

Policies and Procedures

North American Academy of Liturgy
Revised March 2017

The *Policies and Procedures* of the North American Academy of Liturgy (NAAL) are best understood as “customary best practices,” handed down from one Academy Committee to another, to inform and guide the Academy Committee’s work. Guided by the Past President, they are reviewed and updated at the spring Academy Committee meeting.

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Policies and Procedures

1. Membership

1.1 Members

- 1.1.1 Full members of the Academy are those who have been received into the Academy at an Annual Meeting.
- 1.1.2 Dues
 - 1.1.2.1 Dues are based on the calendar year and are payable in advance by the first day of the Annual Meeting.
 - 1.1.2.2 Online registration for the Annual Meeting includes provision for payment of dues for the coming year, whether or not the member is attending the meeting. The meeting announcement and dues notice is sent to members each September.
 - 1.1.2.3 By August 1 of each year, the Treasurer provides the Secretary with a list of those who have not paid dues for the previous year.
 - 1.1.2.4 Members who fail to pay dues for two years are given notice by the Treasurer on behalf of the Academy Committee (AC). At such time they are to pay the two years of back dues. If a member does not pay the dues owed by the next Annual Meeting, the Academy Committee removes that person from the active NAAL membership roster.
 - 1.1.2.5 Reinstatement as an active NAAL member by an inactive member is accomplished by paying two years' dues (the current year's dues and the previous year's dues). The normal application process for NAAL membership is waived.

1.2 Candidates for membership

1.2.1 Qualifications for membership

- 1.2.1.1 A member of the NAAL is either a recognized authority in the field of liturgy, or a person who shares scholarly aims and goals of the Academy, and is making a developing contribution to liturgical understanding and practice.
- 1.2.1.2 Typically, members of the Academy meet two of the following criteria:
 - 1.2.1.2.1 Hold a doctorate in some aspect of liturgical studies or the equivalent academic or professional degree;
 - 1.2.1.2.2 Hold a professional position through which they contribute to liturgical formation, publishing and speaking;
 - 1.2.1.2.3 Hold a prominent professional appointment with their respective religious bodies and actively contribute to the development of liturgy;

- 1.2.1.2.4 Demonstrate a steady and on-going commitment to the field of liturgy, or have contributed to it through work in the allied arts and disciplines.
- 1.2.1.3 Graduate students are eligible to apply to attend the Annual Meeting when they have moved to the end of their doctoral or equivalent terminal degree programs.
- 1.2.2 Membership Committee
 - 1.2.2.1 The Delegate for Membership and two other Academy members constitute the Membership Committee.
 - 1.2.2.1.1 The Delegate for membership submits committee member suggestions to the AC for approval before the spring Academy Committee meeting.
 - 1.2.2.1.2 The two additional members are appointed by the AC at the spring meeting.
 - 1.2.2.2 The Membership Committee meets yearly or communicates by electronic means.
 - 1.2.2.3 The deadline for completed applications for membership is September 15. The decision is made by October 1 in order to publish to the membership bios and photographs in a timely manner. Candidates are notified by October 1.
 - 1.2.2.4 Before applying for full membership in the North American Academy of Liturgy, candidates are ordinarily expected to participate twice in the annual meeting as visitors.
 - 1.2.2.5 In exceptional circumstances, the Delegate for Membership may ask the Academy Committee to waive particular requirements and expedite membership, e.g. for a well-established scholar.
- 1.2.3 Visitors
 - 1.2.3.1 Visitor status is granted to those applicants who currently possess or are near completion of the qualifications for membership as stated in 1.2.1 above.
 - 1.2.3.2 Visitors are granted visitor status by the Past President who does so based on the potential for membership. A short form (found on the website) is used to ascertain this potential.
 - 1.2.3.3 Visitor status is granted for a four-year period in which visitors must attend the NAAL Annual Meeting two times and no more than three before applying for membership. Exceptions may be made for “student visitors” who are not yet ready to apply for membership after three visits to the Academy's Annual Meeting.
 - 1.2.3.4 The first visit to the Annual Meeting introduces visitors to the Academy and its work. During this first meeting, visitors explore Seminars of

interest; they may attend more than one Seminar during their first visit. By the end of their first meeting visitors choose a Seminar in which they desire to participate before making application for membership.

- 1.2.3.5 At the second meeting visitors continue to participate actively in the work of a Seminar.
- 1.2.3.6 The Delegate for Membership invites visitors who have participated in two meetings to apply for membership.
- 1.2.3.7 In order to keep track of visitors as they proceed toward membership, the Secretary provides the Delegate for Membership with a yearly printout of the status of visitors at the spring meeting of the Academy Committee.
- 1.2.3.8 The candidate's seminar Convener and one additional member of the Academy shall submit to the Delegate for Membership by September 15 a letter of recommendation for the visitor seeking membership.
- 1.2.3.9 Visitors do not pay dues. Candidates for membership who are received into membership at an Annual Meeting register as visitors and do not pay dues for that calendar year.

1.3 Membership Directory

- 1.3.1 A directory of members and visitors is kept by the Secretary. The NAAL Directory includes only NAAL members.
- 1.3.2 A directory of members is updated and published to the members-only portion of the website each spring.
- 1.3.3 An electronic file of the NAAL Directory is available for a fee to groups representing areas of interest. Decisions as to whether to sell the electronic file of the NAAL Directory to particular groups is left to the discretion of the Secretary.

1.4 Expanding the membership

- 1.4.1 Each year in the spring the Delegate for Membership solicits from the membership names of individuals who meet the criteria for membership, but do not yet belong to the Academy. Ordinarily, the Delegate includes this request in the spring Newsletter and follows up with an email request sent by the Secretary.
- 1.4.2 The Delegate for Membership brings a list of names received to the spring or summer Academy Committee meeting. The Academy Committee decides who, if any of those presented, is widely recognized and well established in the field of liturgy or an allied art or discipline and would be eligible to bypass the customary process of becoming a member.
- 1.4.3 For those who are widely recognized and well established, the Delegate for Membership or the Past President may expedite the membership process. This may happen in one of two ways.

1.4.3.1 The Delegate for Membership or the Past President, in

consultation with the Academy Committee, sends interested persons an invitation to attend the next Annual Meeting as visitors and to join the work of a Seminar of their choice. After the Annual Meeting, the Delegate for Membership confers with the Visitor and the Seminar convener to determine whether the Visitor would like to become a member. The interested person registers at the next meeting as a Visitor and is received into the Academy as a Member at that second meeting. No application for membership is needed, nor are references from Academy Members needed.

