American Academy of Religion, Southwest Region ("AAR-SW")

Policies & Procedures

Revised March 31, 2018 by Katherine Downey, Regionally Elected Coordinator

I.   The Policies & Procedures comprise:
   a. AAR-SW Operating Agreement
       https://www.aarweb.org/sites/default/files/pdfs/Membership/Regions/SampleRegions
       OperatingAgreement.pdf
   b. Policy File (begins at II)
   c. AAR Regions Handbook (https://www.aarweb.org/node/183)
   d. Appendices
        i.   SWCRS Guidelines for Presenters & Presiders
        ii. AAR-SW Annual Budget
        iii. AAR-SW Property
        iv. AAR-SW Reports
             1. Annual Financial Report to the AAR-SW
             2. Annual AAR-SW Financial Report to AAR
             3. Annual AAR-SW Report to AAR
        v.   Conference Programs
        vi. Current Leadership Team

II.   Policy File
   a. Purpose of the Document:
        i.   To function as historical record of the region
        ii. To be a living document revised annually to reflect how the Region actually
             functions
   b. Relationship of Policy File to Operating Agreement: The AAR-SW Operating Agreement
       is a legally binding document that outlines the governance of AAR-SW, including its
       relationship to AAR National, lists the titles for all members of the Board (also known as
       the Executive Committee), lays out procedures for elections, discusses the restrictions
       and responsibilities AAR-SW has as a non-profit entity, and the like. The Operating
       Agreement references the creation of a "Policy File" in Article 1, Definitions.

       By contrast, the Policy File is more operational, covering the details of managing the
       work associated with our primary responsibility, putting on the annual regional
       conference and supporting the scholarly and professional lives of our regional members.
       The Operating Agreement serves as our constitution, and is revised or amended
       infrequently; the Policy File is an evolving document we expect will be revised regularly.

       The Policy File will reference pertinent units of the Operating Agreement when laying
       out policies, and will include dates for policies, and who formulated them.

  c. **Responsibility for Maintaining and Publishing this Document is chiefly that of the region's executive officer, the Regionally Elected Coordinator ("REC"), supported by the Past-President. The Past-President will revise the Policy File after the annual regional conference to reflect current region protocols, dating these revisions and signing them as author. The REC will incorporate the revised Policy File into the Policies & Procedures document and distribute that to the current officers of the region to direct their efforts in the following year. The Media Coordinator should ensure that a copy of the Policy File and its appendices, as well as the names and roles of all in current regional leadership, are available to any member via social media link.**

III. History of the Region: The AAR-SW membership includes members of the AAR living, working, and/or affiliating with the southwest region of the United States, as well as others in the region with scholarly, professional, and/or personal religious studies interests. Typically but not exclusively these are faculty and students affiliated with the colleges, seminaries, and research universities in the region. Other members are affiliated with secondary schools, religious organizations, and institutes promoting the study of religion.

The AAR-SW is a member organization of the Southwest Commission on Religious Studies, which also comprises the southwest regional organizations of the SBL, ASSR, and ASOR. The 40th anniversary of the formation of SWCRS was celebrated in 2014. See www.swcrs-online.org for more information. SWCRS organizes the conference where the members of the AAR-SW meet each year, generally the second weekend in March. The SWCRS Board of Directors comprises AAR-SW representatives, including all of its officers.

Up to the numerical limit of representatives permitted by the Bylaws of SWCRS, the first five representatives of the AAR-SW to serve on the SWCRS Board of Directors shall be the REC, the Past President, the President, the President-Elect, and the Vice President. The Student Director attends the SWCRS Board of Directors meeting as a non-voting observer.

