

**Classical Association of
New England
Manual
August 1, 2008**

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I. DUTIES OF THE PRESIDENT

A. Definition of Office and Duties according to the Constitution and Bylaws.

1. According to the Constitution, Article III, Section 1: "The officers of the Association shall be a President . . ."
2. According to the Constitution, Article III, Section 4: "The President shall be the chief executive officer . . . of the Association."

Duties of the President: Committee Member; Chair

1. According to the Bylaws, Article VIII, Section 1: "There shall be an Executive Committee composed of the following: President . . ."
2. According to the Bylaws, Article I, Section 2: "Any discrepancies or problems that arise between meetings of the Executive Committee will be decided by the Executive Secretary after consultation with the President."
3. According to the Bylaws, Article VIII, Section 8: "Committee on the Barlow-Beach Distinguished Service Award. This Committee, composed of the President *ex officio* and two additional members to be appointed by the Executive Committee, shall give this award from time to time to a member of the Association who has, over the years, contributed exceptional service to the Classics in New England...."

Duties of the President: Appointments

1. According to the Bylaws, Article III, Section 3: "The Executive Committee shall appoint, on the nomination of the President, the following committees and chairs of said committees, as specified in the Bylaws: the Committee on Scholarships; the Committee on the Barlow-Beach Distinguished Service Award; the Finance Committee; and the Committee on Membership. The Committees on Scholarships, Finance, and Membership shall be Standing Committees . . ."
2. According to the Bylaws, Article VIII, Section 2: "There shall be a Nominating Committee consisting of three members, viz.: two members appointed by the President at the Annual Meeting and the aforesaid officer upon becoming Immediate Past President serving as chair. The Nominating Committee shall place in nomination at the next Annual Meeting a slate of officers as required by the Constitution and the Bylaws and specified in detail in the Manual. (See below under "Activities Throughout the Year," # 7.)"
3. According to the Bylaws, Article VIII, Section 7: "At each annual meeting the membership shall elect two auditors for the upcoming year, one of whom the Past President shall appoint as chair of the Auditing Committee."
4. According to the Bylaws, Article VIII, Section 10: "The Resolutions Committee shall consist of two members, appointed by the President, of which one shall be designated chair . . ."

5. According to the Bylaws, Article VIII, Section 13: "The Committee on Membership, appointed by the Executive Committee on the recommendation of the President,shall maintain data base of information in the public domain relevant to CANE . . ."

6. Constitution, Article IV, Section 4: "Ad Hoc Committees may be formed and appointed from time to time by the President with approval of the Executive Committee."

Duties of the President: Nominations

(See also below, Section XIII, B.)

1. Constitution, Article III, Section 3: "The Executive Committee shall appoint upon nomination by the President the following officers: Curator of the Funds; Coordinator of Educational Programs; Editor of CANE Instructional Materials; and the Editor of the New England Classical Journal."

2. According to the Bylaws Article IV, Section 2: "Elections shall occur at annual meetings after the report of the Nominating Committee; appointments shall be made by the Executive Committee upon nomination by the President, excepting that the Director of the CANE Summer Institute shall be appointed by the Executive Committee upon the nomination of the President, Executive Secretary, and Immediate Past Director, and upon the recommendation of the Institute's Steering Committee."

Duties of the President: Program. Annual Meeting

1. According to the Bylaws, Article III, Section 1. a: "The President shall be chief executive officer of the Association and shall be in charge of the program for the Annual Meeting. The President shall make appropriate recommendations on appointments and policy to the Executive Committee and be ex officio a member of all committees. After one year as President, this officer shall serve one year as immediate Past President."

2. According to the Bylaws, Article VIII, Section 6: "The President, acting in cooperation with the Executive Secretary and other members of the Executive Committee, shall appoint as deemed necessary a Program Committee (see Section XIII c) and a Local Arrangements Committee for the Annual Meeting."

B. Activities Throughout the Year

1. The President presides at all regular and special meetings of the Executive Committee, viz., the regularly called meetings in September, February, and the Thursday preceding the Annual Meeting in March/April, the year-end wrap up meeting in May, and any specially called meetings.

2. The President presides at the Annual Business Meeting of the Association, regularly on the Friday of the Annual Meeting, following the first session for the reading of papers, and at the

Passing of the Gavel Ceremonies on the Saturday up to the point when the gavel is conferred upon the President-Elect.

3. In consultation with the Executive Secretary, the President draws up the agenda and makes arrangements for all regularly and specially called meetings of the Executive Committee and the Annual Business Meeting of the Association.

a) A typical Agenda for Business Meeting (see also Section XIII Annual Meeting) includes the following:

Call to Order by the President

Approval of Minutes of previous Annual Business Meeting of the Association as published in the Annual Bulletin

Memorial Notices (with the Meeting rising for a moment of silence)

Report of the Auditors as published in the Annual Bulletin and Treasurer's Report

Report of Committee on Scholarships, including announcement of Scholarship winners for the following summer and the ceremony of the ring

Announcement of Presidential Appointments

Report on the Executive Committee Meeting (including Appointments by the Executive Committee and any business requiring action by the Membership)

Report of the Committee on Discretionary Funds (awards during the previous year)

Report of the Executive Secretary (including an announcement of the availability and cost of Life Membership)

Report of the Nominating Committee and election of new officers

Invitation by a representative of host institution for following year's Annual Meeting

Old Business; New business; Announcements

Adjournment

b) A typical Agenda for Closing Ceremonies at the Annual Meeting includes the following:

Call to Order

Expressions of thanks to individuals at host institution, including members of the Local Arrangements Committee, the presenters of papers, workshops, and panels, and all who assisted in the well being of the meeting

Report of the Chair of the Resolutions Committee (Latin peroration)

Introduction of the newly elected President-Elect and passing of the gavel

Greetings by the President-Elect, who issues an invitation for the next Annual Meeting

Adjournment

4. The President in consultation with the Program Committee and the Chair of the Local Arrangements Committee draws up the Program for the Annual Meeting for the year in which the President holds office. Particular responsibilities of the President are the following:

a) Extend a call for papers in fall (August) issue of NECJ, with follow-up as needed, usually as part of the Message from the President.

- b) Handle all correspondence relative to submission (including format of abstract) and selection of papers, panels, and workshops.
- c) Confer with the Program Committee (usually including the Immediate Past President, the President-Elect, and the Chair of the Local Arrangements Committee) on the selection of papers, workshops, panels and special events. Note: Final decision on the selection of all papers and presentations at the Annual Meeting rests with the President.
- d) Report jointly with the Chair of the Local Arrangements Committee to the Executive Committee as the Program takes shape.
- e) Submit copy of the Preliminary Program to the Executive Secretary for the publication in NCJ in time to meet the December deadline for the February issue, together with list of accommodations, Pre-Registration Form, directions to place of meeting and map of campus, and information on Teachers' Materials Exchange, Book Sale and Auction.
- f) Furnish a similar set of materials to the Chair of the Committee on Local Arrangements for the mailing of the Flyer on the Annual Meeting (to be mailed to CANE Members and New England Classicists in mid-January).
- g) See that a copy of all abstracts of papers, panels, and workshops is in the hands of the Executive Secretary either at the Annual Meeting or shortly thereafter, for publication in the Annual Bulletin. Participants have the option of submitting a revised abstract of their presentations within 15 days after the Annual Meeting, to be sent directly to the Executive Secretary.
- h) Select and contact those who will preside at the sessions (the President usually presides at one; the Immediate Past President usually presides on the Friday morning; the President-Elect may preside at one other session).
- i) Act as host for the banquet and its various events, including introductory and closing remarks.
- j) Present the Barlow-Beach Award for Distinguished Service (see below) with appropriate remarks.
- k) Pass on to incoming President all pertinent and carryover information.
- l) Take care of CANE gavel during incumbency; bring same to Annual Meeting; pass on same to incoming President at the concluding ceremonies of the Annual Meeting (usually on Saturday noon).

5. In cooperation with Executive Secretary and the President-Elect, the President negotiates sites for future Annual Meetings.

6. As Chair ex officio, of the Barlow-Beach Distinguished Award Committee, the President sees to the following:

- a) The Committee decides if Award is to be given in a particular year.
- b) The Chair solicits nominations in the August issue of NECJ and adds those names (if any) to the list of those nominated in past years (such list to be passed on from year to year to the incumbent President).
- c) The Chair is responsible for submitting the name of award recipient and an appropriate Latin verse/motto to the Executive Secretary at least one month in advance of the Annual Meeting. (Professor Richard Desrosiers has been taking care of procuring a silver presentation bowl and having it appropriately inscribed; the cost for this is paid by the Curator of the Funds from the Barlow-Beach Fund).
- d) The Chair is responsible for locating biographical and other information about the recipient and for preparation of appropriate remarks.
- e) The Chair checks to be sure the recipient plans to attend the banquet; if not, the Chair should take measures to ensure that the recipient will attend, without letting the recipient know why.
- f) The Chair presents the Award after the banquet, with appropriate remarks.
- g) The Chair passes on to incoming President the List of those who have received the Barlow-Beach Award along with any nominations for those not yet selected for the Award.