1.4.3.2 If someone contacts the Past President for Visitor status, and the Past President deems the potential Visitor to be a candidate for expedited membership, the Past President, in consultation with the Academy Committee, grants visitor status and offers expedited membership. The Visitor joins the work of a Seminar of her or his choice. After the Annual Meeting, the Delegate for Membership confers with the Visitor and the Seminar convener to determine whether the Visitor would like to become a member. The interested person registers at the next meeting as a Visitor and is received into the Academy as a Member at that second meeting. No application for membership is needed, nor are references from Academy Members needed

2. The Academy Committee

2.1 General information

- 2.1.1 The Academy Committee consists of the President, Past President, Vice President, Secretary, Treasurer, Delegate for Seminars, and Delegate for Membership. The Meeting Manager attends all Academy Committee meetings but is not a voting member.
- 2.1.2 The Academy Committee is responsible for organizing all the details of the annual Academy Meeting, appointing committees, approving visitors and new members, overseeing the budget, tending to the legal work required by the Articles of Incorporation, choosing the *Berakah* Award and Godfrey Diekmann Award recipients, and whatever other business arises concerning the good order and working of the Academy.
- 2.1.3 The Academy Committee ordinarily meets three times: once before the Annual Meeting, once in the spring, and once in the summer. Either the spring or summer meeting is held on-site at the hotel where the next Annual Meeting will occur.

2.2 Compensation

- 2.2.1 The Academy pays travel costs for two AC meetings, one of which is at the on-site hotel.
- 2.2.2 The Academy covers the cost of meals for each trip, up to the *per diem* rates published by the U.S. State Department.

- 2.2.3 The Academy covers the costs of a hotel room for the dates of the Annual Meeting and all Academy Committee meetings for one day before and one day after the meeting.
 - 2.2.3.1 Registration for the Annual Meeting and all other expenses are not included.

2.3 NAAL officers and their responsibilities

2.3.1 President

- 2.3.1.1 The primary explicit tasks of the President are to chair the Academy Committee, guide the preparations for the Annual Meeting, and “preside” at the meeting itself.
 - 2.3.1.1.1 Appoints various committees as required by the By-Laws, e.g. Membership Committee, Nomination Committee, *et al.* In practice this involves ensuring that the committees are formed by those who chair them and approved by the AC.
 - 2.3.1.1.2 Oversees the work of the Meeting Manager.
- 2.3.1.2 The President chairs the Academy Committee and, together with the Committee, prepares the schedule for the next Annual Meeting; guides the selection of the *Berakah* Award and, if awarded, the Godfrey Diekmann Award; chooses the topic and speaker for the Plenary session (if there is one); lines up extra-curricular activities (e.g. field trips); ensures the conduct of Academy worship and the provision of other worship activities as appropriate.
- 2.3.1.3 As the year progresses the President works closely with the Meeting Manager.
- 2.3.1.4 Before the Annual Meeting, the President meets with the Academy Committee for the finalization of details and tasks during the Meeting.
- 2.3.1.5 The President greets Visitors and New Members at a reception. The President is joined at this reception by those members of the Academy Committee who can attend, the Delegate for Seminars may say a few words about the various Seminars, and Seminar Conveners who may say a few words about their Seminars.
- 2.3.1.6 At the opening worship, the President officially opens the Annual Meeting and gives due welcome to all who are gathered.
- 2.3.1.7 As the meeting progresses, the President introduces the Vice President for the Vice Presidential address, chairs the Business Meeting, introduces the presenter(s) for the plenary session(s), presents (or arranges for someone to present) the *Berakah* Award and, in general, oversees all plenary sessions.
- 2.3.1.8 An implicit task of the President is to be “overseer” of the Academy for one year. Oversight combines human presence, pastoral sensitivity, imagination, and organizational skill.
- 2.3.1.9 Extraordinary events are not addressed by the President alone, but in concert with the Academy Committee and others as circumstances demand.

- 2.3.1.10 Eliciting contributions is ordinarily a task of the President, who sends out letters to potential donors. Specific letters to people who are regular donors should acknowledge their previous donations. Some contacts are particular to the specific meeting, e.g. the President and Vice President's publisher and institution, the *Berakah* Award recipient's publisher, personal contacts, local contacts (via the local committee).
 - 2.3.1.10.1 It is recommended that letters be sent out by September.
 - 2.3.1.10.2 Because of the Vice President's role in delivering an address at the meeting, the Vice President may be a particular resource in soliciting sponsors.
- 2.3.1.11 The outgoing President thanks the litany of people who have helped with the meeting just ended, presents the new President, congratulates the newly elected officials, and thanks all who put their names in nomination.
- 2.3.1.12 The President appoints the Archivist and Subscription Manager.

2.3.2 Past President

- 2.3.2.1 At the conclusion of the Annual Meeting, the President becomes the Past President, which is an office of the Academy.
- 2.3.2.2 The Past President continues on the Academy Committee, and is officially charged with keep the new Visitor list for the Annual Meeting.
- 2.3.2.3 The Past President may recommend Visitors who are candidates for expedited membership.
- 2.3.2.4 The Past President reviews all requests for scholarships with the Scholarship Committee, and determines the recipients.

2.3.3 The Past Past President

- 2.3.3.1 The final year of the sequence of executive officers of the Academy is that of the Past Past President.
- 2.3.3.2 No longer a member of the Academy Committee, the Past Past President serves as chair of the Nominations Committee, introduces the nominees at the Annual Meeting, and oversees the election process.
 - 2.3.3.2.1 Nominations are solicited in the spring Newsletter. The committee presents a slate of candidates for office by July 1.
 - 2.3.3.2.2 Three possible modes of nomination are suggested: self-nomination, peer nomination (nomination of another NAAL member), nominees identified by the Nominations Committee. The AC encourages the use of all three means of nomination.
 - 2.3.3.2.3 The AC approves the final slate presented by the Nominations Committee.

- 2.3.3.3 When these tasks are completed, the Past Past President completes her

or his term and returns to regular membership.

2.3.4 Vice President

2.3.4.1 The person elected as Vice President of the Academy undertakes a four-year commitment to the Academy as Vice President, President, Past President, and Past Past President. Each year has its own particular tasks, official and unofficial.

