they are presenting the same proposal to more than one session. It must also indicate that the maximum number of proposals from any individual is two.

2. The Conference Director will provide conference updates to the Administrator for placement on the SECAC website.

3. The Conference Director will remind the representatives of SECAC's Affiliated Societies that they must adhere to the deadline for the Call for Sessions.

4. The Conference Director is responsible for informing session chairs of SECAC policies by distribution of the *Guidelines for Session Chairs*.

G. The Conference Director will develop a plan for how to handle guests and volunteers, which has been worked out with the SECAC Administrator at the time the conference budget is submitted.

5. In consultation with the SECAC Administrator, the Conference Director has the discretion to award all or part of the conference registration fee to selected individuals who have given significant service in planning the conference and to the host institution's leadership. These individuals are encouraged to become members of SECAC. The conference director should first seek volunteers from individuals who will pay dues and fees.

6. The Conference Director may waive conference registration fees in full or in part for undergraduate and high school students who wish to elect limited registration in order to attend sessions only, are not participants, do not wish to attend conference receptions and other activities that are directly supported by member dues and conference fees (such as those involving catering, transportation, admission, etc.), and do not wish to receive SECAC mailings name tags, etc. for these students. These undergraduate and high school students may attend sessions without paying student membership dues. This limited registration for undergraduate and high school students will not be advertised in conference materials. It is the responsibility of the Conference Director to handle registration, name tags, etc. for these students.

7. At the discretion of the Conference Director, Day Passes will be made available to non-SECAC members from the local area and purchased on-site at the conference (color-coded tags by the day). The cost of the Day Pass will be ½ the conference registration fee + \$5.00. The Day Pass will not be advertised in SECAC materials and is not available to SECAC members. It is the responsibility of the Conference Director to handle registration and name tags for the Day Pass in an area separate from SECAC registration.

### **III. Responsibilities of All SECAC Attendees and Participants**

A. Every conference attendee and participant shall have paid current membership dues and a conference registration fee.

B. If there be any attendee or participant known to the Administrator who has not paid SECAC membership dues for that year or the registration fee for that annual meeting and who shall subsequently apply to be a panelist or give a paper at a subsequent annual meeting, the Administrator shall see that this person is notified that he/she may not be on the panel or give the paper unless she/he first pay membership and registration fee for the conference for which she/he is in arrears and also pay in advance membership and registration fee for the annual meeting in which she/he intends to participate.

### **IV. SECAC Session Chair Responsibilities**

A. Session chairs are responsible for informing participants on their sessions of SECAC policies as outlined in the *Guidelines for Session Chairs* and highlighting each presenter's individual responsibility to pay membership dues at the time of acceptance on the session and the conference registration fee prior to presenting at the conference.

B. Session chairs must inform the SECAC Administrator before the conference is over of any presenter on his or her session who did not participate in the conference and/or present his or her own paper in person.

C. Session chairs have many other responsibilities. Refer to the SECAC document, Information for Session Chairs. This document is found on the Conference page of the SECAC website.

### **V. SECAC Participant Responsibilities**

A. Every conference attendee and participant shall have paid current membership dues and the conference registration fee. Additional financial expenditures may include and are not limited to travel expenses, meals, and lodging.

B. Participants are expected to make presentations in person. A participant with an emergency that will preclude participation in the conference should contact his or her session chair prior to the session whenever possible. Because the participant has received the professional benefit of being listed in the program, no conference fees will be refunded in the event of an emergency.

C. Each participant may serve as chair for one session and also as a presenter on either his or her own session or on a session chaired by another individual. He or she cannot serve as a chair on two sessions or be a presenter on two sessions. Participation in the Annual Juried Exhibition is in addition to these roles.

D. Participants are obligated to follow the Conference Media Policy, which is updated regularly. The current policy is found on the SECAC website and outlines the equipment that will be available in each session room, the process and deadline for any other media requests, and equipment that participants must provide.

E. The Annual Juried Exhibition is part of the conference. Participants in the exhibition are required to pay membership dues no later than at the time of acceptance into the exhibition.