7. As Chair of the Nominating Committee, the President sees to the following:

- a) At the Executive Committee meeting in the Spring, the President announces appointments to the Nominating Committee to prepare a slate for presentation at the following year's meeting. The Nominating Committee's membership should also be announced at the Annual Meeting.
- b) Normally, one member of the Nominating Committee should be chosen from secondary school teachers and one from college/university professors. Efforts should be made to assure that over the years all levels of the profession are represented in nominations for the officers of the Association.

8. Resolutions Committee

The President must be sure that the report of the Resolutions Committee is submitted in writing to the Executive Secretary for inclusion in the Annual Bulletin.

9. Memorials

The President must be sure that a copy of the Memorials read at the Annual Business Meeting is submitted in writing to the Executive Secretary for inclusion in the Annual Bulletin.

10. The President prepares a "Message from the President" for each issue of NECJ as directed by the Editor and submits copy to the Editor before the deadline for each issue.

11. CANE Writing Contest (See also below Sections II, IX and XVIII.) Before assuming office, the President shall set the topic for the CANE Writing Contest of the following year. The topic shall be announced at the Annual Meeting and shall be provided to the editors of NECJ for publication.

12. In general, the President shall represent the Association to the membership, the profession, and the public, as occasions demand.

13. The President may have stationery printed at Association expense.

14. The President is entitled to full reimbursement of expenses for telephone, postage, copying, and supplies required to carry out the functions of the office to the extent that they are not covered or reimbursed from other sources.

II. DUTIES OF THE PRESIDENT-ELECT

1. The President-Elect administers the annual CANE Writing Contest in conjunction with the State Representatives. Note that the incoming President sets the topic for the Writing Contest. (See above, Section I.B.11) The responsibilities for the contest include the following:

- a. Provide the Editor of the CANE Section of NECJ with a copy of the Guidelines for Students and Teachers to be published in the first issue of NECJ (the August issue following the Annual Meeting).
- b. Distribute copies of the Guidelines for Students and Teachers to the State Representatives no later than the beginning of the school year in the fall.
- c. Send in an application in January of each year to have the Writing Contest placed in the Advisory List of the NASSP.
- d. Insure that the regional winner and the regional winner's parents and teacher are invited to the CANE banquet. Offer to defray the travel expenses for the winner and parents. Expenses of the teacher normally are not defrayed.
- e. Provide the Executive Secretary with a copy of the Prize essay, narrative, play, poem of the all-New England winner, for publication in the August issue of NECJ.

- f. Provide the Executive Secretary with the name, school, name and location of school (city/town), and name of the teacher of the all-New England prize winner, and the same for the first-, second-, and third- place winners of the CANE Writing Contest, for publication in the Annual Bulletin. This information is needed as soon after the Annual Meeting as possible.
2. Assist the President and Immediate Past President in determining the program for the Annual Meeting.
3. Preside at one session of the Annual Meeting for the reading of papers. (Traditionally, this has been the Saturday morning session.)
4. In consultation with the Local Arrangements Chair, handle the exhibit hall for the Annual Meeting, with responsibility for all dealings with the Publishers – including invitation, correspondence, payment, sponsorship of breakfast, breaks, reception, etc., directions to the meeting, arranging space (tables), arranging for setting up those displays that are sent without representative, managing the auction of those sample books donated by publishers (monies delivered to CANE Endowment Fund), and so forth. In addition, the President Elect will arrange for space and tables as needed for the CANE Emporium, Book Sale, Materials Exchange and Silent Auction.
5. Oversee and coordinate a Silent Auction of donated items at the Annual Meeting.

III. DUTIES OF THE IMMEDIATE PAST PRESIDENT

1. Attend meetings of the Executive Committee.
2. Serve as Chair of the Nominating Committee (see above, Section I.B.7, and below, Section XIII. B. Nominating Committee). Annually, the Nominating Committee will need to nominate a President-Elect, an At-Large Member of the Executive Committee, two Auditors, and in appropriate years an Executive Secretary and a Treasurer. In addition, it needs to nominate one delegate and one alternate to ACL, and one delegate each to NCLG, ACTFL and NECTFL in appropriate years. The Immediate Past President should work closely with the Executive Secretary to determine both the positions to be filled in that year and the appropriate methods of filling said positions – i.e. by election of the membership at large or the Executive Committee or by presidential appointment. The search for nominees for the positions of President-Elect and Executive Secretary should begin well before the Annual Meeting.
3. Serve as Chair of the Committee on Discretionary Funds (see below, Sections XIII. D.7 and XXII, Committee on Discretionary Funds).
4. Evaluate submissions for the Phyllis B. Katz Prize for Excellence in Undergraduate Research in consultation with colleagues of his/her choice. Notify the President of the name of the paper and its author for inclusion in the program of the annual meeting. Notify the Curator of Funds so that funds can be appropriately conveyed to the prize recipient.

5. Preside at one session for the reading of papers at the Annual Meeting (traditionally, the Friday morning session).
6. Serve, at the President's request, on the Program Committee for the Annual Meeting.
7. Undertake any duties assigned by the President and the Executive Committee
8. Revise and update the CANE Executive Committee Manual annually for review at the September Executive Committee Meeting. In case of rather few changes, a supplement may be issued for that year, to save cost of printing. All new officers and chairs of committees should receive a copy of the current CANE Manual with supplement if a new one is not printed that year.

IV. DUTIES OF THE EXECUTIVE SECRETARY (See also Section XIII below)

A. Definition of Office and Duties according to the Constitution and Bylaws.

1. According to the Constitution, Article III, Section 4: "The Executive Secretary shall be the chief administrative officer."
2. According to the Bylaws, Article IV, Section 1: "The terms of office for the several officers, committee members, and delegates shall be as follows: . . . For four years, renewable upon nomination and appropriate subsequent action of the membership: Executive Secretary; Treasurer."
3. According to the Bylaws, Article III, Section 1.c: "The Executive Secretary shall have oversight of all operations and activities of the Association; prepare and distribute notices and minutes of meetings of the executive Committee and Annual Meeting; have responsibility for coordination of the Annual Meeting; and shall edit and oversee the publication and distribution of the Annual Bulletin."
4. According to the Bylaws, Article VI, Section 3: "The Executive Secretary shall serve as Editor of the Annual Bulletin, which shall include a directory of officers and committees, proceedings of the Annual Meeting, minutes of the Executive Committee meetings, financial reports, and the roll of members of the Association."

B. Activities During the Calendar Year

A list of the principal duties of the Executive Secretary follows, beginning after the Annual Meeting:

MARCH to JULY: Prepare copy for the Annual Bulletin, with the Minutes of the Executive Meetings and Annual Meetings, including amendments to the Constitution; collect financial statements for the preceding fiscal year (Treasurer, Curator of the Funds, NECJ Publications Account, CANE Instructional Materials, CANE Endowment Campaign); Abstracts of Papers,

Panels, and Workshops presented at the Annual Meeting; Memorials, Resolutions; CANE Writing Contest Winners; Roll of CANE Members and Subscribers. The Treasurer will provide a list of members and subscribers as of 1 July of the current year.

Fourth (May) issue of the Journal. Deadline 1 March. Prepare copy for CANE Section.

First issue of the Journal. Deadline 1 June. Prepare copy for CANE Section, to include officers, addresses, and telephone numbers of new Executive Committee. Include Annual Meeting highlights.

Ask the various officers and chairs of committees to submit in writing any proposed changes and additions to their respective sections of the CANE Manual and incorporate into the text changes and additions authorized by the Executive Committee during the year.

AUGUST/SEPTEMBER: Final formatting of the Annual Bulletin, printing, and mailing of the list of officers and committees and the membership list and posting on the website of the remaining components of the document. Update a Personnel Chart listing all incumbent officers, committee chairs and committee members of CANE, together with length of term of office and date of expiration of term, respectively. Bring this to the Fall meeting of the Executive Committee and advise the committee of the positions which need to be filled at the Fall meeting (in case of vacancies) and at the next Annual Meeting. Prepare the revised text of the CANE Manual and distribute copies to the Executive Committee for their approval at the Fall meeting. In case of rather few changes, a supplement may be issued for that year, to save cost of printing. Make certain that all new officers and chairs of committees have a copy of the current CANE Manual.

Second issue of the Journal. Deadline 1 Sept. Prepare copy for CANE Section.

Mail notice and agenda of the Fall Meeting of Executive Committee to members and guests in early September. Prepare and mail minutes of Executive Committee Meeting and ask for additions and corrections.

DECEMBER: Third (February) issue of the Journal. Deadline 1 December. Prepare copy to include Preliminary Program, Pre-Registration Form, map and directions to campus, and list of inn and motel accommodations for Annual Meeting.

JANUARY: Check with Site Coordinator and see that advance Flyer on the Annual Meeting (Preliminary Program, Pre-Registration Form, map and directions to campus, Teachers' Materials Exchange Form) is mailed to CANE membership and Classicists in New England. Mailing labels are available from the Treasurer and the Director of the CANE Summer Institute. Mail notice of Executive Committee meeting and agenda to members and guests.

FEBRUARY: Meeting of the Executive Committee to act on the budget for the next fiscal year. Prepare and send out minutes, with request for additions and corrections.