2.3.4.2 The primary explicit task of the Vice President is to prepare and present the keynote address at the Annual Meeting of the Academy.

2.3.4.2.1 Ordinarily, the Vice Presidential keynote address is forty-five (45) minutes in length.

2.3.4.3 The primary implicit task of the Vice President is to apprentice in the ways of facilitating an Annual Meeting.

2.3.4.3.1 The Vice President participates in the meetings of the Academy Committee, observes the style of action of the Committee as a whole, and especially of the President, and thinks forward to the following year when the task becomes hers or his.

2.3.4.3.2 The Vice President assists the President with any other tasks about which the Presidents seeks consultation.

2.3.4.4 The Vice President sets the next year's AC meeting dates in consultation with the AC members at the spring meeting, has the Meeting Manager check availability of the hotels for the dates, confirms the dates with the AC members, and sends them to the Past Past President, as chair of the nominating committee, who asks each nominee to reserve the dates on his or her calendar.

2.3.4.5 The Vice President, in conjunction with the Meeting Manager, hosts a sidebar lunch for those Academy members who volunteer to be part of a local committee for the next Academy Meeting.

2.3.4.5.1 The Vice President brainstorms with those present at the lunch for ideas for the opening worship, possible worship sites, the environment for the hotel, list of churches for Sunday worship, information about transit lines in the city, suggestions for "tours," Saturday morning prayer, Friday and Saturday sidebars, and any other items that may make the next Annual Meeting more beneficial for members.

2.3.4.5.2 The Vice President summarizes this meeting and sends notes to the participants, including names of local committee members and contact information.

2.3.4.6 The Vice President becomes President at the end of the Annual Meeting.

- 2.3.4.6.1 The incoming President at the Academy Business Meeting appropriately thanks the outgoing President for his or her leadership service to the Academy.
- 2.3.4.6.2 The incoming President contacts those who have been newly elected to Academy offices, welcomes them to the AC, and confirms with them the dates for the spring and summer Academy Committee meetings.

2.3.5 Secretary

- 2.3.5.1 The Secretary of the Academy is responsible for the upkeep of the roster and for the minutes of all meetings, both the Annual Meeting and the Academy Committee meetings.
- 2.3.5.2 The Secretary is also responsible to provide the Academy with the publishing of the spring and fall Newsletters, which appear on the web site.
- 2.3.5.3 The Secretary has several responsibilities concerning the Annual Meeting of the Academy. With the Meeting Manager: prepares the materials for the registration packet, manages the online and on-site registration process, and staffs the registration desk. The Secretary prepares printed Business Meeting minutes, ballots, nomination forms for the *Berakah* Award and Godfrey Diekmann Award (if given), and a roster of attendees at the Annual Meeting.
- 2.3.5.4 The Secretary sends email notification of deceased Academy members to the membership.
- 2.3.5.5 The Secretary sends periodic email updates and reminders for the Annual Meeting during the fall preceding the meeting.
- 2.3.5.6 The Secretary has primary responsibility for the maintenance of the Academy website. Though the Treasurer and Meeting Manager also have editing authorization, the Secretary makes routine updates and communications and, with the Webmaster, any updates that go beyond the editing skills of the Secretary.
- 2.3.5.7 The Secretary answers all inquiries concerning the Academy and forwards them to the proper Academy Committee member. The Secretary forwards business and meeting related requests to the Meeting Manager.
- 2.3.5.8 The Secretary or another officer is the second signer on the Academy checkbook. The Secretary signs checks only when the Treasurer is unable to do so.
- 2.3.5.9 The Secretary provides a list of visitor attendees to the spring AC meeting each year to determine the status of each visitor. The Secretary, Treasurer, and Meeting Manager review the roster after the spring AC meeting and provides an updated list of visitors to the Delegate for Membership.
- 2.3.5.10 The Secretary is elected for a two-year term, renewable twice.

2.3.6 Treasurer

- 2.3.6.1 The Treasurer of the Academy is responsible for all financial matters. In addition to collecting and posting dues yearly, the Treasurer is responsible for keeping the Academy accounts, both checking and savings; for investing funds appropriately; and for filing appropriate tax information with the State of Indiana and with the IRS.
- 2.3.6.2 The Treasurer receives a signed W9 prior to the payment of any speakers, contract workers, etc., and prepares 1099 forms as needed.
- 2.3.6.3 The Treasurer's report is subjected to an annual financial review by a person who does this *pro bono*. At the completion of the term of the Treasurer, the President asks for a complete audit.
- 2.3.6.4 The Treasurer also has duties with regard to the tax-exempt status of the NAAL:
 - 2.3.6.4.1 The North American Academy of Liturgy is registered as a tax-exempt organization with the State of Indiana and as a 501(c)3 not-for-profit organization with the Internal Revenue Service. Any changes concerning the By-Laws of the institution must be registered with the State of Indiana.
 - 2.3.6.4.2 The Treasurer must apply for tax-exempt status in each of the states where the Annual Meeting will be held.
 - 2.3.6.4.3 The Treasurer must annually file the required tax reports with the IRS and the State of Indiana.
- 2.3.6.5 The Treasurer is elected for a two-year term, renewable twice.
- 2.3.6.6 The term of the Treasurer is extended beyond the Annual Meeting into the month of January so that bills from the Annual Meeting might be taken care of, the audit done, and the transition to the new Treasurer begun.

2.3.7 Delegate for Seminars

2.3.7.1 General Description

- 2.3.7.1.1 This delegate serves as a member of the Academy Committee for a non-renewable, two-year term.
- 2.3.7.1.2 The specific tasks of the Delegate for Seminars are
 - 2.3.7.1.2.1 To facilitate the workings of the various Seminars.
 - 2.3.7.1.2.2 To communicate the work of each Seminar to the Academy-at-large through the Newsletter and website.
- 2.3.7.1.3 This Delegate coordinates the set-up of Seminar rooms at the Annual Meeting.

2.3.7.2 Communication with Conveners

- 2.3.7.2.1 Maintains the list of Seminars, Conveners (including address, telephone, e-mail), and Seminar mission statements.

