

GUIDELINES FOR ANNUAL MEETINGS

A) The Program Chair shall make all necessary financial and other arrangements for hosting the annual meeting of the Association at the location approved by the Executive Board. The Program Chair, who shall be formally approved by the Executive Board, shall collect all registration forms and fees for the annual meeting, along with annual membership renewal forms and dues. Following the annual meeting, the Program Chair shall transfer all conference registration fees and membership dues, as well as any other revenues collected for the annual meeting, to the Secretary-Treasurer for deposit into the Association's bank account.

B) The Program Chair shall appoint a Section Chair for each of the sections of the annual meeting, including American Government & Politics, Arkansas Government & Politics, International Relations/Comparative Politics, Political Theory, Public Administration & Public Policy, and Graduate & Undergraduate Student Research. The appointment of Section Chairs should be done by July 31st.

C) The Program Chair shall distribute a "call for papers" for the upcoming annual meeting by August 31st, with a submission deadline on or before December 15th. Section Chairs shall notify the submitters of panels and papers of their acceptance/rejection no later than January 15th, and shall forward their respective panels and roundtables to the Program Chair no later than January 31st. The Program Chair shall distribute a preliminary conference program to the Association's membership by February 15th.

D) The Secretary-Treasurer shall provide a receipt book to the Program Chair by January 1st. The Program Chair shall encourage conference participants to pre-register for the annual meeting. The deadline for pre-registration should be at least two weeks prior to the start of the annual meeting. The Program Chair shall provide receipts of registration fees paid, including photocopies of the registration forms, to the conference participants prior to or during the annual meeting.

E) The Program Chair shall keep records regarding all checks and cash received for registration fees and membership dues prior to and during the annual meeting, including the names, affiliations, and contact information for individuals who paid the fees. A copy of these records should be given to the Secretary-Treasurer following the annual meeting. The original registration and membership forms should also be given to the Secretary-Treasurer following the annual meeting.

F) The Program Chair (incoming Vice-President) shall appoint two or more other individuals to serve on the Best Paper Awards Committee, shall solicit nominations for "best paper" awards from panel chairs and discussants, and shall (with the assistance of the other members of the Best Paper Awards Committee) make decisions regarding the best faculty, graduate student, and undergraduate student papers presented during the annual meeting. Decisions regarding "best papers" shall be made by May 1st, and announced by the Vice-President (past Program Chair) by May 15th. The Secretary-Treasurer shall be responsible for sending checks for "best paper" prizes to the award recipients by June 1st.

G) The Association expects that the Executive Board will attempt to balance its overall annual budget, and will deposit funds from the annual meeting into the Association's bank account. Any budget deficits from the annual meeting or other activities of the Association shall be paid, with the approval of the Executive Board, by the Secretary-Treasurer from the Association's bank account.

H) The Secretary-Treasurer shall advise the Program Chair about the preliminary budget for the annual meeting according to previous conferences and anticipated revenues. The Secretary-Treasurer shall also provide additional assistance to the Program Chair as necessary.

I) The following items necessary for the planning and hosting of the annual meeting shall be paid by the Secretary-Treasurer, so long as the cost of the items falls within the anticipated income from registration fees and other revenues from the annual meeting:

1. Conference programs and other printed items (e.g. name tags);
2. Mailings/announcements/postage for the annual meeting (if necessary);
3. Conference and reception facilities;
4. Meals provided for conference participants; and
5. Meals, transportation, speaking fees, and other accommodations that are to be provided to guest speakers who are on the conference program.