MARCH/APRIL: Annual Meeting

1. Remind the President in writing well in advance of the Executive Meeting preceding the Annual Meeting of appointments which must be made by the President, as follows:

a) two members to serve on the Nominating Committee, with the President as Immediate Past President as Chair, for the following year;

b) one member of the Barlow-Beach Distinguished Award Committee to serve for a term of two years; and

c) two members of the Resolutions Committee to serve for the following year. The names should be announced at the Executive Committee on the Thursday meeting preceding the Annual Meeting and to the membership at the Annual Business Meeting.

2. Remind the President in writing well in advance of the Executive Meeting preceding the Annual Meeting of Officers and Chairs and members of Standing Committees which must be nominated by the President and appointed by the Executive Committee at that meeting, as specified in the Constitution, Article III, Section 3 and Bylaws, Article IV, Sections 1, 2, and 3. The names of officers and chairs so appointed should be announced to the membership at the Annual Business Meeting the following day. (For length of terms of office, see Bylaws, Article IV, Section 1; Article VIII, Sections 5, 6, 7, and 11-13; and below, on selection of nominees, Manual, Sections XI, B, 3; D, a-c, ; E, G, 8; H, and I.)

3. Remind the Chair of the Nominating Committee (who is the Immediate Past President) well in advance of the Annual Meeting, to prepare a slate of nominees for the offices that must be filled by election by the membership at the next Annual Meeting, as follows: President-Elect, one At-Large Member of the Executive Committee, two Auditors, and as appropriate, one Delegate and one Alternate to ACL, one Delegate each to NCLG, ACTFL, NECTFL, and any other officer to be elected at the Annual Meeting, as specified in the Constitution, Article III, Sections 1 and 2. (For length of terms of office, see Bylaws, Article IV, Sections 1 and 4; and below, Manual, Section XXV, last paragraph.)

4. Ensure that the Executive Committee considers at the Annual Meeting the policy of "a Life Membership Fee of \$500 minus \$1 for each year of membership in CANE" for publication in the Annual Bulletin. It is traditional for the Executive Secretary to handle this, though the Treasurer implements and collects it, cf. Duties of the Treasurer #IV.

5. Send out minutes from the March meetings to the Executive Committee.

MAY: Prepare Agenda for annual end of year wrap-up Executive Committee Meeting.

V. DUTIES OF THE TREASURER

A. Definition of Office and Duties according to the Constitution and Bylaws.

1. According to the Constitution, Article III, Section 1: "The officers of the Association shall be a ... Treasurer."

2. According to the Constitution, Article III, Section 4: "... The Treasurer shall be the chief financial officer of the Association...."

3. According to the Bylaws, Article IV, Section 1: "The terms of office for the several officers, committee members, and delegates shall be as follows: . . . For four years, renewable upon nomination and appropriate subsequent action of the membership: Executive Secretary; Treasurer."

4. According to the Bylaws, Article III, Section 3: "All terms shall officially begin on July 1, following the Annual Meeting."

5. According to the Bylaws, Article VIII, Section 1: "There shall be an Executive Committee composed of the following: President, President-Elect, Immediate Past President, Executive Secretary, and Treasurer . . ."

6. According to the Bylaws, Article VIII, Section 12: "The Finance Committee shall consist of the Curator of the Funds, as chair, the Treasurer ex officio with vote, and two additional members, not from the Executive Committee, appointed by the Executive Committee for staggered three-year terms. This Committee shall review all financial records and make recommendations to the Executive Committee."

B. Duties of the Treasurer: Account Keeping and Reports. Fiscal Year. Audit

1. According to the Bylaws, Article III, Section 1. d: "The Treasurer shall maintain the general account and render a complete report of it, subject to audit, at each Annual Meeting, and shall file the Association's annual report to the IRS. The Treasurer shall have authority to pay all current bills duly incurred by the Association and shall be keeper of the membership roll and the accounts of all membership fees and subscriptions."

2. According to the Bylaws, Article VIII, Section 4: "At any time the Treasurer may instruct the chair of any committee to submit a report of expenditures, subject to audit."

3. According to the Bylaws, Article IV, Section 4: "The fiscal year of the Association shall extend from July 1 to June 30, inclusive."

4. According to the Bylaws, Article III, Section 1. f: "The Auditors shall examine annually the accounts of the Treasurer . . . and report their findings to the Association at each Annual Meeting."

Duties of the Treasurer: Membership Dues

1. According to the Constitution, Article VI, Section 1: "The annual dues, of an amount to be determined by vote of the Association, shall be payable by all active members on demand of the Treasurer."

2. According to the Bylaws, Article V, Section 1: "The annual dues for active membership shall include official publications of the Association and shall be payable upon demand of the Treasurer."

II. Activities during the Calendar Year

JULY: Complete financial statement of the CANE General Account for the preceding fiscal year and forward it to the Executive Secretary for publication in the Annual Bulletin, after meeting with the Auditors for their examination of relevant books and accounts.

AUGUST: Prepare and have printed membership/subscription forms using data from previous Annual Meeting (e.g., an increase in membership dues) and latest subscription rates ascertained from CJ, CQ, CO, and other journals listed on our membership forms.

SEPTEMBER: Ready an interim financial report for the fall meeting of the Executive Committee.

NOVEMBER: Form 990 must be in the hands of the IRS (see additional comments on the situation of CANE and the IRS).

DECEMBER: Prepare an interim budget showing all projected requests for appropriations needed within the General Account for the next fiscal year. Submit this information to the Curator of the Funds, as Chair of the Finance Committee.

JANUARY: Meet with the Curator of the Funds as Chair of the Finance Committee to discuss budgetary requests previously received; forward the results of this meeting as a proposed budget for the Finance Committee's action by February 1 and for consideration by the Executive Committee at its February meeting.

MARCH/APRIL: CANE Annual Meeting. Bring the following: account books, checkbook, copies of Treasurer's report for the previous fiscal year, sufficient membership forms. For the meeting of the Executive Committee have an interim report for the current year. In conjunction with the Finance Committee, review comparative figures for budgetary considerations and planning CANE activities. At CANE business meeting present Treasurer's report, if clarification needed for the report previously published in the Annual Bulletin.

As the academic year winds down, contact CJ, CW, CO, and other journals to ascertain subscription rates for the following year. When necessary, factor in changes in the next membership-subscription form mandated by actions of the membership at the Annual Meeting.

Prepare and have printed membership/subscriptions forms using data from previous Annual Meeting (e.g., an increase in membership dues) and latest subscription rates ascertained from CJ, CQ, CO, and other journals listed on our membership forms. Membership forms should be sent with the May issue of NECJ to all current members and by first class mail to members of previous years who have not renewed.

MAY: Prepare for annual year end wrap up meeting of the Executive Committee.

JUNE: Transfer to the Curator of the Funds contributions to Barlow Beach Award Fund or Cornelia Catlin Coulter Memorial Scholarship Fund received along with membership payments of dues. Close books and prepare the General Account financial statement.

As necessary throughout the year: Forward subscriptions to other journals periodically. Keep mailing list (for labels) and membership records up to date. Send out follow-up dues notices. Consult with state representatives and the Committee on Membership to take appropriate steps to solicit new members.

C. Processing Journal Orders: Some Specific Procedures

1. When opening returned dues notices and checks, always compare the return address on the envelope with the mailing list addresses but do not mark it on dues notices. Ascertain if the check has been signed and the amount of the face is equal to the amount marked on the dues notice. Check to make sure the total amount is shown. Mark the date of receipt of the returned dues notice.
2. If a member has changed name or address, be sure to make the correction both in the membership record and on the mailing list. For new members, add name and address to both lists. Send a note of welcome to new members.
3. Once the journal orders have been duly recorded in the account book, type up list of subscription orders to go to those in charge of the publications. As orders are sent put to individual journals, enter amounts in the account book under expenditures. Write out the checks and forward them with the subscription orders to the appropriate journals.

D. Categories of CANE Membership

(See Article II. Membership, Sections 1-6, in the Constitution and Bylaws as amended March 6, 1992, published in the Eighty-Seventh Annual Bulletin [1992], pp. 5.)

1. According to the Constitution, Article II, Sections 1-2: "Any resident of New England who is interested in the objects of the Association may become an ACTIVE MEMBER, by payment of annual dues for the current year. ACTIVE MEMBERSHIPS shall cease if the annual dues of a member remain unpaid for a period of one year."
2. According to the Constitution, Article II, Section 3: "LIFE MEMBERSHIP in the Association may be obtained by the payment of a graduated fee determined by the number of years during which the applicant has been an Active Member." (The current fee for LIFE MEMBERSHIP is \$500.00)
3. According to the Constitution, Article II, Section 4: "Teachers, either in school or college, who have retired from teaching and who have been ACTIVE MEMBERS of the Association for at

least twenty years, may, at their request, become MEMBERS EMERITI and be relieved of the payment of dues."

4. According to the Constitution, Article II, Section 5: "Persons distinguished for their interest in Classical Studies or their special contribution to the welfare of the Association may be elected to HONORARY MEMBERSHIP by vote of the Association upon nomination by the Executive Committee, but the total number of Honorary Members shall not exceed fifteen at any one time."

5. According to the Constitution, Article II, Section 6: "Persons holding office in other educational organizations that bear a natural relationship to this Association may be elected MEMBERS EX OFFICIO by vote of the Association upon nomination by the Executive Committee."