- 2.3.7.2.2 Communicates with the Conveners regarding Seminar plans and distributes the Convener's job description and the Seminar Assessment Form.
- 2.3.7.2.3 In January after the Annual Meeting, sends a note to Conveners to thank them for their work; reminds them of the deadline to submit the Seminar Assessment Form (February 15) to the Delegate for Seminars and the Seminar Report to the Editor of *Proceedings*; asks Conveners to encourage authors to submit papers for publication in *Proceedings*; notifies the Secretary whether a new Convener has been chosen; reminds the Conveners that invitations to Visitors for the next Annual Meeting must be handled through the Past President.
- 2.3.7.2.4 In the summer, contacts Conveners to request information about titles of papers or other information about plans for the next Annual Meeting, number of people in the Seminar, and equipment needs. Contacts the Past President for numbers of expected Visitors and the Seminars they are expected to attend. Informs the Conveners of Visitors who should be welcomed and informed of the papers and other work of the Seminar. Deadline for response is set based upon the Secretary's agenda for updating the web and the Meeting Manager's agenda for completing the meeting schedule and arrangements with the hotel (for number of people and equipment needs). Follows up as needed. Gathers information and sends to the Secretary plans for the Annual Meeting. Sends to the Meeting Manager the number of people in each Seminar and equipment needs. Works with the Meeting Manager to assign Seminar meeting rooms.

2.3.7.3 Annual Meeting

- 2.2.7.3.1 Attends the NAAL Officers' Reception for Conveners, returning Visitors, new Visitors, and Emerging Scholars.
 - 2.2.7.3.1.1 At this reception, thanks Conveners for their work.

2.3.7.4 Participation in the Academy Committee

- 2.3.7.4.1 Before the Annual Meeting, this Delegate meets with the Academy Committee and assists with meeting arrangements.
- 2.3.7.4.2 After the Academy Meeting this Delegate attends meetings of the Academy Committee as scheduled in the spring and summer.
- 2.3.7.4.3 Participation at the Academy business meeting: at every Annual Meeting this Delegate gives a report to the membership on the status of the Seminars and assists with collecting ballots.

2.3.8 Delegate for Membership

- 2.3.8.1 This Delegate serves as a member of the Academy Committee for a non-renewable two-year term.
- 2.3.8.2 The specific task of the Delegate for Membership is to provide the Academy with a slate of Candidates for Membership each year.
- 2.3.8.3 The Delegate for Membership serves on the Membership Committee along with two members at large appointed by the AC .
 - 2.3.8.3.1 The Delegate for Membership recruits two NAAL members to present to the Academy Committee for appointment to the Membership Committee.
 - 2.3.8.3.2 The Membership Committee meets in September and makes decisions as to the qualifications for membership offered by individuals who have attended as least two Annual Meetings as a Visitor and who have completed the packet for membership application.
 - 2.3.8.3.3 Based on membership requirements posted on the website and in consultation with the Academy Committee, answers queries from potential applicants.
- 2.3.8.4 Attends Academy Committee meetings and reports on membership activities.
- 2.3.8.5 Receives and tracks applications. Sends reminders at least twice (May/June and July/August) to remind applicants of missing materials.
- 2.3.8.6 Candidates whose Seminar Convener is also serving on the Membership Committee are asked to get one additional recommendation from an NAAL member outside the Membership Committee.
- 2.3.8.7 Sends complete applications to Membership Committee members.
- 2.3.8.8 Holds meeting(s) in person or via email to review applications.
- 2.3.8.9 Determines slate of Candidates for Membership.
- 2.3.8.10 At the Annual Meeting, greets Candidates for Membership and Visitors at the NAAL Officers' Reception for Conveners, returning Visitors, new Visitors, and Emerging Scholars; helps with registration; presents Candidates to NAAL Members on the first morning gathering of the Annual Meeting; and reports on membership issues at the Business Meeting.
- 2.3.8.11 The Delegate ensures the preparation of the Certificate of Membership and works with the President on an Acceptance Ritual at the Business Meeting. The Meeting Manager creates and prints the Certificates of Membership and obtains the signature of the Secretary and President. The completed certificates are delivered to the Delegate for Membership prior to the annual Business Meeting.
- 2.3.8.12 Supports the newly elected Delegate for Membership by supplying her or him with important records, templates, and this job description after the term has ended.

3. Annual Meeting

3.1 Participants at the Annual Meeting are limited to Members, Visitors, Guests, and Exhibitors.

3.1.1 Members

3.1.1.1 Members attend by reason of their membership.

3.1.1.2 The AC affirms the importance to the mission of the Academy of personal presence and networking during the Academy meeting.

3.1.1.2.1 In exceptional circumstances, individuals may be allowed to participate in the Annual Meeting by videoconference (Skype, Google chat, etc.) with payment of full registration.

3.1.1.2.2 Exceptions are reviewed by the Delegate for Seminars and approved by the Academy Committee.

3.1.1.3 The registration form provides the opportunity for persons with disabilities to indicate specific needs. Academy guidelines (posted on the website) are to be applied to the regular exercises of the Academy, not to tours or optional activities.

3.1.2 Visitors

3.1.2.1 The President holds a reception for all visitors and candidates for membership prior to the opening event of the Annual Meeting.

3.1.2.2 All Past Presidents and members of the Academy Committee are invited to attend this reception.

3.1.2.3 Visitors do not participate in the Business Meeting.

3.1.3 Guests

3.1.3.1 Official guests: A limited number of official guests may be invited by the President to attend some or all of the Annual Meeting, including meals, as guests of the Academy.

3.1.3.2 Seminar guests: By invitation of the Seminar Convener, a person may be invited to participate in the sessions of a Seminar as a resource for one day without a registration fee. Such guests are also welcome to attend the plenary sessions of the Academy that day. There is, however, a charge for any meals that a guest takes as part of the Academy schedule for that day. If fuller participation in the Academy Meeting and the work of its Seminars is desired, and especially in the prospect of membership, the guest should normally apply for visitor status and pay the full registration fee.

3.1.3.3 Personal guests of individual members are welcome at Academy worship and plenaries. They may attend meals with tickets available at an extra cost. They are welcome to attend other sessions, but are expected to pay a fee.

3.1.4 Exhibitors

3.1.4.1 All members may suggest to the Exhibits Coordinator possible

exhibitors.

3.1.4.2 Exhibitors at the Annual Meeting pay a fee per table, which includes access to the sessions but not meals. Exhibitors pay for any hotel set-up charges in addition to the Academy's exhibit fee.