The AAR-SW is working to represent in its membership and leadership the diversity of the region and to enhance its support of its membership with innovations to encourage collaborative work among members throughout the year. In 2015 the AAR-SW received an AAR Regional Development Grant of $4000 to fund a regional pre-conference workshop in 2016 to generate ideas and initiatives to address these purposes. In 2017 the Region held a pre-conference regional development meeting to which workshop recipients and other interested members were invited. Progress on initiatives from 2016 was reported and further work for the year ahead was defined and assigned. Again in 2018 the Region met again for pre-conference regional development work. The Region decided that this should be a regular part of the Region's annual meeting every year. See VI. The Region also expressed commitment to cultivate among its members and programs not only the diversity manifest in the Region but also the "flavor" of the region. In particular, recruiting members in Catholic universities, creating African American and Latina/o religious experience programs, and fostering "the public understanding of religion" through engagement with

the medical community, a distinctive feature of this region, toward a program on Religion & Medicine.

IV. AAR-SW Officers' Job Descriptions: Pursuant to the Operating Agreement Article IV, the Executive Committee (or "Board") of the AAR-SW comprises six offices and each of these officers must be a current member of the AAR in order to serve. Please see the appendix for the current leadership team names and email addresses.:

    a. Regionally Elected Coordinator ("REC")

        i. Serves the dual role of chief executive officer for the region and AAR-SW representative on the AAR Regions Committee.

        ii. Attends as a voting member the annual Regions Committee meeting held the Friday before the national AAR conference in November. See https://www.aarweb.org/node/113

        iii. At the 2015 Business Meeting of the AAR-SW, the membership voted unanimously to support the expenses of the REC to meeting the obligation to attend the national AAR meeting. In the absence of institutional support, attendance will be financially supported by an AAR-SW stipend to cover travel to and from the meeting and one night hotel accommodation: $500. (AAR provides two nights' hotel accommodation and three meals.) Receipts for all expenses are required (ultimately submitted to AAR in support of the annual regional report). These should be tallied and reimbursed by AAR-SW check within 30 days of the conclusion of the meeting.

        iv. Chairs the pre-conference Regional Development Meeting, and any AAR-SW Executive Committee meeting. Attends as a voting member the annual Saturday 8:00 am SWCRS Board of Directors meeting, and the Sunday 7:30am AAR-SW Business Meeting. Participates in the SWCRS Student Luncheon program as a speaker/panelist. All regional meetings held in March at SWCRS.

        v. At the 2015 Business Meeting of the AAR-SW, the membership voted unanimously to support the expenses of the REC to meeting the obligation to attend the regional meeting. In the absence of institutional support, attendance will be financially supported by an AAR-SW stipend to cover two nights hotel accommodation: $300. (AAR-SW/SWCRS provides registration and three meals.) Receipts for all expenses are required (ultimately submitted to AAR in support of the annual regional report). These should be tallied and reimbursed by AAR-SW check within 30 days of the conclusion of the meeting.

        vi. As chief executive officer of the AAR-SW, keeps records of AAR-SW proceedings, receives and disburses all AAR-SW funds in accordance with policy and budget, presents at each annual Business Meeting a report of all financial transactions, and prepares an annual budget for adoption at the annual Business Meeting. (See appendices for the Annual Budget.) See also the Regional Coordinator Handbook: https://www.aarweb.org/node/183

        vii. As representative of the AAR-SW to the AAR Regions Committee, represents the causes and concerns of the AAR-SW to the AAR, serves as liaison between the

regional and national organizations, fosters communication between the regional and national organizations, and prepares annual report of the AAR-SW to the AAR. (See appendices.)

      viii. At the 2015 AAR Regions Committee, the Director announced the Regional Travel Grant of $300 to be awarded by each region in support of travel expenses for members to attend their regional meetings. The Grant is deposited to the region's bank account at the same time as the annual subvention. The REC chairs the AAR-SW Travel Grant Committee, accepting applications for grant support and determining how the grant will be awarded. In 2016 the Grant was awarded to Marc DiPaolo, AAR-SW President-Elect, Pre-Conference Workshop Leadership Team and Participant, and SWCRS Junior Scholar Grant Recipient (in that capacity making a presentation of his grant-supported work at the SWCRS Special Session for Junior Scholar Grant Recipients). In 2017 the grant was awarded to Maerie Megumi so that she might participate in an invited panel, and in 2018 Michael Reardon received the grant so he might travel from Canada to participate in the meeting.