E. Forms 1099-Misc and 1096

Required for persons who receive more than \$600 for certain purposes. In practical terms, this has meant:

a) CANE officers who receive stipendia. (Because of a recent decision by the Executive Committee, this shall be construed to mean members of that group who have received reimbursements.)

b) Holders of CANE scholarships (Endowment and Coulter).

Due: 31 January (postmark) for 1099s to be mailed to payees; somewhat later (but conveniently at the same time) for 1096 to be mailed to the IRS.

Materials needed: Names, addresses, and social security numbers of all payees. Data for scholarship recipients should be secured in writing from the Curator of the Funds and/or the Chair of the Committee on Scholarships. Data for CANE officers who receive stipendia must be collected by the Treasurer.

VI. DUTIES OF THE CURATOR OF THE FUNDS

A. Definition of Office and Duties according to Constitution and Bylaws.

1. According to the Constitution, Article III, Section 3: "The Executive Committee shall appoint upon nomination by the President ...the Curator of the Funds."

2. According to the Bylaws, Article III, Section 1 e: "The Curator of the Funds shall be chair ex officio of the Finance Committee and shall have custody of the Association's invested funds. The Curator of Funds shall work with the Finance Committee to develop an investment policy, subject to approval of the Executive Committee; shall have authority to act for the Association in the purchasing, selling, assigning, or transferring any stocks or bonds owned by the Association;

and shall render a complete report, subject to audit, of the Association's invested funds at each Annual Meeting."

3. According to the Bylaws, Article IV, Section 1: "The term of office of the Curator of the Funds is "for four years, renewable upon nomination and appropriate subsequent action of the Executive Committee."

4. According to the Bylaws, Article IV, Section 3: "The term of office of the Curator of the Funds "officially begin[s] on July 1 following the Annual Meeting."

5. According to the Bylaws, Article VIII, Section 1: "There shall be an Executive Committee composed of the following: . . . and the Curator of the Funds as chair ex officio of the Finance Committee."

6. According to the Bylaws, Article VIII, Section 3: "The Executive Committee shall appoint, on the nomination of the President, the following committees and chairs of said committees, as specified in the Bylaws: . . . the Finance Committee . . ."

Further, "The Committees on . . . Finance . . . shall be Standing Committee[s] and shall report to the membership when so instructed by the Executive Committee."

7. According to the Bylaws, Article VIII, Section 4: "At any time the treasurer may instruct the chair of any committee to submit a report of expenditures, subject to audit."

8. According to the Bylaws, Article VIII, Section 12: "The Finance Committee shall consist of the Curator of the Funds, as chair, the Treasurer ex officio with vote, and two additional members, not from the Executive Committee, appointed by the Executive Committee for staggered three-year terms. This Committee shall review all financial records and make recommendations to the Executive Committee."

B. Working Guidelines:

1. The Fiscal year is from July 1 to June 30. The annual accounts of the Endowment Fund, the Cornelia Catlin Coulter Memorial Scholarship Fund, the Barlow-Beach Distinguished Service Award Fund and the Phinney Fund (until it is exhausted) must be submitted in camera-ready form to the Executive Secretary by August 1, in time for publication in the Annual Bulletin. At the same time, to each of the two Auditors are to be sent copies of this annual report, together with financial work sheets, copies of June statements of each fund from its broker, as well as copies of the Curator's account books.

2. For the Fall Executive Committee meeting, in case the Annual Bulletin has not yet appeared in print, the Curator should bring a few copies of the Annual Report for the information of the Executive Committee.

3. At the Fall Executive Committee meeting present a statement of the market value of the Funds in the current year, and for comparison, in the previous year.

4. At the Fall Executive Committee meeting the Curator, as Chair of the Finance Committee, should ask to receive by December 31, in writing, from all officers and chairs of standing and ad hoc committees, all requests for appropriations for the next fiscal year.

5. In January, all appropriation requests having been received, the Curator, as Chair of the Finance Committee and in cooperation with Treasurer, shall send a list of said requests, and a proposed budget to the Finance Committee. The members of the Committee should scrutinize the proposed budget and make suggestions for revisions to the Chair by February 1. In consultation with the Finance Committee, the Chair will send to the Executive Secretary a revised proposed budget.

6. The Executive Committee meeting in mid-winter shall act upon the budget presented by the Finance Committee. If there is no mid-winter meeting the Executive Committee shall act on the budget on the Thursday before the Annual Meeting.

7. The proposed budget as presented for action and revision to the Executive Committee will consist of all requests for appropriations, unaltered, and an estimate of necessary expenditures and income in the General Account by the Treasurer and a similar estimate from the Curator of expenditures and income in the Funds.

8. Guidelines for preparing the Annual Report for the Annual Bulletin.

a) Use last year's report for format.

b) Sources: monthly statements from Dean Witter Reynolds or Funds Manager for Endowment and Scholarship Funds; Curator's two ledger books for the Endowment and Scholarship Funds; bankbook/statements for the Barlow-Beach; receipts for all expenses.

c) Maintenance of the ledger books: transfer to the ledger from the monthly brokerage statement, immediately after receiving it, all income and expenses. Income will be from dividends from equities, interest on the liquid assets, sale of equities, capital gains, and contributions from the membership (transferred from the General Account to the Curator BEFORE the second week of June, to assure bank clearance before the end of the fiscal year). Expenses will include purchase of equities, scholarships awarded, clerical expenses (e.g., the amount determined in the annual budget process as recommended by the Curator and approved by the Executive Committee to whoever actually prepares the Report and keeps the records), expenses of the Scholarship Committee.

d) Status of the Account is indicated by listing the following items:

- 1) Balance from last year's fiscal report;
- 2) Interest and dividend income for the fiscal year recently ended;
- 3) Sale of stock income for the fiscal year recently ended;
- 4) Contributions (and any other income) for the fiscal year recently ended.
- 5) Total receipts and add to previous year's balance;

- 6) Expenditures (Scholarships, supplies, prizes, etc.);
- 7) Total expenditures;
- 8) Subtract total expenditures from total of income = "Balance, July 1, ____" (this year);

The publication of the accounts in the Annual Bulletin is in this order: Endowment Fund, Cornelia Catlin Coulter Memorial Scholarship Fund, Barlow-Beach Fund and Phinney Fund, Phyllis B. Katz Fund, Allison Barker Travel Fund, and the Thomas A. Means Fund.

Under Distribution, footnote the purchase of additional shares of any stock, showing date of purchase and purchase price per share. This cost is added to the cost of previously owned shares. Therefore, revise the total cost of the stock and the number of shares held. For sale of stock during the current year: Enter under "Income" the number of shares per company sold, indicating net gain or loss. In parenthesis, show original cost less the sale price and date sold.

Subtract the original cost under "Distribution" (if total cost of 500 shares was \$2500, and 100 shares are sold, subtract the sum of 100 x sale price/share from \$2500 and enter the remainder as the base cost of the remaining shares; also reduce the number of shares retained by 100).

If capital gains are reinvested as stocks in an "Optional Dividend Purchase", 1) add the number of new shares to the previous total, 2) add the dollar amount to the original purchase cost, and 3) indicate in a footnote as "reinvested from capital gains" the number and cost of the new shares.

All other capital gains are explained in a footnote under "Distribution", showing additional shares, price per share gained, and any cash balance. Under "Distribution" add the number of additional shares received through a stock dividend but leave the original cost basis unchanged. The same holds true for sale of fractional shares, that is, indicate under "Income" the cash received from the sale, and under "Distribution" any change in the number of shares held, but make no change in the original cost basis because the income derived from the sale actually is represented as an increase in the value of the Dean Witter Liquid Asset Fund under "Distribution". The amount under Dean Witter Liquid Assets is computed by totaling the number of shares (@ \$1.00) bought and sold for the year, adding this total to the balance of the previous year. The Dean Witter Liquid Assets balance should agree with the Dean Witter June 30th statement.

Also footnoted under Distribution is the total number of shares in the Dean Witter/Sears account as of July 1, the previous year. Listed under Distribution is the final total for the year in the Dean Witter/Sears ILA account. This figure is computed by totaling the number of shares bought and sold for the year, adding this to the balance of the previous year and adding the total amount of dividends (listed under income). The balance should match the final DW/Sears ILA statement figure.

9. In August, the Curator pays for any assistance (see #8c above) with the preparation of the Annual Report.

10. Committee expenses for the Barlow-Beach Award and Coulter Scholarships should be submitted to the Treasurer who will request reimbursement from the appropriate fund. Send the requested amounts to the Treasurer who will send them on to the committees initiating the requests.

VII. DUTIES OF THE AUDITORS

1. As specified in the Constitution, Article III, Section 1, two auditors shall be elected by the membership at the regular Annual Meeting in accordance with terms of office pre-scribed in the Bylaws, Article III, Section 1, f., viz.: "the auditors shall examine annually the accounts of the Treasurer, the Curator of Funds, the Editor of Instructional Materials, and other accounts of the Association, and report their findings to the Association at each Annual Meeting." The accounts so audited and reported are those of the last fiscal year, i.e., the year ending on June 30 of the year preceding the Annual Meeting.

2. The Report of the Auditors is a regular part of the Annual Business Meeting, which usually follows the Friday morning session for the reading of papers. An affirmative vote of the membership to accept the Auditors' Report, as published in the Annual Bulletin for the preceding year, constitutes official acceptance of the reports.

3. The Chair submits the signed Report of the Auditors to the Executive Secretary to be published in the Annual Bulletin of that year.