3.1.4.3 The Exhibits Coordinator makes all necessary arrangements with the exhibitors.

3.1.4.4 A table is available for individual NAAL members to exhibit single copies of new works they have published at no charge.

3.2 Seminars

3.2.1 The Seminars are the core of the Academy Meeting and distinguish the purpose and ethos of the gathering.

3.2.2 The formation and dissolution of Seminars is determined by Academy members. Because of limited hotel meeting spaces, the number of Seminars must be limited to twenty to twenty-two. A viable Seminar normally has between ten and thirty members. Sometimes Seminars may be convened for a limited number of years to accomplish a particular goal.

3.2.3 Special interest groups not constituted as Seminars can meet as Sidebars during designated lunches or at other times as agreed upon by the group members.

3.2.4 Conveners

3.2.4.1 Conveners provide leadership for the Seminar groups, facilitating the goals set out in the mission statement of each Seminar. This work is carried out in three distinct areas: the Annual Meeting itself, preparation for the Annual Meeting, and follow-up after the Annual Meeting.

3.2.4.2 The term for Seminar Conveners is three years, with the possibility of renewal for one more term. Seminars are encouraged to facilitate the development of new leadership.

3.2.4.3 Convener tasks prior to the Annual Meeting

3.2.4.3.1 The Convener solicits papers from the Seminar participants and distributes them to the other Seminar members. Because of copyright concerns and the provisional nature of many papers prior to the meeting, papers are distributed to the Seminar members only and not published on the NAAL website.

3.2.4.3.2 The Convener solidifies plans for the Annual Meeting, and communicates the agenda to the Seminar Delegate by October 1 in order that the agenda may be listed on the Seminars section of the website.

3.2.4.3.3 The Convener solicits audiovisual equipment needs from the Seminar participants.

3.2.4.3.3.1 The Academy must be cost effective and efficient with respect to the use of audiovisual equipment.

3.2.4.3.3.2 Four digital projectors are owned by the Academy and can be requested for use from the Delegate for Seminars.

3.2.4.3.3.3 When possible, the Convener attempts to solicit needed audiovisual equipment from within the Seminar group.

3.2.4.3.3.4 Internet access ordinarily is available in the Seminar rooms so PowerPoint presentations, document texts, pictures, etc. can be sent to Seminar members for viewing on their own computers, tablets, or smart phones.

3.2.4.3.4 When inviting non-Academy members to participate in a Seminar, the Academy policy is that prospective guests must meet the requirements for guests listed in 3.1.3.

3.2.4.4 Convener tasks at the Annual Meeting

3.2.4.4.1 The Conveners' primary task during the Annual Meeting is to facilitate the work of the Seminars. This includes making sure that the proposed agenda for the Seminar is carried out, that participation by all members is encouraged, that time is spent generating future projects and plans. The Convener also encourages the submission of major papers to *Proceedings*.

3.2.4.4.2 The Convener maintains a welcoming attitude toward the visitors, especially those expecting to apply for Academy membership.

3.2.4.5 Convener tasks after the Annual Meeting

3.2.4.5.1 The Convener prepares a summary of the Seminar's work and submits this to the editor of *Proceedings* by February 15 according to the customary format.

3.2.5 Seminar Members

3.2.5.1 Members choose their own Seminars.

3.2.5.2 There is no time limit for how long a member may belong to a Seminar.

3.2.5.3 All Academy members choose and belong to a Seminar.

3.2.6 Visitors to Seminars

3.2.6.1 All visitors participate in the work of a Seminar. This participation may include actively participating in the Seminar discussions and giving a paper.

3.2.6.2 Visitors are not considered full members of a Seminar until they are admitted as members to the Academy.

3.3 Worship

3.3.1 Dynamics of Worship at the Annual Meeting

3.3.1.1 The North American Academy of Liturgy has chosen to include worship as an integral part of its professional academic meeting life.

3.3.1.2 We are an ecumenical and inter-faith organization representing a plurality of worship traditions. These various traditions are respected and reflected in the Academy worship.

3.3.1.3 Guidelines for Worship

3.3.1.3.1 Interfaith occasions of Academy worship are planned in a manner that enables Jews and Christians to pray together, standing side by side in our own integrity. The events of the Academy provide the common focus for this worship.

3.3.1.3.2 Texts. Words sung or spoken by the assembly should be those that everyone can pray within their own tradition. When texts are used from distinctively Christian and Jewish resources, the service includes a balance of texts from each tradition. Planners are mindful that Jews cannot participate in distinctively Christian forms, whereas Christians can more easily pray explicitly Jewish texts, and that some Christians find it difficult to worship without any explicit reference to Christ.

3.3.1.3.3 Symbols. The use of symbols common to both traditions, such as light, bread, and wine, allows the liturgy to have variant meanings for people from different traditions.

3.3.1.3.4 Sound and silence. Music and other sounds, as well as silence, are integral to worship and allow individuals to pray with integrity within their own tradition.

3.3.2 Worship Forms and Times

3.3.2.1 The Academy President, in consultation with the Academy Committee, has responsibility for shaping the worship at the Annual Meeting. Since the late 1990s, NAAL has developed a pattern of worship that includes both liturgy that is rooted within a particular worshiping tradition and occasions of Academy worship using liturgical forms created for the entire Academy.

3.3.2.2 Official Academy worship is interfaith. Members may provide occasions of worship that represent a particular tradition.

3.3.2.3 Academy worship is intentionally interfaith and ecumenical and includes two services: the opening worship and the table prayer at the banquet.

3.3.2.3.1 Rite of Thanksgiving and Remembrance. We open the annual Academy meeting with worship. We begin with thanks for all that has been during the past year and we remember Academy members who have died during the previous year. During the Rite of Remembrance, a member

of the Academy presents a brief memorial (150 or fewer words) of a member who has died, a candle is lit, and the prayer leader gives thanks and commends the deceased member to God.

3.3.2.3.2 Table Prayer. Drawing upon the Christian and Jewish traditions of praying at meals, this participatory prayer frames the NAAL banquet, gathering people in song and offering blessings for bread and wine.

3.3.2.3.3 Closing Worship. A simple interfaith service may mark the conclusion of the Annual Meeting.

3.3.2.3.4 Seminar or denominational groups may volunteer proposals or be invited to submit proposals to lead worship for future meetings.