      ix. As AAR-SW representative to SWCRS (referred to by SWCRS as the "secretary"), serves on the SWCRS Executive Committee, the SWCRS Program Planning Committee, and as the AAR-SW liaison to the SWCRS Executive Secretary, representing the causes and concerns of the AAR and the AAR-SW to SWCRS. See VI. Annual Conference for the 2017 SWCRS meeting timeline.

      x. Manages the AAR-SW election process of all officers except the REC, chairing the Nominating Committee, monitoring the election at the annual Business Meeting, and reporting its results to the AAR-SW and the AAR.

      xi. Manages the AV and other technological support needed by the AAR-SW members at the annual meeting, securing requisite equipment in the most fiscally responsible manner and coordinating hotel equipment rental with the SWCRS Executive Secretary.

      xii. Nominated by the Executive Committee and approved by the regional membership at the AAR-SW annual meeting to serve a 3-year, renewable-once, term aligned with the AAR fiscal year: July 1-June 30. May serve more than two non-consecutive terms.

      xiii. To email all members in the Region, submit a request form to AAR, found here: https://www.aarweb.org/membership/regions

b. Student Director

      i. Serves as AAR-SW graduate students representative to both the AAR-SW and the AAR

      ii. Attends the Graduate Students Committee and Regions Committee meetings held on the Friday before the national AAR conference in November of each year

      iii. At the 2015 Business Meeting of the AAR-SW, the membership voted unanimously to support the expenses of the Student Director to meeting the obligation to attend national AAR meetings. In the absence of institutional

support, attendance will be financially supported by an AAR-SW stipend to cover travel to and from the meeting and one night hotel accommodation: $500. (AAR provides two nights' hotel accommodation and three meals.) Receipts for all expenses are required (ultimately submitted to AAR in support of the annual regional report). These should be tallied, submitted to the REC, and reimbursed by AAR-SW check within 30 days of the conclusion of the meeting.

iv. Attends the AAR-SW pre-conference Regional Development Meeting, any Executive Committee meeting, the Saturday 8:00am SWCRS Directors meeting as an observer, and the annual Sunday 7:30am AAR-SW Business Meeting as a voting member. Programs the SWCRS Special Session for Graduate Students, the Graduate Student Paper award, and participates in the SWCRS Student Luncheon

v. At the 2015 Business Meeting of the AAR-SW, the membership voted unanimously to support the expenses of the Student Director to meeting the obligation to attend the AAR-SW meetings. In the absence of institutional support, attendance will be financially supported by a regional stipend to cover two nights hotel accommodation: $300. (AAR-SW/SWCRS provides registration and three meals.) These should be tallied, submitted to the REC, and reimbursed by AAR-SW check within 30 days of the conclusion of the meeting.

vi. At the 2015 Business Meeting, the membership approved the proposal to make an award each year to recognize a superior student paper. The Student Director chairs the AAR-SW Student Paper Award committee, drafting the Call For Papers, calling the committee of readers, planning the Paper Award session, and announcing the award.

vii. Nominated by the Graduate Students and approved by the AAR-SW membership at the AAR-SW annual meeting to serve a 2-year, non-renewable term that begins at the conclusion of the AAR-SW annual meeting in which elected. The Student Director may serve a 3rd year.

c. Multimedia Coordinator

i. Serves as the regional officer in charge of the AAR-SW internet presence and communications.

ii. Maintains the AAR-SW website, Facebook page, and/or other media that foster communication within the Region about business, events, and opportunities of interest and relevance to the Region's membership. Updates Website upcoming events as needed [should be kept up to date monthly]. Supplies required Website maintenance and upgrading. Acts as administrator for the closed AAR-SW Facebook Group Page by ensuring all posted content serves the Group's intended purposes.

iii. Attends the re-conference Regional Development Meeting and any Executive Committee meeting. Attends the Saturday 8:00am SWCRS Directors meeting, advising the Commission on multimedia issues. Attends the annual Sunday

