

Executive Board Policy
Policy No. 2014-001

ANNUAL MEETINGS POLICY

Adopted: 21-Aug-2014
by the Executive Board

Revised: N/A
by the Executive Board

1.0 Purpose

1.1 This policy governs the planning and conduct of the Association's annual meeting. Since the first annual meeting in 1967, the Association's gatherings provide an opportunity to detail new findings in the field, exchange information about the state of the discipline, and provide opportunities to plan and grow the Association. The annual meeting should advance vexillological knowledge and practice by providing a forum for sharing significant and innovative work, address the larger concerns of the discipline, and provide a vital opportunity to develop networks and foster communities in the discipline.

1.2 A successful annual meeting ensures:

- (1) wide participation by Association members;
- (2) high quality presentations and exhibits;
- (3) suitable hotel accommodations and meeting environment; and
- (4) minimal financial risk to the Association's treasury and minimal personal and organizational liability.

2.0 Program Committee

2.1. In collaboration with officers and committees of the Association, the Program Committee is responsible for shaping and preparing an annual meeting in keeping with the purpose of this policy. Under Section 7.08 of the Association's Bylaws, the Program Committee is responsible for planning and conducting the annual meeting. The Program Committee is given final authority for all sessions that appear on the official meeting program, within the parameters established by this policy.

2.2. The first vice president of the Association is designated as the chair of the Program Committee and serves as the committee's executive agent for discharging its duties under the Bylaws and this policy.

2.3 Specifically, the Bylaws require the Program Committee to:

- (1) make all local site arrangements;
- (2) publicize the annual meeting;
- (3) establish a budget, including registration fees with the approval of the Executive Board;
- (4) issue a call for papers
- (5) submit all expenses to the treasurer for payment; and

(6) assist the treasurer in preparing a financial statement to be submitted to the executive board no later than sixty days following the annual meeting.

2.4 In planning the annual meeting, the Program Committee may:

- (1) solicit presentations, panels, or exhibits from the membership and affiliated societies;
- (2) recruit presentations and develop panels and exhibits of its own;
- (3) reject presentations, panels, or exhibits that fail to meet professional and scholarly standards of quality; and
- (4) schedule sessions within the available time and space available.

2.5 The Program Committee must recommend a budget for each annual meeting to the Executive Board for approval. The reasonable estimates for income from, and expenditures for, an annual meeting should balance each other so that the net surplus or net loss for the meeting equals US\$0. A budget may reflect, or the Program Committee may incur, a net operating loss for an annual meeting if the loss is approved by the Executive Board.

2.6 In selecting an annual meeting hotel, the Program Committee should use a local convention bureau or no-fee meeting planner to solicit and evaluate hotel bids.

3.0 Annual Meeting Site Selection; Local Arrangements Committee

3.1 The Association rotates its annual meeting across Canada and the United States to equalize travel costs and time demands for members in different parts of North America as well for the overseas members who may be traveling to the annual meeting.

3.3 Association members living in or near a selected annual meeting site may form a local arrangements committee subject to the approval of the Executive Board. Under the supervision and at the direction of the Program Committee, the local arrangements committee may:

- (1) assist the Program Committee in coordinating the physical aspects of the annual meeting, *i.e.*, local site arrangements at annual meeting venues such as selection of meeting rooms and ordering and installation of needed audiovisual equipment; meals, including the Whitney Smith Dinner; and tours to local areas of vexillological interest;
- (2) conducting registration at the annual meeting; and
- (3) coordinating local printing needs.

3.4 A local arrangements committee may not handle Association funds under any circumstances. All registration fees and other revenue must be sent directly to the Association treasurer. The local arrangements committee's expenses should be promptly submitted to the treasurer for payment. The treasurer promptly pays all submitted expenses for budgeted items.

3.5 A local arrangements committee does not have the authority to sign a contract or other legal instrument on behalf of the Association. A local arrangements committee must refer all contracts to the Executive Board through the president. The Association will not indemnify a local arrangements committee that signs a contract and incurs an expense; the local arrangements committee will be responsible for any financial or personal liability for the breach of, or non-performance under, a contract that it, or a member of the committee, signs.

3.6 All transportation at an annual meeting must be by common carrier. For liability reasons, volunteers may not be used to transport persons.

4.0 Registration Fees.

4.1 The registration fee should be kept as low as reasonable to encourage the greatest attendance possible.

4.2 It is the policy of the Association that all participants and attendees at the annual meeting must register and pay the appropriate registration fees approved by the Executive Board. The Executive Board may approve transportation, lodging, and meal expenses for an individual if the individual is invited by the Executive Board to render services, such as addressing an audience or engaging in a seminar, to the extent that those services are more than merely perfunctory.