VIII. DUTIES OF THE AT-LARGE REPRESENTATIVES ON THE EXECUTIVE COMMITTEE

1. As the elected representatives of the Association, they attend and advise the meetings of the Executive Committee on matters pertaining to the general and particular concerns of the membership.

2. At-Large Representatives shall serve on the Committee on Discretionary Funds, with the Immediate Past President as Chair. (See below, Section XIII. F. Committee on Discretionary Funds.)

3. They shall also serve as the selection committee for the annual Matthew I. Wiencke Award for Excellence in Teaching (see below, Section XXI)

IX. DUTIES OF STATE REPRESENTATIVES

The State Representatives are the link between the CANE Executive Committee, officers, and other committees and Latin and Classics teaching in the secondary schools in New England. Their responsibility is to keep CANE informed of what is going on at the grass-roots level, so to

speak, upon which the health of Classics in New England schools depends. Among the duties of the State Representatives are the following:

1. Report informally at the meetings of the Executive Committee on Classics events sponsored by the state Classical associations, work in progress or in the planning stage in the schools, and the health of Classics programs generally in the schools.
2. Report on information about CANE to state classical associations at meetings, events, workshops, and solicit and encourage support from state classical associations especially for CANE Educational Programs, Classics-In-Curricula initiatives, and other CANE activities. In this regard the State Representatives will work closely with the Coordinator of Educational Programs or with the C.I.C. Coordinators in planning and carrying out such projects. From time to time the President may assign further duties of a similar kind.
3. Promote CANE membership at State classical meetings, workshops, and at the CANE Summer Institute, and assist the CANE Treasurer in their role as the Membership Committee in recruiting and retaining members.
4. Work with the President-Elect in administering the CANE Writing Contest within the states. Forward to the President-Elect, in addition to the state winning entry, in writing, the names of the First-, Second-, and Third-place winners, together with the names and location (city/ town) of the schools, and the names of the winners' teachers, for publication in the Annual Bulletin. For details, see above, Section II, Duties of the President-Elect, and below, Section XVIII, CANE Writing Contest.
5. Forward or have forwarded news items to the Executive Secretary, as Editor of the CANE Section, about Classical meetings, events, and projects on the state level for publication in NECJ. Note, in particular, the NECJ deadlines for copy (June 1, for the August issue; September 1 for the November issue; December 1 for the February issue; and March 1 for the May issue). The Editor of the CANE Section will need copy well in advance of these dates in order to meet the NECJ deadlines.
6. Work with the convener of the Coordinator of the Committee on Classics in Curricula to furnish information about Latin programs in danger or threatened in the state, and, to the extent possible, serve as liaison person for on-the-spot assistance to teachers and school administrators in these situations.

X. DUTIES OF THE COORDINATOR OF EDUCATIONAL PROGRAMS

In addition to the duties specified in the Bylaws, Article III, Sections l and k, it shall be the responsibility of the Coordinator of Educational Programs:

1. To further the goals of the Classics in Curricula Committee through Educational Programs of outreach and professional development.

2. To meet annually with the CANE State Representatives for the purpose of arranging state or regional workshops for teachers and individuals interested in the Classics.
3. To coordinate activities for teachers that support curriculum enhancement, offer opportunities for professional growth, and provide outreach projects which support the cause of the Classics in New England.
4. To direct informational programs for the public which increase awareness and encourage an understanding of the vital role the Classics play in the education of our youth.
5. To receive, evaluate and respond on behalf of CANE to requests for small grants to support local or state Classics educational programs.

XI. DUTIES OF THE CLASSICS-IN-CURRICULA COORDINATOR

As specified in the Bylaws III.1.q: "The Coordinator of Classics-In-Curricula shall be responsible for providing assistance to classics programs that face a threat of reduction or abolishment and for taking proactive measures to strengthen the health of the discipline. The Coordinator shall be empowered to appoint individuals who will carry out the interventions, assist in the production and dissemination of materials, and serve in a working group, the major appointments and procedures of which are subject to review by a standing committee consisting of the State Representatives or their designees."

Description and function of the Classics In Curricula Committee

The Classics in Curricula Committee comprises teachers at all levels representing the six New England states who meet two or three times a year to discuss the stability of Latin and Greek programs throughout the region. The objectives of the committee are two-fold: to formulate strategies to assist teachers whose programs are threatened and to maintain the health of the programs that are sound. The work of the committee consists in developing materials and strategies to enable teachers to manage issues that may arise or to establish healthy public relations, parental involvement, and administrative support. To the extent possible, the committee will assist directly with letters, phone calls, personal visits or other appropriate interventions for programs requiring such support.

The duties of the Coordinator of the Classics in Curricula Committee are as follows:

1. Make arrangements annually for two or more meetings of the committee.
2. Prepare and distribute agendas for and information about meetings to members of the committee.
3. Appoint a member of the committee to take informal notes at meetings and to prepare notes for distribution to members.

4. Serve as a representative of the committee to the Executive Committee.
5. Serve as a contact person for members of the profession who wish to advise the committee of emerging crises or to solicit help from the committee.
6. Arrange for the distribution of the Teacher Information Questionnaire and collect, collate, and annually update all data obtained from the questionnaire.
7. Work closely with the current President of CANE, the Coordinator of Educational Programs, and the State Representatives to stay informed of Classics programs that are experiencing imminent or potential difficulties and to determine jointly what course of action the committee should take.
8. Establish communication between the members of the committee and teachers who are soliciting help for their programs.
9. Provide for and assist in the writing of letters and/or making phone calls in behalf of teachers who indicate that this kind of help would benefit their particular situation.
10. Encourage and assist in providing various forms of public relations information supporting Classics programs both to help maintain those programs that are flourishing and to assist those that are struggling.
11. Maintain and distribute upon demand packets devised by the committee--one type to assist programs in crisis, another to maintain the health of stable programs.
12. Serve as a liaison, when appropriate, between the CANE and New England Placement Services and teachers looking for Classics positions or schools seeking to fill vacancies.
13. Maintain current lists of upcoming retirements or resignations of Latin teachers and encourage committee and state chairpersons to do whatever possible to ensure that programs are continued.
14. Assign committee members to the specific tasks formulated by the committee.
15. Submit reports of the work of the committee to NECJ.
17. The following regulation supersedes but does not revoke any previous provision that is subsumed under it:

The Classics-In-Curricula Coordinator may appoint individuals who will carry out the interventions, assist in the production and dissemination of materials, and serve in a working group, but the Coordinator must present his any new major appointments and procedures to a standing committee consisting of the State Representatives or their designees, for ratification within one month, and he must notify the Executive Secretary upon ratification. **[Added by**

Presidential edict on March 9, 1995: the Coordinator will report to the membership at least twice yearly on his activities through reports in the CANE section of NECJ, the appropriate issues will be worked out by the Editor, Coordinator and Executive Secretary]

XII. DUTIES OF THE WEBMASTER

The CANE Webmaster shall have the following responsibilities:

1. To maintain CANE's website, renewing the domain name annually and assuring continuity of site hosting.
2. To update the various portions of the website with current information.
3. To add material to the website as directed by the Executive Committee.

XIII. DUTIES OF THE STANDING COMMITTEES

A. EXECUTIVE COMMITTEE

1. According to the Bylaws, Article VIII, Section 1: "There shall be an Executive Committee composed of the following:

President, President-Elect, Immediate Past President, Executive Secretary, Treasurer, and Classics-In-Curricula Coordinator; three Members at Large, six State Representatives elected or appointed, respectively by the classical associations of the six New England States, Coordinator of Educational Programs, Editor of the New England Classical Journal, Director of the CANE Summer Institute, and the Curator of the Funds as chair *ex officio* of the Finance Committee. Further, the Editor of CANE Instructional Materials and the chairs of Standing Committees shall be members of the Executive Committee."

2. The Executive Committee meets normally four times a year, as follows: (1) on a Saturday in September, (2) again in February at a place and time determined by the President in consultation with the Executive Committee; (3) on the evening prior to the Annual Meeting at the institution where the Annual Meeting is held; and (4) on a Saturday in late April or early May. At this meeting the time and place of the Fall meeting of the Executive Committee is set. The newly elected and appointed members of the Executive Committee are invited to attend this meeting. For typical agendas, see the minutes of previous meetings as published in the Annual Bulletin.

3. The Executive Committee acts on behalf of the Association for all matters pertaining to the operation of the Association from one Annual Meeting to the next. Chief among these are the following:

- a. Approving the operating budget for the coming fiscal year.

b. As specified in the Constitution and Bylaws, the appointing of Officers, Committee members, Committee Chairs, and Ad Hoc Committees, on the nomination of the President; the appointing of the Director and other officers of the CANE Institute, as specified in the Bylaws; and the appointing of Associate Editors and members of the Editorial Board of NECJ, on the recommendation of the Editor.

c. Hearing and acting upon reports of the Officers and Committees of the Association.

d. Authorizing expenditures as provided in the budget, and any extraordinary expenditures.

e. Reviewing and acting upon activities sponsored by the Association.

f. Attending to the health and welfare of classical teaching in the schools in New England.

g. Fostering relations between CANE and the New England state Classical associations, and regional and national Classical and language associations.