7:30am AAR-SW Business Meeting and presents an annual Website analytics report.

    iv. Nominated by the Executive Committee and approved by the regional membership at the AAR-SW annual meeting to serve a renewable 2-year term. Preferred Skills**:** (1) Word press/social media familiarity. (2) Basic digital photo editing skills and access to photo editing software. (3) HTML coding (not necessary, but useful).

d. Vice President
    i. Nominated and elected by the regional membership at the AAR-SW Business Meeting to serve on the 4-year Presidential line first in a one-year, non-renewable term that begins at the conclusion of the AAR-SW annual meeting in which elected.
    ii. Primary role in this first year is participation on the Executive Committee to learn how to lead the AAR-SW.
    iii. Attends the pre-conference Regional Development Meeting, any Executive Committee meeting, the annual Saturday 8:00am SWCRS Directors meeting, and the Sunday 7:30am AAR-SW Business Meeting.
    iv. Serves on the Regional Travel Grant Committee.

e. President-Elect
    i. Serves a one-year, non-renewable term that begins one year after elected as Vice President, normally as a second year on the 4-year Presidential line.
    ii. Primary role in this second year is communications to and from the AAR-SW membership about its business.
    iii. Attends the AAR-SW pre-conference Regional Development Meeting, any Executive Committee meeting, and the Saturday 8:00am SWCRS Directors meeting as a voting member. Presides over the AAR-SW Business Meeting Agenda and Minutes:
        1. In coordination with the REC, publishes to the AAR-SW a Call For Agenda items 30 days in advance of the annual Business Meeting. Publishes to the AAR-SW membership the AAR-SW Business Meeting Agenda 10 days in advance of the meeting. The Agenda should comprise at minimum:
            a. Call to Order by the President
            b. Approval of Minutes from previous Annual Meeting submitted by the President-Elect
            c. Treasurer's Report presented and submitted by REC
            d. REC's Report
            e. Student Director's Report
            f. Policy File Revision presented and submitted by REC and Past President
            g. Old Business
            h. New Business
            i. Expression of Appreciation for outgoing officers
            j. Election of AAR-SW Officers for following year

k. Announcement of AAR-SW Leadership Team
    i. Returning Officers
    ii. Elected Officers
    iii. Program Chairs

  2. Takes Minutes during the annual Business Meeting and distributes the minutes 30 days after the meeting to the Executive Committee.

iv. In the absence of the President, serves in that role temporarily with the assistance of the REC.

f. President

i. Serves a one-year, non-renewable term that begins two years after elected as Vice President, normally as the third year on the 4-year Presidential line.

ii. Primary role in this third year is to provide the vision for the annual AAR-SW meeting at SWCRS.

iii. Attends the annual pre-conference Regional Development Meeting, any Executive Committee meeting, and the annual Saturday 8:00am SWCRS Directors meeting as a voting member. Presides over the AAR-SW annual meeting Program and the Sunday 7:30am Business Meeting. Attends the SWCRS Program Planning meeting at the conclusion of SWCRS, representing the interests of the AAR-SW in this preliminary planning of the following year's conference, and any subsequent virtual meetings.

iv. Plans the AAR Presidential Plenary at SWCRS. This may be an address made by the President or one made by another speaker or panel from the AAR-SW or by the AAR Past President. Preference should be for a speaker from the AAR-SW if possible. The AAR Past President will speak *pro bono*, but travel and hotel expenses are AAR-SW responsibility. AAR-SW officer and other speakers presumably will also speak *pro bono* and their expenses should be minimal. In the event that a desirable speaker requires an honorarium, the decision must be made by the full Executive Committee to invite that speaker and to pay that honorarium. The President should introduce the AAR Presidential Plenary speaker to the AAR-SW members gathered for the plenary, unless there is a compelling reason for another member of the Leadership Team to do so. If the President is the speaker, the REC should make this introduction. In 2016 and 2017 the AAR-SW President gave a talk. That in 2017 was so well received and of such general interest that he gave the talk again at the following year's national AAR meeting as the Regions Forum. In 2018 the President organized and introduced a panel of retired faculty in the region to discuss the issue of scholarship in retirement.