3.3.2.4 Other worship services during Academy meetings may take place in the Seminars.

3.3.2.5 The overall schedule and location of the meeting help determine when and where worship is scheduled.

3.3.3 The President sends worship guidelines to those planning worship for the Annual Meeting.

3.3.4 When the Academy meets on a Friday and/or Saturday, information about *Shabbat* services in the local community is provided, and when it meets on a Sunday, information about Christian services is provided.

3.3.5 Location

3.3.5.1 The Academy Committee may arrange to use local house(s) of worship for its liturgies. The accessibility guidelines posted on the website call for sites to be accessible to the disabled. If the site is more than two or three blocks from the hotel, the Academy Committee arranges for transportation for those with visual or mobility challenges.

3.3.5.2 When worship takes place in the hotel, planners are attentive to the liturgical environment. The budget for the Annual Meeting includes a small amount to allow the creation or purchase of art, candles, or other ritual objects to enable the space to be more conducive to worship.

3.3.6 Other notes

3.3.6.1 All official Academy worship is reviewed by the AC. A draft of the liturgy should be submitted to the AC no later than November 1.

3.3.6.2 Worship planners are to create a print-ready copy of the worship aid well in advance of the Annual Meeting and arrange with the Meeting Manager and/or Secretary for printing.

3.3.6.3 Because the Academy welcomes a large number of visitors each year, a brief explanation of the Academy's patterns of worship is made available to participants.

3.4 Business Meeting

3.4.1 General

- 3.4.1.1 The President in consultation with the members of the Academy Committee sets the agenda for the Business Meeting. Any member at the meeting may place items on the agenda provided that 20% of the membership at the meeting affirms the item for agenda. Additional items for the agenda should be given to the President twenty-four hours in advance of the meeting. Other new business may be raised from the floor at the end of the meeting.
- 3.4.1.2 The Vice President, Secretary, and Parliamentarian are to sit with the President during the business meeting.
 - 3.4.1.2.1 The President in consultation with the Academy Committee invites a member to serve as Parliamentarian. This discussion should take place at the summer AC meeting.
- 3.4.1.3 The outgoing President gives to the incoming President an electronic script for the business meeting.

3.4.2 Voting

- 3.4.2.1 A member may choose to register a proxy vote with a written letter or by email. All proxies are to be registered with the Secretary prior to the start of balloting at the Business Meeting. The Secretary identifies those who hold proxies and indicates those for whom the proxies are held. The Secretary keeps these forms until the next Annual Meeting.
- 3.4.2.2 The chair of the Nominating Committee (the Past Past President) announces the candidates for office. The President presides over the election. Ballots are distributed and counted by the members of the Nominating Committee.
- 3.4.2.3 Additional nominations may come from the floor. Members wishing to nominate another member for office should clear the nomination with the Parliamentarian prior to the Business Meeting to confirm that the nominee is eligible to stand for office. The nomination shall also be accompanied by an oral bio of a length and substance similar to those published for nominees coming from the Nominating Committee.
- 3.4.2.4 No one on the Nominating Committee can be a nominee for office. See By-Laws, Section 6.4 Nominating Committee.

3.5 Scholarships

- 3.5.1 A limited number of scholarships to the Annual Meeting are available.
- 3.5.2 Scholarships are applicable only to full or half registration fee.
- 3.5.3 Scholarships are awarded to applicants who meet one or more of the following criteria:
 - 3.5.3.1 Applicant has a genuine need;
 - 3.5.3.2 Applicant has not recently received a scholarship;

- 3.5.3.3 Applicant is presenting a paper in a Seminar or is making some other contribution to the meeting.
- 3.5.4 Other criteria for receiving a scholarship include the following:
 - 3.5.4.1 Those applying for scholarships should obtain a letter of recommendation from an NAAL member.
 - 3.5.4.2 Scholarships should be available to both members and visitors.
 - 3.5.4.3 The Scholarship Committee shall consist of the President, Treasurer, and Past President.
 - 3.5.4.4 Scholarship applications are due by November 1. The Scholarship Committee reviews all the requests for scholarships simultaneously, and decides who should be granted a scholarship.
 - 3.5.4.5 All the money earmarked for scholarships should be used for that purpose.
 - 3.5.4.6 The opportunity for scholarships should be made public by announcing them on the website and in the fall Newsletter, and by reminding members at the business meeting and in the Newsletter to encourage potentially new members to attend the meeting.
 - 3.5.4.7 The AC budgets a limited number of scholarships as part of the budget for the Annual Meeting. Additional contributions are added to this budget from the Scholarship Fund. The Treasurer informs the Past President of the amount available for scholarships.

3.6 Awards

3.6.1 The *Berakah* Award

- 3.6.1.1 The *Berakah* Award is given to a liturgical scholar or person of an allied vocation in recognition of distinguished contribution to the professional work of liturgy. Recipients are normally members of the Academy.
- 3.6.1.2 Nominations for the recipient of the *Berakah* Award are solicited from the membership on the Annual Meeting evaluation.
- 3.6.1.3 The decision naming the recipient is reached through a consensus of the members of the Academy Committee at the spring AC meeting. The President invites the potential recipient of the *Berakah* Award to receive it.
- 3.6.1.4 The *Berakah* Award recipient is introduced by the President, or someone he or she asks. The introduction is to be no more than ten (10) minutes in length.
- 3.6.1.5 The response to the *Berakah* Award is given at the Academy Banquet. Ordinarily, it is about thirty (30) minutes in length.
- 3.6.1.6 The Academy pays expenses for the recipient, including travel, hotel, and registration. The recipient may request additional guest banquet tickets for up to eight (8) guests.
- 3.6.1.7 The nominations from the previous year are passed on to the incoming President.

3.6.2 The Godfrey Diekmann Award

- 3.6.2.1 The Godfrey Diekmann Award is designated for a non-Academy member who has made a significant contribution to the field of liturgy.
- 3.6.2.2 This Award may, but need not be, given each year. This decision is left to the President in consultation with the Academy Committee.
- 3.6.2.3 The recipient of the Godfrey Diekmann Award offers a response of no more than ten (10) minutes in length.
- 3.6.2.4 The Academy pays expenses for the recipient, including travel, hotel, and registration.