4.3 The registration fee for guests of persons attending the annual meeting—who plan to attend only meals and receptions—should either:

- (1) be individually ticketed on a meal-by-meal or event-by-event basis at approximately ten percent more than actual cost; or
- (2) if not individually ticketed for each meal or event, be not less than two-thirds of the normal registration fee.

4.4 The registration fee for an active member who is enrolled full-time in a degree program at an institution of higher education is 50 percent of the regular registration fee.

5.0 Allocation of Benefits

5.1 If the meeting hotel offers complimentary rooms, room upgrades, loyalty program points, or similar consideration (collectively “meeting benefits”) for the annual meeting, the Executive Board expressly authorizes the president to assign the meeting benefits at the president’s discretion, including assignment to the president. The Executive Board recognizes that the financial considerations concerning any such assignments will change from year to year and that it is in the Association’s best interest to delegate this decision to the president rather than to have a specific vote for every annual meeting.

5.2 To ensure transparency, the identity of the individuals to whom meeting benefits were assigned shall be included in the Program Committee’s annual written report and shall be open to public inspection by the Association’s members. The treasurer shall issue letters to the individuals receiving meeting benefits, stating the value received, if any, along with their total annual donations to the Association.

5.3 In assigning meeting benefits, the president shall consider the following nonexhaustive factors:

- (1) the necessity that the president attend, if at all possible, the annual meeting;
- (2) service by the Association’s delegate to the General Assembly of the Fédération internationale des associations vexillologiques;

- (3) service by the individually primarily responsible for the annual meeting;
- (4) a special guest invited to attend the annual meeting; and
- (5) the need to avoid the effective imposition of financial tests for holding elective office.

6.0 Whitney Smith Dinner

6.1 In honor of the Association's founder, the Executive Board designates, in perpetuity, the Saturday night dinner held at each annual meeting as the Whitney Smith Dinner.

6.2 The Association's awards and honors, including the Captain William Driver Award, are presented at the Whitney Smith Dinner. Except as expressly approved by the president and the first vice president, only the Association's awards and honors may be presented at the annual meeting. Association members who have been recognized as Laureates or Fellows of the Fédération internationale des associations vexillologiques for service to the Association, or who received the Vexillon or Best Paper Award, at an International Congress of Vexillology that was not held in Canada or the United States should be recognized at the Whitney Smith Dinner.

6.3 The annual meeting's Keynote Address is delivered by the president at the Whitney Smith Dinner.

6.4 (a) The program for the Whitney Smith Dinner consists of the following:

- (1) Dinner;
 - (2) Toasts to The Queen of Canada, the President of the United States, Absent Friends, and the Association;
 - (3) The Keynote Address (including any introduction); and
 - (4) Presentation of Honors and Awards.
- (b) The toast to the head of state of the host country for an annual meeting is given first.
- (c) Before the toast to Absent Friends is made, the names of those members of the Association who have died since the last annual meeting should be read by the president.
- (d) The Program Committee may permit additions to the program as necessary, including additions necessary when the annual meeting is held in conjunction with an International Congress of Vexillology.

7.0 Miscellaneous Provisions

7.1 The Association flag, the FIAV flag, and the flag designed for that annual meeting should be displayed prominently during the annual meeting in the main meeting room. The officers' flags, including the past president's flag, should be displayed prominently during the annual business meeting. The Program Committee should ensure that the flags of past annual meetings are prominently displayed. The Program Committee may direct the display of other flags and shall ensure that the meeting flags are properly stored between annual meetings and shipped to the proper location before each annual meeting.

7.2 In organizing the opening and closing ceremonies, the Program Committee may direct the performance of the "Winchester Fanfare," "O Canada," "The Star Spangled Banner," and the

official song of the state or province in which the annual meeting is being held. A single national anthem should not be performed. Any ceremonies and musical performances should be performed in a manner befitting the conduct of meetings of a learned society and not as patriotic exercises.

7.3 The Program Committee shall ensure that a meeting flag is designed for each annual meeting. Unless another method is chosen by the Executive Board, the Program Committee shall approve the meeting flag design. Each person that is registered for an annual meeting is entitled to receive a small meeting flag. Contributions of meeting flags from flag manufacturers shall be coordinated by the president.

7.4 The Executive Board shall hold a lunch at each annual meeting for those individuals who have joined the Association since the last annual meeting or who are attending an annual meeting for the first time.

7.5 The Program Committee shall arrange for a group photograph of all persons registered and present at the annual meeting.