v. Chairs the Program Committee comprising the Program Chairs, the Program Coordinator, and the Executive Committee, calling a meeting of the Committee as necessary to monitor and encourage the success of each Program Unit.

vi. Adheres to the SWCRS Executive Secretary's published Meeting Preparations and Deadlines. This document identifies the date and location for the meeting, the procedures, key dates, and meeting session times.

vii. Works with the REC to assure that AV and other presentation equipment needs are supplied to conference speakers at minimal expense.

viii. Works with the AAR to secure a meeting translator and any necessary ADA services, the expense of which the AAR will pay.

ix. Following the Agenda drafted by the President-Elect, the President calls the meeting to order and manages the meeting to address all of the agenda items in the allotted time.

x. The AAR-SW Business Meeting was scheduled historically for early Sunday morning of the SWCRS conference weekend before the first session of the day (usually 7:30am). In 2014 and 2015 the Business Meeting was scheduled for Friday evening of the SWCRS conference weekend before the AAR Film. At the 2015 Business Meeting the membership decided to return the Business Meeting to the Sunday morning schedule and to limit that to the customary business of brief reporting and officer election. Topics needing extended discussion beyond what the Business Meeting can contain will be addressed the annual pre-conference Regional Development Meeting, which all of the Region's leadership should plan to attend and to which any additional members of the Region are to be invited.

g. Past-President

i. Serves a one-year, non-renewable term that begins three years after elected as Vice President

ii. Primary role in this fourth year is to provide procedural guidance to the AAR-SW.

iii. Presides over the AAR-SW Policies & Procedures documentation.

iv. Serves as parliamentarian in the annual Sunday 7:30am Business Meeting, drawing upon knowledge of AAR-SW Policies & Procedures and the wisdom of experience.

v. Reviews the current Policies & Procedures documentation, updates the Policy File, works with the REC to update the documentation provided by AAR (Operating Agreement, Regions Handbook), and distributes the revised AAR-SW Policies & Procedures documentation to the Executive Committee.

vi. Ensures that each member of the AAR-SW leadership, comprising the Executive Committee and the Program Chairs, has a current copy of the AAR-SW Policies & Procedures.

h. In addition to the Executive Committee of AAR-SW officers, the AAR-SW leadership comprises the Program Chairs for the AAR Program Units that organize conference panels for the AAR-SW meeting at SWCRS and the Program Coordinator.

i. Program Chairs generally serve 3-year terms, nominated by the members of the program unit.

ii. Program Chairs attend the SWCRS Program Planning meeting at the conclusion of SWCRS, representing the interests of their Unit in this preliminary planning of the following year's conference.

       iii.   Program Chairs draft the Call for Papers for their Program Unit, receive proposals and abstracts, compile session panels, arrange for session presiders, notify all who submitted proposals/abstracts of acceptance/decline, notify presenters of the session panel and schedule, collect equipment requests, distribute the SWCRS Guidelines for Presenters & Presiders, ensure all presenters and presiders register for SWCRS by the deadline, proof program drafts, work with the President and REC and SWCRS Executive Secretary to update the program, tally and report attendance at each session to SWCRS, chair the Program Unit's business meeting, and otherwise manage the Program Unit's conference.

       iv.   Program Units are generally those recognized by AAR, but are not comprehensive of nor exclusive to those. Proposals for new program units, to dismantle or change existing program units, and/or for special program sessions should be made to the Program Committee. In 2018 the Program Units are:

1. Arts, Literature & Religion
2. Comparative & Asian Studies in Religion
3. Ethics, Society & Culture
4. History of Christianity
5. Religion, Gender & Sexuality
6. Philosophy of Religion
7. Theology
8. Religion & Class
9. African American Religious Experience
10. Latina/o Religious Experience
11. Catholicism
12. Islam
13. Theta Alpha Kappa

  i.   Program Coordinator

     i.   In 2018 at the Regional Development meeting, the need for a program coordinator was identified, a member volunteered to serve, and the leadership role was created.

     ii.   The Program Coordinator should work with the Program Chairs and the President to compile a coherent conference program.

    iii.   The Program Coordinator will plan ways in which the program might enhance the public understanding of religion in the Region.

    iv.   In 2019, the Program Coordinator should revise this section of the Policy File to reflect the work she did and the developing thoughts of the Region on this role.