3.7 Cost of the Annual Meeting

- 3.7.1 The meeting should ordinarily pay for itself, primarily through the meeting registration fee. Visitors, including those who are Candidates for Membership, pay a higher registration fee in light of the fact that they do not pay membership dues. Late and on-site registrants also pay a higher registration fee.
- 3.7.2 There is an option on the registration form for members to make contributions to the Academy Scholarship Fund to subsidize student participation and others with financial need.
- 3.7.3 Monetary and in-kind gifts from various institutions supplement the meeting registration fees received from members in order to pay for the cost of the meeting. The President leads in the solicitation of these gifts.

3.8 Exhibits Coordinator

- 3.8.1 Contacts potential exhibitors: publishers, supply houses, vestment manufacturers, etc. in the early fall, inviting them to exhibit at the January Annual Meeting. The invitation should include cost, set-up detail, dates and times, hotel information, etc., to the extent known.
- 3.8.2 Receives and confirms registrations from the Exhibitors and provides a list of the Exhibitors to the Treasurer and Meeting Manager.
- 3.8.3 Forwards information for confirmed Exhibitors to the Academy President who may send an invitation to the Exhibitor to host a reception.
- 3.8.4 Forwards the names of confirmed Exhibitors to the Secretary who prepares name badges for the Exhibitors.
- 3.8.5 Serves as liaison between hotel and Exhibitors for any special need.
- 3.8.6 Works with hotel staff in assigning exhibit area, noting requirements for individual Exhibitors.
- 3.8.7 Welcomes, greets, and assists Exhibitors with set-up and liaison with the hotel staff.
- 3.8.8 Works with the Meeting Manager to coordinate efforts and set up the exhibits on site.
- 3.8.9 Appointed by the President in consultation with the Academy Committee.
- 3.8.10 No term; serves by mutual agreement at the discretion of the President and

Academy Committee

3.8.11 The Academy pays lodging for the Exhibits Coordinator at the Annual Meeting.

3.9 Donors/Sponsors Coordinator

3.9.1 Maintains a list of potential Donors and Sponsors.

3.9.2 Annually contacts the list of potential Donors and Sponsors and seeks new additions to the list.

3.9.3 Maintains and updates (if necessary) the Donors/Sponsors program with its requirements and benefits.

3.9.4 Reports to the Treasurer Donors/Sponsors who have agreed to contribute.

3.9.5 Keeps the Academy Committee informed of securing of donations.

3.9.6 Appointed by the President in consultation with the Academy Committee.

3.9.7 No term; serves by mutual agreement at the discretion of the President and Academy Committee

3.9.8 The Academy pays lodging for the Donors/Sponsors Coordinator at the Annual Meeting.

4. Pre-meetings

4.1 New Visitors' gathering and orientation

4.2 NAAL Officers' Reception for Conveners, returning Visitors, new Visitors, and Emerging Scholars

4.3 Denominational and other meetings

4.3.1 The coordinators of the denominational meetings and other meetings are responsible for all arrangements and costs of their meeting.

4.3.2 The coordinators of the pre-meetings work with the Meeting Manager to arrange for appropriate meeting space at the site of the Annual Meeting.

5. Publications/communications

5.1 Newsletter

5.1.1 The Secretary is responsible for editing the Newsletters of the Academy.

5.1.2 The Newsletters are produced in the spring and fall.

5.1.3 The Minutes of the Annual Meeting are distributed with the spring Newsletter (late March) as well as a request for nominations for office.

5.1.4 The fall Newsletter (late September) contains specifics concerning the Annual Meeting as well as the list of candidates for office and membership. In addition, each Newsletter includes some greeting from the President, news from the members, and any other materials that might seem appropriate.

5.1.5 Newsletters are distributed by email to NAAL Members and published on the website.

5.1.6 Additional updates on the Annual Meeting will be made throughout the fall as necessary by email and/or the Academy website.

5.2 Website

- 5.2.1 The Academy President appoints a Webmaster to oversee the site.
 - 5.2.1.1 A Webmaster is hired for the security and maintenance of the website.
- 5.2.2 The Secretary retains day to day responsibility for updating the web with more substantial updates performed by the Webmaster.
- 5.2.3 Each member of the Academy Committee is responsible to send any material for the website to the Secretary.
- 5.2.4 There is a password-protected, members-only section on the website.
- 5.2.6 The Treasurer and Meeting Manager have access for updating the website.

5.3 *Proceedings*

- 5.3.1 The *Proceedings* Editor is appointed by the President.
 - 5.3.1.1 The Editor reports to the Academy Committee through the President and to the membership at the Annual Business Meeting.
 - 5.3.1.2 The term for the Editor is three years, renewable twice.
 - 5.3.1.3 The Editor coordinates the work of the Subscription Manager.
 - 5.3.1.4 The Academy pays lodging for the *Proceedings* Editor at the Annual Meeting.
- 5.3.2 The Editorial Board is appointed annually by the President in consultation with the Editor and the AC.
 - 5.3.2.1 Procedure for nominating members for the Editorial Board of *Proceedings*:
 - 5.3.2.1.1 Nominations are sought at the Annual Meeting and through the spring Newsletter.
 - 5.3.2.1.2 Members may submit nominations to the Editor one month before the spring or summer AC meeting.
 - 5.3.2.1.3 The Editor recommends to the Academy Committee one or more persons.
 - 5.3.2.1.4 The Academy Committee makes a decision in the spring or summer meeting.
 - 5.3.2.2 Terms for the editorial board begin on September 1.
 - 5.3.2.2.1 Terms on the editorial board are three years, renewable once.
 - 5.3.2.2.2 Editorial Board members serve staggered three year terms.
 - 5.3.2.3 Tasks of Editorial Board members
 - 5.3.2.3.1 Read and evaluate the manuscripts submitted for inclusion in Part 3 of *Proceedings* according to the directives of the Editor.
 - 5.3.2.3.2 Assist the Editor with any other requests the Editor might make.
- 5.3.3 The deadline for all submissions to *Proceedings* is February 15, approximately six weeks after the Academy Annual Meeting.