4. The Executive Secretary prepares the minutes of the meetings and circulates them to the members for corrections and additions. The minutes of all Executive Committee meetings are published in the Annual Bulletin, as well as the minutes of the Annual Business Meeting of the Association and any other official meetings held during the year.

5. By vote of the Executive Committee, the Treasurer shall reimburse members, upon request, for gasoline, tolls, lodging, and other expenses incurred in attending the meetings of the Executive Committee, and, similarly, members of other Committees. A maximum reimbursement per person, per meeting and per annum, is specified in the Reimbursement Form. The cost of breakfast and lunch at the September, February and April/May meetings and dinner at the spring meeting of the Executive Committee will be paid from the CANE treasury, if not provided by the host institution.

B. NOMINATING COMMITTEE

1. The Nominating Committee consists of three members: the Immediate Past President as Chair and two additional members appointed by this officer while still President. One of the additional members should be from a secondary school, and the other from a post-secondary institution. All members serve for one year.

2. The Nominating Committee presents to the membership at the Annual Business Meeting a slate of nominees for the following offices,

Annually:

- a. President-Elect
- b. One At-large Member of the Executive Committee
- c. Two Auditors

In appropriate years:

- a. Executive Secretary
- b. Treasurer
- c. Classics-In-Curricula Coordinator
- d. One delegate and one alternate to the Council of the ACL
- e. One delegate to NCLG
- f. One delegate to ACTFL
- g. One delegate to NECTFL

3. Terms of Office and Procedures of Selection

a. According to the Bylaws, Article IV, Section 1: "The terms of office for the several officers, committee members, and delegates shall be as follows:

For one year: President; President-Elect; Immediate Past President

For one year, renewable upon nomination and vote by the Membership or the Executive Committee, as appropriate: Auditors.

For two years, not immediately renewable: Director of the CANE Summer Institute.

For three years, not immediately renewable: Members-at-large of the Executive Committee in staggered terms; Director of the CANE Summer Institute(one year as Director elect, one year as Director, one year as immediate past Director).

For three years, renewable upon nomination and vote by the Membership or the Executive Committee, as appropriate: Delegates/Representatives to regional and national associations.

For four years, renewable upon nomination and appropriate subsequent action of the membership: Executive Secretary; Treasurer; Classics-In-Curricula Coordinator.

For four years, renewable upon nomination and appropriate subsequent action of the Executive Committee: Curator of the Funds; Coordinator of Educational Programs; Editor of the New England Classical Journal; Editor of CANE Instructional Materials; other Editors; Chairs of Standing Committees (other than the Executive Committee)

For terms determined by State organizations: State Representatives.

b. According to the Bylaws, Article IV, Section 2: "Elections shall occur at annual meetings after the report of the Nominating Committee; appointments shall be made by the Executive Committee upon nomination by the President, excepting that (1) the Director of the CANE Summer Institute shall be appointed by the Executive Committee upon the nomination of the President, Executive Secretary, and Immediate Past Director, and on the recommendation of the Institute's Steering Committee; and (2) the Director-Elect and the On-site Coordinator of the Summer Institute shall be appointed by the Executive Committee upon the nomination of the Steering Committee.

c. According to the Bylaws, Article IV, Section 3: "All terms of office shall officially begin on July 1 following the Annual Meeting."

4. Helpful hints:

a. The names suggested to previous committees should be handed on to the Chair of the successive committees.

b. The committee should strive, as much as possible, for equitable geographical distribution of officers.

c. If at all possible, the presidency of CANE should alternate between secondary and post-secondary teachers. All levels of the profession should be represented on the Executive Committee.

d. Although much of the work of this committee will usually be conducted by email, the work of the committee may be done by phone and mail, with expenses to be reimbursed from the CANE treasury.

e. The incumbent President should appoint the other two members of the committee for the next year, in which s/he will, as Immediate Past President, serve as Chair of the Committee, well before the Annual meeting, since their names should be announced at the spring Executive Committee Meeting and at the CANE Annual Business Meeting.

C. PROGRAM COMMITTEE

1. As specified in the Bylaws, Article III, Section 1, the President, acting in cooperation with the Executive Secretary and the Chair of the Local Arrangements Committee, will assume primary responsibility for planning the program of the Annual Meeting. (See above, Section I, Duties of the President: Program, Annual Meeting; and below, Section XIV.)

2. The President may, if he or she so chooses, set a theme for the next Annual Meeting. The theme may be announced in the fourth (May) issue of the New England Classical Journal in the President's message, or be deferred until after the papers and panels are determined; or there may be no set theme at all.

3. The President issues a formal call for papers in the first (August) issue of the Journal and may specify a desired length. Those wishing to submit proposals for papers, panels, or workshops, are asked to submit to the President an abstract of 300 to 700 words in publishable form. The President may send the presenter a style sheet for preparing abstracts. Abstracts of presentations at the Annual Meeting are published in the Annual Bulletin. Further, the presenter may submit a revised draft of the abstract, up to fifteen days after the Annual Meeting. The revised draft should be sent by the author directly to the Editor of the Annual Bulletin. It is a strict rule that no

formal presentation is to be entered on the program without an abstract having been submitted and accepted in advance.

4. Final decision for accepting papers lies with the President. The President may also encourage specific individuals to submit papers, and such individuals will be asked to submit abstracts as specified above. Particular attention should be given to maintaining a balance in the choice of those presenting papers, on the basis of gender, school, and college / university representation.

5. At the Annual Meeting the President turns the abstracts of papers, panels, and workshops over to the Executive Secretary for publication in the Annual Bulletin.

D. COMMITTEE ON SCHOLARSHIPS

1. Composition and Duties of the Scholarship Committee:

a. As specified in the Bylaws, Article VIII, Section 5, this committee shall be composed of three members to be appointed by the Executive Committee on the nomination of the President. The following guidelines are provided for appointments to this committee:

1). The Chair should serve for one 5-year, non-renewable term, and should be a former member of the committee.

2). The two other members of the committee should serve 3-year, staggered terms. A member of this committee is eligible to be appointed to serve a 5-year term as Chair immediately on completion of a 3-year term as member of the committee, or at some later time.

b. The Committee receives and reviews applications yearly for the Endowment Scholarship and the Cornelia Catlin Coulter Memorial Scholarship (as defined in Sections B and C below) and chooses appropriate recipients for each. In alternating years, the Committee will also oversee the choice of a recipient for the Renata Poggioli Award (as defined in Section D below). The Committee also awards CANE's Certification Scholarship (as defined in Section E below).

c. The Chair of the Committee has the names of the winners of the Cornelia Catlin Coulter Memorial Scholarship engraved on a napkin ring, which is passed along to the new recipient at the Annual Meeting and returned to the Committee before the next Annual Meeting. The Chair of the Committee presides over this ceremony, which takes place at the Business Meeting. The winners of the Endowment Scholarship and other scholarships are also announced at the Business Meeting.

d. It is not permitted to apply for both the Coulter Scholarship and the Endowment Scholarship in the same year.

e. The Chair of the Committee will maintain contact with the American Academy in Rome, the Vergilian Society, the American School of Classical Studies in Athens, and other institutions

regarding their summer study programs. The Chair will provide notices for publication in NECJ and the CANE Annual Bulletin regarding the availability of CANE scholarships, application procedures, and programs abroad for which the scholarships may be used. The Chair will use the Journal and the Annual Bulletin to the fullest extent possible to advertise and promote the scholarships and to encourage members to apply for them.

2. CANE Endowment Scholarship

The CANE Endowment Scholarship was established in 1983 by the Executive Committee as a source of funding for applicants who wish to pursue summer study programs other than that offered by the American Academy at Rome, e.g. the American School of Classical Studies at Athens, programs of the Vergilian Society, etc.

Eligibility and Requirements:

- a. Priority will be given to members of CANE in good standing for at least two full and consecutive years immediately prior to the year in which they apply for the award.
- b. Priority will be given to applications from Latin teachers of secondary school, public or private, who teach within the geographical boundaries of CANE.
- c. It is understood that applicants will not be applying for the Endowment Scholarship and the Coulter Rome Scholarship in the same year.
- d. Applicants must submit: a personal statement that explains the benefits to themselves and their students of the program they wish to pursue as well as the expenses they expect to incur; a curriculum vitae or resume; at least two letters of recommendation.
- e. Deadline for application materials is February 1.
- f. Scholarship recipients are requested to file a written report with the Chair of the Scholarship Committee at the end of their study period for possible publication in NECJ.
- g. The requirements as stated above will govern the Endowment Scholarship Committee in its decisions, but in exceptional cases they may be waived at the discretion of the Committee.

3. Cornelia Catlin Coulter Scholarship

The Cornelia Catlin Coulter Memorial Rome Scholarship is awarded for study at the Summer Session of the School of Classical Studies at the American Academy in Rome. First awarded in 1947 during the Presidency of Cornelia Catlin Coulter, it was known simply as the Rome Scholarship, and it began the CANE tradition of awarding scholarships for summer study. Miss Coulter not only conducted a seven year campaign to raise the funds needed to establish the scholarship in perpetuity and was the largest single contributor to the fund but also contributed anonymously the entire amount of the award in its early years. Upon her death, the scholarship was named for Miss Coulter in gratitude for her service to CANE and her commitment to her colleagues.

Eligibility and Requirements:

- a. Priority will be given to members of CANE in good standing for at least two full and consecutive years immediately prior to the year in which they apply for the award.