V.   Committees

a.   Executive Committee: Comprises the seven officers of AAR-SW: the REC, Student Director, Multimedia Coordinator, Past-President, President, President-Elect, and Vice President. Chaired by the REC and charged with decision making authority.

b.   Program Committee: Comprises the Chairs of the Program Units, the Program Coordinator, and the six officers of the AAR-SW. Chaired by the President and tasked

with planning the annual meeting program from theme conception through call for papers, acceptance, and final publication.

    c. Leadership Team: Comprises the officers, the program chairs, and the program coordinator of the AAR-SW. Chaired by the REC and charged with managing the AAR-SW and its annual meeting for the benefit of its members.

    d. Nominating Committee: Appointed by the President, not fewer than three AAR-SW members, at least one not serving on the Leadership Team, and directed by the REC. Charged with identifying Presidential line candidates and preparing a nomination for membership approval at the annual Business Meeting. A simple majority of those present is required to approve the nomination.

    e. Regional Travel Grant Committee: Comprises the REC as chair, the President, and the Vice President. Charged with disbursing the AAR Regional Travel Grant in adherence with AAR policies and regional needs. Shall advertise the grant, accept applications, and make decisions how to allocate the $300 allotted this by AAR. The grant may be awarded to one AAR-SW member traveling to the meeting or divided among several. If the grant is not awarded in one year, the funds should roll to the next year to support more members' expenses. The recipient(s) must be an AAR member, demonstrate need, and apply between November (after SWCRS acceptances) and February (before the SWCRS early registration deadline). The grant must be documented and submitted to AAR for oversight and reimbursement to the Region.

    f. Student Paper Award Committee: Appointed and chaired by the Student Director, the committee shall advertise the award, accept applications, and decide which paper will receive the award. The intention of the award is to recognize superior scholarship among students and the award will be announced at the SWCRS Awards Ceremony.

VI. Annual Conference: The annual meeting of the AAR-SW is managed by SWCRS. Registration fees are assessed and collected by SWCRS, the program ultimately directed and managed by the SWCRS Executive Secretary, and all of the conference arrangements such as meeting rooms and hotel discounts are made by the SWCRS Executive Secretary.

    a. Timeline for Conference Planning is set by the SWCRS Executive Secretary along the following timeline:

        1. 30 days following the SWCRS planning meeting on Sunday afternoon of the previous year: REC sends names and emails of Program Chairs and Officers to SWCRS Executive Secretary at swcrs.mail@gmail.com

        2. May: President sends Program Chairs request for Call for Papers copy. Program Coordinator reviews copy submissions and works with President to compile into one coherent Call. Sends the Call to the REC for submission to SWCRS.

        3. June: REC must send Call for Papers copy to SWCRS Executive Secretary. Published proposal/abstract deadline will be October.

        4. ~June 15, 2016: Call for Papers published by SWCRS. Media Coordinator should publish the Call on all social media. REC should ensure the AAR website is linked appropriately to the call.