- 5.3.3.1 Submissions are made to the Editor of *Proceedings*.
- 5.3.3.2 Submissions are, if at all possible, in an e-file format, double-spaced, and in MSWord.
- 5.3.4 Submissions for Part 3 of *Proceedings*
 - 5.3.4.1 Normally, submissions for Part 3 are no longer than 7000 words.
 - 5.3.4.2 Submissions for Part 3 are papers presented at one of the Seminars.
 - 5.3.4.3 Submissions for Part 3 are by Academy members or, occasionally, by Visitors at the encouragement of a Convener.
- 5.3.5 Electronic and print production of *Proceedings*
 - 5.3.5.1 The Editor is responsible for all aspects of the production of *Proceedings*.
 - 5.3.5.1.1 The Editor edits all manuscripts and sees that they are professionally acceptable.
 - 5.3.5.1.2 The Editor distributes to the Editorial Board the manuscripts submitted for Part 3 and includes clear directives for their evaluation.
 - 5.3.5.1.3 The Editor sees to the layout of the final manuscript.
 - 5.3.5.1.4 The Editor sees to professional proofreading of the final manuscript.
 - 5.3.5.1.5 The deadline for completion and dissemination of the electronic copy of *Proceedings* is ordinarily July 15 of each year.
 - 5.3.5.1.6 Ordinarily by September 1 of each year hard copies of *Proceedings* will be mailed to those who receive them by subscription or other arrangement.
 - 5.3.5.2 The Editor sees to the distribution of the final copy electronic files to the Secretary for the website and to the various review and distribution organizations and/or sites.
 - 5.3.5.3 The Editor provides print-on-demand copies when they are requested and sees that the fees are collected.
 - 5.3.5.4 The Editor sees to the registration of the copyright.
 - 5.3.5.5 Two copies of *Proceedings* for each year are to be kept in the Archives.
- 5.3.6 Subscription Manager
 - 5.3.6.1 The Subscription Manager maintains the list of library and other subscriptions and billing agents for library subscriptions and print-on-demand copies of *Proceedings*.
 - 5.3.6.2 Specific tasks include
 - 5.3.6.2.1 In the spring, send data for library and other subscriptions to the Secretary, in the specified format, for the Secretary to merge with the database for mailing *Proceedings*.
 - 5.3.6.2.2 After the annual issue is distributed, bill subscription services (e.g., EBSCO) and subscribers for the issue.

- 5.3.6.2.3 Receive monies from subscribers and subscription services.
- 5.3.6.2.4 Record payments and forward checks to Academy Treasurer.

5.3.6.3 The Subscription Manager is appointed by the President in consultation with the AC for a term of three years, renewable once.

5.4 Archives

- 5.4.1 The Archives of the Academy are housed at the Catholic Theological Union in Chicago.
- 5.4.2 The Archivist is appointed or reappointed annually by the President.
- 5.4.3 While all members of the Academy are asked to submit materials to the Archivist, the Secretary is responsible for preparing a packet of materials related to the Annual Meeting each year.
- 5.4.4 The agreement with CTU is in a Dropbox electronic folder.

6. Meeting Manager

6.1 Responsibilities

- 6.1.1 The Meeting Manager provides continuity in the long-term contract with the hotel and support for the Academy. The Meeting Manager assists the President who has primary responsibility for planning the Annual Meeting.
- 6.1.2 Winter, following the Annual Meeting
 - 6.1.2.1 Works with the Treasurer to reconcile the final hotel bill.
 - 6.1.2.2 Updates the Meeting budget with the reconciled figures.
 - 6.1.2.3 Makes any necessary refunds.
 - 6.1.2.4 Provides each new member of the AC access to the electronic binders in the electronic Dropbox that contains the By-Laws, Policies and Procedures, and other files.
- 6.1.3 Spring
 - 6.1.3.1 Works with the President to arrange the meetings of the Academy Committee.
 - 6.1.3.2 Makes arrangements and communicates to the AC details of the spring AC meeting.
 - 6.1.3.3 Reviews the summary of the Annual Meeting evaluations to identify concerns to be addressed in planning the next meeting, and strengths to be continued.
 - 6.1.3.4 In consultation with the President, reviews the contract and schedule of events with the new hotel.
 - 6.1.3.5 Obtains catering menu and policies and procedures from new hotel and provides copies for the President and Treasurer.
 - 6.1.3.6 Contacts coordinators of pre-meetings to determine their meeting needs.
 - 6.1.3.7 Works with the Treasurer to obtain tax exempt forms and determines a recommended registration fee.

6.1.4 Summer

- 6.1.4.1 Distributes the *Proceedings* files in electronic or print-on-demand formats; sends mailing list and indicia for bulk mailing to printer, if necessary.
- 6.1.4.2 Registers the copyright for *Proceedings* and pays copyright fee.
- 6.1.4.3 Distributes the *Proceedings* electronic and/or hard copies to international members, subscription libraries, other subscribers, and Ebsco and other indexing and distribution agents.
- 6.1.4.4 Makes arrangements and communicates to the AC details of the summer AC meeting.

6.1.5 Fall

- 6.1.5.1 Makes arrangements with hotel for meals, breaks, meeting rooms, and exhibit space, consulting with President, Delegate for Seminars, coordinators of pre-meetings, local committee, and others as needed.
- 6.1.5.2 Monitors room block and paid registrations.
- 6.1.5.3 Reserves hotel rooms for Academy Committee at Annual Meeting. In consultation with President, assigns complimentary rooms and upgrades.
- 6.1.5.4 Maintains list of hotel loyalty card numbers for Academy Committee members.
- 6.1.5.5 Coordinates with the President and Secretary the content of the Annual Meeting information folder and its dissemination.

6.1.6 At the Annual Meeting

- 6.1.6.1 Attends the AC on-site meeting prior to the opening of the Annual Meeting and makes appropriate arrangements with the hotel for this meeting.
- 6.1.6.2 Works with hotel to ensure smooth flow of meeting and addresses any hotel issues that arise.

6.2 Compensation

- 6.2.1 The Academy pays a stipend to the Meeting Manager (the amount is negotiated by the President and approved by the Academy Committee). This stipend amount is included in the contract the President signs with the Meeting Manager.
- 6.2.2 Other expenses are covered according to the terms of the Meeting Manager's contract.

6.3 Appointment, Accountability, and Review

- 6.3.1 The Meeting Manager is appointed by the President in consultation with the Academy Committee. The Meeting Manager is accountable to the Academy Committee and serves in particular under the direction of the President.
- 6.3.2 The contract is reviewed annually by the Academy Committee at its spring meeting.

6.4 Hotel contract

6.4.1 NAAL Hotel Policy

6.4.1.1 No officers or agents of the Academy may accept gifts (monetary or in kind) from hotels under consideration for contract or with whom the Academy has entered into contract. This policy is communicated to all officers and agents of the Academy and all hotels with which we have a contract.