- b. During the period indicated above and at the time of application, all applicants must have been teaching Latin in an elementary or secondary school, public or private, within the geographical boundaries of CANE.
- c. Applicants must submit: a personal statement that explains the benefits to themselves and their students of the American Academy Program; a curriculum vitae or resume; at least two letters of recommendation.
- d. Deadline for application materials is February 1.
- e. Scholarship recipients are requested to file a written report with the Chair of the Scholarship Committee at the end of their study period for possible publication in NECJ.
- f. Applicants must also apply directly to the American Academy in Rome.
- g. The requirements as stated above will govern the Coulter Scholarship Committee in its decisions, but in exceptional cases they may be waived at the discretion of the Committee.

3. Renata Poggioli Award

The Renata Poggioli Scholarship was established through the Boston Foundation in 1991 by Sylvia Poggioli (known for her work as a journalist for National Public Radio) to honor her mother Renata's love of the ancient world and enthusiasm for sharing that passion with her students. Renata Poggioli and her husband Renato left fascist Italy in 1938 and came to the United States where both enjoyed great success as academics. Renata was instrumental in establishing the Classics Department at the Boston campus of the University of Massachusetts, where she taught students from diverse economic backgrounds and became acutely aware of how financial limitations often prevented students from pursuing further study of the Classics. The scholarship, given in even numbered years, enables teachers of the Classics to study and/or travel in Italy and/or Greece, typically during the summer months. On behalf of the Fund, the CANE Scholarship Committee receives applications and makes the award, whose amount varies between \$4000 and \$6000.

Eligibility and Requirements:

- a. Applicants do not have to be members of CANE but must be studying and/or teaching in New England at the secondary or college level.
- b. Applicants may have a rank no higher than untenured assistant professor or must have taught fewer than ten years at the secondary level.
- c. Applicants usually have no access to major university research-grant and travel-grant programs.
- d. Applicants must submit: a personal statement that explains the benefits to themselves and their students of the program they wish to pursue as well as the expenses they expect to incur; a curriculum vitae or resume; at least two letters of recommendation.
- e. Deadline for application materials is February 1.
- f. Award recipients are requested to file a written report with the Chair of the Scholarship Committee at the end of their study period for possible publication in NECJ.
- g. The requirements as stated above will govern the Poggioli Award Committee in its decisions, but in exceptional cases they may be waived at the discretion of the Committee.

5. CANE Certification Scholarship

Since 1999, CANE has provided up to \$1500 to an outstanding junior or senior undergraduate in New England who is preparing for secondary-school certification/licensure as a teacher of Latin and/or Greek in one or more of the New England states or to the holder of a Master's degree to cover the cost of tuition and other fees required to obtain such certification/licensure. Full-time, part-time, and summer programs will qualify.

Eligibility and Requirements:

- a. Two letters of recommendation from college level classicists who can attest the candidate's proficiency in Latin and/or Greek.
- b. A letter from someone (e.g. a former or current teacher, supervisor, counselor, clergyman) who can speak to the candidate's ability to communicate and work with young people and inspire them to high levels of achievement.
- c. A personal statement of no more than 1000 words in which the candidate explains why he or she wants to pursue a career as a secondary-school classicist.
- d. High school and college transcripts.
- e. A description of the program and its expenses for which funding is sought.
- f. Deadline for application is February 15.

6. The Thomas and Eleanor Means Fund Scholarship

The Thomas and Eleanor Means Fund [established fall of 2007] awards up to \$300 annually for educational travel to classical sites to a middle or secondary school student who shows particular interest in the classics. Such travel must be of an educational, rather than a personal or familial, nature; must have as its destination sites that bear substantial physical evidence of the presence of the ancient Greeks and/or Romans; and must be organized by a classics teacher or be a recognized and established institutional program of study for classical studies (e.g. School Year Abroad or the University of Dallas' Summer Latin in Rome). Travel must be completed by the first 15th of September that follows the reception of the award. Applications are due to the Scholarship Chair by December 1st.

7. The Alison Barker Travel Scholarship

The Alison Barker Travel Scholarship awards up to \$500 annually for educational travel to classical sites to an undergraduate who shows particular interest in the classics. Such travel must be of an educational, rather than a personal or familial, nature; must have as its destination sites that bear substantial physical evidence of the presence of the ancient Greeks and/or Romans; and must be organized by a classics department or be a recognized and established institutional program of study for classical studies (e.g. the Intercollegiate Center [Centro] or the American School of Athens). Travel must be completed by December 31st of the calendar year following the reception of the award. Applications are due to the Scholarship Chair by December 1st.

E. COMMITTEE ON BARLOW-BEACH DISTINGUISHED SERVICE AWARD

The Barlow-Beach Award was established in 1977 in honor of Claude Barlow, who served for ten years (1952-1962) as Secretary-Treasurer of CANE and then as its President in 1964, and Goodwin Beach, who established CANE's Endowment Fund. The award is given to individuals who are notable for their distinguished service to CANE and to the Classics in New England.

The committee consists of the President *ex officio* and two other members, each appointed by the current president and approved by the Executive Committee for a staggered two-year term. Normally, one of these two is a secondary school teacher, the other a college/university professor. For the organization of the work of the committee, see description above, Section I. Duties of the President, II. B. 6.

F. COMMITTEE ON DISCRETIONARY FUNDS

As specified in the Bylaws, Article VIII, Section 9: "The Committee on Discretionary Funds shall consist of the Immediate Past President, as chair, and the three members-at-large of the Executive Committee. The committee shall receive applications for grants-in-aid and determine appropriate awards in accordance with the regulations approved by the Executive Committee." For a description of the procedures and granting periods, see below, Section XX, Discretionary Fund Grants.

G. COMMITTEE ON MEMBERSHIP

a. As specified in the Bylaws, Article VIII, Section 13: "The Committee on Membership, appointed by the Executive Committee on the recommendation of the President... and the chair, who is appointed for five years, shall maintain a data base of information in the public domain relevant to CANE, and shall foster continued memberships and actively solicit new memberships in the Association."

b. The committee produces an attractive flyer detailing the advantages of membership in CANE, together with a Membership Application Form that is mailed to the members annually, and is distributed at the Annual Meeting, regional meetings throughout New England, and the CANE Summer Institute.

H. FINANCE COMMITTEE

a. The Finance Committee works primarily with the Curator of Funds. (See above, Section VI.A. 1, 5, 6, 8, and B.4, 5 and 7.)

b. In summary the duties of the Finance Committee are to advise the Curator on matters of investment and in preparation of the annual budget.

c. In practice the Committee will meet informally and when necessary. The Annual Meeting of the Association will provide at least one occasion for such meetings of the Committee. The two meetings of the Executive Committee prior to that held at the Annual Meeting are other opportunities for the Finance Committee to meet.

d. The timetable for preparing the annual budget is spelled out in Section VI. Duties of the Curator, under B.4, 5, 6, and 7.

e. OPERATIONAL CHART FOR THE BUDGETARY PROCESS

NOVEMBER 15: Each fund-disbursing officer will send a budgetary notice and packet to each officer from whom he has received requests for funds; the packet will include a IRS-compliant form on which each officer will report (an exemplar will be provided by the Treasurer for circulation with this). For example, the Treasurer will send packets to chairs of all the standing committees which get funds from the Treasurer, the Editor, the Coordinator of Educational Programs (?), the CIC Coordinator, the Director/Treasurer of the Summer Institute, the Executive Secretary (?), and to the Delegates, and any member of the Executive Committee that has requested Writing Contest or reimbursement funds; the Curator will send packets to the Chair of Scholarship and the Treasurer.

DECEMBER 1: Each officer receiving forms must return them to the sender, supplying the following information:

- 1) Any request for funds for the Fiscal Year beginning the next July 1;
- 2) And along with this request, an account of income and expenditures in the Budget of the previous FY (i.e., ending the previous June 30);
- 3) And along with the above two items an account of income and expenditures to date in the current FY;

DECEMBER 15: The Treasurer and the Curator must submit their composite reports to the Chair of the Finance Committee, so that s/he may review them and send them to all the members of the Finance Committee in time for responses before the Executive Committee meeting on the Budget, generally held early in February. The function of the Committee and its Chair at this juncture is just to ensure the completeness of the reports,- not to make or enforce any budgetary guidelines.

FEBRUARY Meeting : The Executive Committee accepts or modifies the budget and then passes it. After this officers must send copies of any major invoices at the time of their creation (*) to the Treasurer, provided that such expenditures have been clearly approved in the budget; otherwise, the officers must get approval from the Treasurer (re finances) and the Executive Secretary (re budgetary record) before incurring the debt.

* Major invoices at the time of their creation = any amount in excess of \$200.

N.B. if the transaction does not generate an invoice then a written request at time of incurring debt is required.

XIV. ANNUAL MEETING:

A. Duties of the President

The President will:

1. Work closely with the Executive Secretary and the Local Coordinator to set up the Annual Meeting and will make the final decisions in their areas of responsibility from the options that they present to him/her.
2. Develop the program (cf. section I.B.4) in consultation with the program committee.
3. Preside directly or through delegates at all the sessions of the Annual Meeting.
4. Draw up (in consultation with the Executive Secretary) the agenda for the Business Meeting (for list of agenda items cf. I.A.3.a).
5. Chair the Business Meeting and the Passing of the Gavel Ceremonies (until s/he hands the gavel over to the new President).
6. Write the official letters of thanks to
 - a) The head of the host institution, accompanied by the text and translation of the resolution.
 - b) The Chair of the Local Arrangements Committee and to other key persons whom the Chair may suggest.
 - c) Each speaker, presenter, convener, and panelist.

