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, NAVA’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 and minimal personal and organizational liability.

2.0 Program Committee

2.1 In collaboration with officers and committees of NAVA, the Program Committee is responsible for overseeing annual meetings in keeping with the purpose of this policy. The Program Committee is given final authority for all sessions that appear in the official meeting program, and guides the recruitment and selection process for future meetings and organizing committees.

2.2 The chair of the Program Committee serves as the committee’s executive agent for discharging its duties. The Program Committee oversees the Organizing Committee assembled for each annual meeting.

2.3 The Organizing Committee will:
   (1) make all local site arrangements;
   (2) publicize the annual meeting, including developing website content;
   (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 The Program Committee and its Chair 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;  
(4) schedule sessions within the available time and space available; and  
(5) coordinate with the Organizing Committee as a channel to the executive board.

2.5 The Organizing Committee must recommend a budget for each annual meeting to the  
Executive Board for approval. The reasonable estimates for income and expenditures should  
balance so that the net surplus or net loss for the meeting equals US$0. A budget may reflect, or  
the Organizing 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 Organizing Committee may use a local  
convention bureau or no-fee meeting planner to solicit and evaluate hotel bids.

3.0 Annual Meeting Site Selection; Local Committee Members

3.1 The Association rotates the location of 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.

3.2 Association members living in or near a selected annual meeting site may form or  
join the Organizing Committee subject to the approval of the Executive Board. Local members  
may especially:

(1) assist 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) conduct registration at the annual meeting; and  
(3) coordinate local printing needs.

3.3 The Organizing Committee may not handle Association funds unless authorized,  
otherwise, all registration fees and other revenue must be sent directly to the NAVA treasurer.  
The committee’s expenses should be promptly submitted to the treasurer for payment. The  
treasurer promptly pays all submitted expenses for budgeted items.

3.4 The Organizing Committee does not have the authority to sign a contract or other  
legal instrument on behalf of the Association. It must refer all contracts to the Executive Board  
through the president.

3.5 All transportation at an annual meeting must be by common carrier. For liability  
reasons, volunteers may not be used to transport registrants.
4.0 Registration Fees

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

4.2 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 reimbursement for 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 perfunctory.

4.3 The registration fee for guests of persons attending the annual meeting ("companions")—who plan to attend only meals, tours, 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 half of the normal registration fee.

4.4 The registrar function may be conducted by a registrar appointed by the Organizing Committee. The registrar will:
   (1) Assure timely and accurate registration of attendees.
   (2) Direct funds received as instructed by the Treasurer.
   (3) Prepare appropriate name badges and roster.
   (4) Help maintain the web presence of the event.

5.0 Allocation of Benefits

5.1 If the meeting hotel offers complimentary rooms, room upgrades, loyalty program points, or similar consideration for the annual meeting, the Executive Board authorizes the president to assign those benefits at the president’s discretion, including assignment to the president.

5.2 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 individually primarily responsible for the annual meeting;
   (3) a special guest invited to attend the annual meeting.

6.0 Whitney Smith Dinner

6.1 In honor of the Association’s founder, the Saturday night dinner held at each annual meeting is called the Whitney Smith Dinner.

6.2 The Association’s awards and honors, including the Captain William Driver Award, may be presented at the Whitney Smith Dinner along with any other NAVA or FIAV awards.
6.3 The program for the Whitney Smith Dinner may consist of the following:
(1) Dinner;
(2) Toasts to *The Queen of Canada, the President of the United States, Absent Friends*, and the Association (the toast to the head of state of the host country for an annual meeting is given first; the names of those members of the Association who have died since the last annual meeting may be read by the president before the toast to Absent Friends).
(3) The Keynote Address (including any introduction); and
(4) Presentation of Honors and Awards.

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 should be displayed prominently during the annual business meeting. The Program Committee should ensure that some or all 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 Organizing Committee shall ensure that a meeting flag is designed for each annual meeting. Unless another method is chosen by the Executive Board, the Organizing Committee shall approve the meeting flag design. Each person that is registered for an annual meeting is entitled to receive a small meeting flag. Solicitations of contributions of meeting flags from flag manufacturers should be coordinated by the president.

7.4 The Executive Board shall hold a lunch at each annual meeting for those individuals who are attending an annual meeting for the first time along with officers and past presidents.

7.5 The Organizing Committee shall arrange for a group photograph of all registrants present at the annual meeting.

Adopted 21 August 2014, last revised 11 July 12 December 2019