5. October: Call for Papers closed. President, Program Chairs and Coordinator read proposals, make selections for panels, and compile program copy. President should establish deadlines for Program Chairs to submit program copy so these submissions might be compiled into the AAR-SW program then circulated among the Leadership Team (Executive Committee and Program Chairs) for proofing and finally submitted to the REC for final proofing and submission to SWCRS. President should include in the program copy the Regional Development Meeting time and location (usually Friday 12-5p), any Executive Committee Meeting time and location (often over an early dinner), AAR Arts Event details (usually Friday 7:00-9:00 pm, programmed by the Arts, Literature, & Religion section), the Presidential Plenary details, and the Business Meeting time (usually 7:30-8:15a). Program Coordinator ensure that Program Chairs send responses (acceptance or decline) to all who submitted a proposal/abstract and the Guidelines for Presenters & Presiders document to those accepted to the program. (See appendix for this document.) Send the program copy to the REC for submission to SWCRS.
6. November: REC must send program copy to SWCRS Executive Secretary.
7. December: Program copy sent by SWCRS to REC for final proof
8. February: Last day for presenters and presiders to register for SWCRS is the early registration deadline. President, Program Chairs, and Program Coordinators work with SWCRS Executive Secretary to ensure all who will present or preside have registered.
9. February: REC sends any technology requests to SWCRS Executive Secretary.
10. Sunday afternoon after March meeting: SWCRS 2018 Program Planning Meeting, 1:00 pm.

b. Conference Budget: The AAR-SW Budget (see Appendix) provides for REC and Student Director travel expenses, the AAR-SW contribution to the SWCRS Graduate Student Luncheon (a mostly subsidized luncheon with a program about scholarly conferences), the Regional Travel Grant, and discretionary spending. AAR provides an annual subvention of $2500, plus a $300 travel grant, deposited to the AAR-SW account in June. After budgeted expenses there remain $800 each year, plus accumulated savings, for discretionary expenses. Examples include $1000 in 2014 for a special session celebrating the achievements of a regional scholar, $1500 in 2015 for substantially underwriting the costs of the first Graduate Student Luncheon (subsequently funded nearly entirely by SWCRS), Plenary Speaker travel expenses ($600 in 2013) or honoraria ($2000 in 2011), special session refreshments (2015 Coffee and Book Discussion, $300), hotel AV equipment rental (prior to 2013 as much as $1000), in 2017 the purchase of AV equipment (see Regional Property list in appendix), and in 2018 honoraria for Arts Event performers ($150 each). Preference for discretionary spending should be made for singular events that benefit the AAR-SW membership in a substantive way.

VII. Voting procedures
   a. Election of Officers: The Nominating Committee presents its nomination for the Presidential line to the regional membership at the annual Business Meeting for approval. Nominees must be contacted for their agreement to serve. All AAR-SW members must have active AAR membership.
   b. Election of REC: The Executive Committee, exclusive of the REC though perhaps in consultation with the REC, nominates an AAR-SW member to serve, who must be thoroughly apprised of and agree to serve the requirements of the office, and presents the nomination to the AAR-SW members for approval at the annual Business Meeting.
   c. Election of Multimedia Coordinator: At the 2016 meeting a member volunteered for this role in response to the need defined by the Regional Development Workshop. When he vacates the office, The Executive Committee, exclusive of the MMC though perhaps in consultation with the MMC, will nominate an AAR-SW member to serve, who must be thoroughly apprised of and agree to serve the requirements of the office, and presents the nomination to the AAR-SW members for approval at the annual Business Meeting.
   d. Program Unit Proposals: The Program Committee presents for approval to the AAR-SW membership at the annual Business Meeting their proposals for additions, deletions, and changes to the Program Units represented at the conference.
   e. Policy File: Additions, deletions, and changes to the AAR-SW procedures and documentation shall be presented to the membership at the annual Business Meeting.
   f. All nominations and proposals should be submitted 20 days in advance of the annual Business Meeting to the President-Elect for inclusion in the Agenda, that Agenda with its nominations and proposals to be sent to the AAR-SW membership 10 days in advance of the annual Business Meeting. A simple majority of those present at the meeting is sufficient to elect or approve officers or proposals.
VIII. Appendices:
   a. SWCRS Guidelines for Presenters & Presiders
   b. AAR-SW Annual Budget
   c. AAR-SW Property
   d. AAR-SW Reports
        i. Annual Financial Report to the AAR-SW
        ii. Annual AAR-SW Financial Report to AAR
        iii. Annual AAR-SW Report to AAR
   e. Conference Programs
   f. Current Leadership Team