B. Duties of the Executive Secretary

The Executive Secretary works closely with the President and the Chair of the Local Arrangements Committee in planning the program and facilities for the Annual Meeting. The following is a calendar of the principal duties:

APRIL: Remind the President-Elect to include in the "Message from the President" an invitation to the next Annual Meeting, giving the dates and place, and the theme of the program (if there is to be a particular theme) for publication in the fourth (May) issue of the Journal. (Deadline, March 1)

JUNE: Remind the President to include in the "Message from the President" a call for papers, workshop and panel presentations for the Annual Meeting, giving length of abstract and directions for submissions. (Directives for format of abstracts are on file on a computer disk.) Deadline for the August issue of the Newsletter Journal, June 1.)

SEPTEMBER/OCTOBER: The Chair of the Local Arrangements Committee should submit to the Executive Secretary a list of inns and motels (giving pertinent information and price range,

including tax) in the vicinity of the host institution, for publication in the November issue of the Journal. (Deadline, September 1)

DECEMBER: The President should provide the Executive Secretary with an accurate listing of paper titles, proper names, institutional affiliations, panels, workshops and all other presentations on the program of the Annual Meeting as it now stands.

The Preliminary Program, Pre-Registration form, map with directions to the campus, and a list of inn and motel accommodations are included in the third issue (February) of the Journal, mailed to all CANE members. (Deadline for the February issue, 1 December). Official Notice of any amendments to the CANE Constitution or Bylaws to be acted upon at the Annual Meeting must be published no later than in the third (February) issue of the Journal, or, if mailed separately, the membership be given written notice three weeks before the Annual Meeting.

JANUARY: Ensure that the President-Elect sends letters to a select list of publishers of Classics texts and related books, inviting publishers to participate in the book display at the Annual Meeting. The books for the display should be addressed c/o the Chair of the Local Arrangements Committee of the host institution; notify the Chair that the books will be coming. (The letter of the previous year and list of publishers are kept on file on a computer disk.) See further, below under Section XIV, 6.

MID TO LATE JANUARY: See that the Flyer containing the Preliminary Program, Pre-Registration Form(include information on the Finnegan-Plante Grants), Directions to Campus, List of Accommodations, and Teachers' Materials Exchange Form for the Annual Meeting is mailed out to the membership and Classicists in New England. (Mailing labels are furnished by the CANE Treasurer and the Director of the Summer Institute.) In recent years, the Chair of the Local Arrangements Committee has seen to the printing and mailing of the Flyer. The costs of the Flyer and the Program are included in the general registration fee. Note specifically:

- a) Those giving papers who are not members of CANE will need to receive the program and registration form (i.e. the Flyer or the February issue of the Journal.)
- b) The host institution must be notified of audio-visual equipment needed. (See below, Section XIV.C.5)
- c) The President will have received abstracts, in publishable form, of papers, panels, and workshops to be presented at the meeting. (The Executive Secretary should keep on computer file the format for such abstracts and furnish the President with the same to send to the respective presenters.)
- d) Abstracts of all presentations should be turned over to the Executive Secretary at the Annual Meeting for publication in the Annual Bulletin. (See further, above under Section XIII.C. Program Committee.)

MARCH/APRIL The Executive Secretary assists the President in organizing the Annual Business Meeting of the Association. It is helpful to provide the President in advance with a

model agenda for both the Business Meeting on Friday and the Closing Ceremonies on Saturday. For a typical Agenda of the Business Meeting and of the Closing Ceremonies, see above under Section I. Duties of the President, II, B, 3 a and b.

FOLLOWING THE ANNUAL MEETING:

- a) Send official letter of thanks to the President, Head of the host institution.
- b) Send official letters of thanks to the Chair of the Local Arrangements Committee and to other key persons in charge that the Chair may suggest.
- c) Notify ACL, NCLG, and ACTFL, and the appropriate classical journals of new officers, scholarship winners, Barlow-Beach Distinguished Award recipient, and place and time of next meeting.
- d) Send the Curator of Funds the names and mailing addresses of the Coulter Memorial Scholar and the Endowment Scholar so that checks can be sent promptly. (This notice should be delayed until after the announcement at the Annual Meeting.)

C. DUTIES OF THE LOCAL ARRANGEMENTS COMMITTEE

1. **REGISTRATION FEE.** The registration fee should cover expenses of building and grounds (custodial, meeting-rooms, furniture, audio-visual equipment, and personnel), cost of meals (morning coffee/juice/pastry, a.m. and p.m. breaks, lunch, reception, and banquet), cost of flyer, program, and mailings. The registration fee is usually set within approximate limits at the fall meeting of the Executive Committee in consultation with the Chair of the Local Arrangements Committee. The exact figure is left to the discretion of the President and the Program Committee. (See further, above Section XII.C. Program Committee.)

2. **ACCOMMODATIONS.** A list of inns and motels convenient to the meeting site should be published in the second (November) and third (February) issues of the Journal. (Deadlines, September 1 and December 1, respectively). This information should include names, addresses, telephone numbers, approximate distance from the meeting, number of rooms, price range with tax (single and double), and whether registrants should specify CANE Annual Meeting.

The Chair of the Committee should check out accommodations ahead of time for cleanliness, location, amenities, and price range (including special rates, tax, and parking). Those attending the Annual Meeting make their own arrangements directly with the local inns or motels. Neither the Local Arrangements Committee or the Association takes any further responsibility for accommodation of members.

3. **MEALS AND FOOD SERVICE.** Arrangements need to be made as follows for those attending the Annual Meeting:

- a. Thursday evening: Dinner for the members of the Executive Committee on the Thursday evening prior to the Annual Meeting. On occasion the host institution has defrayed part or all of

the cost; otherwise, CANE pays the cost from its general account or from proceeds from the Annual Meeting (excluding alcoholic beverages). Usually the CANE President or Chair of the Committee sends out an email for R.S.V.P. to the members to ascertain the number who will be present at the dinner.

b. Friday and Saturday Morning: Coffee/tea/juice, fruit and pastries for Breakfast(8:00 a.m.) as well as refreshed for breaks(after first paper session) on Friday and Saturday mornings. In addition, water, juice and coffee should be available during the afternoon break. These refreshments should be set up outside the auditorium.

c. Friday Luncheon: Friday luncheon is provided by the host institution with the cost included in the registration fee. Provision should be made for vegetarians.

d. Friday Evening Reception and Banquet: Social hour/reception, usually at 6:00 P.M. and Banquet at 7:00 P.M. On occasion, the host institution may provide a reception, and a cash bar may be arranged (or this may be sponsored by a publisher, state classics organization, or the host institution. At the reception, provision should be made for non-alcoholic beverages. CANE does not pay for alcoholic beverages, nor can this cost be included in the registration fee or meal tickets.

For the banquet arrange for three entrees: meat, fish, and vegetarian. On the Pre-Registration Form, list the three options and have registrants check which they prefer unless the banquet is being served buffet style. In recent years, we have chosen to have a buffet to keep the cost of the banquet reasonable. Approximately 160-200 persons can be expected for the luncheon and the Banquet, to judge from recent years, though these numbers may vary considerably and need to be checked carefully with the previous year. Distance and weather conditions have not, as a rule, been significant factors. Fee options for meals and registration are indicated on the Registration Form and are flexible to accommodate annual, emeriti/ae, student members and spouses, and day only attendants. (Registration Forms from previous Annual Meetings are on file from the Treasurer.)

e. Luncheon is not normally included on Saturday unless CANE is sponsoring afternoon workshops or other events. Then a box lunch should be made available at cost. It is also useful if the Chair of the Committee would provide names and locations of eating places on Saturday (both on and off campus) especially if there are no afternoon activities..

4. MEETING SPACE. The following accommodations are needed:

- a. A meeting room for the Executive Committee Thursday evening from 4 pm to about 8 pm.
- b. An auditorium for approximately 200-250 persons for sessions for the reading of papers on Friday morning and afternoon and for Saturday morning, equipped with microphone(s) and facilities for audio-visual presentations. (For details, see below, under Audio-Visual Equipment).
- c. A lectern supplied for the speaker with proper lighting, even though the auditorium is not darkened, and for slide presentations. (See further below, under Audio-Visual Equipment).
- d. At least two other rooms that will accommodate 60-75 persons for sessions on pedagogy, equipped with full audio-visual capabilities.

- e. Adequate space for the book display, CANE Emporium, Silent Auction and Book Sale (preferably in a separate room near the main auditorium). See below, under Textbook Display.
- f. A Registration Desk to be staffed by personnel recruited by the Local Arrangements Committee. Hours: Friday 8:30 A.M.-5:00 P.M. and Saturday 8:30-10:00 A.M.
- g. Provision for coffee/pastry, etc. near the registration area and ample space for gathering and visiting.

5. AUDIO-VISUAL EQUIPMENT FOR PAPERS, PRESENTATIONS; PROVISIONS FOR SPEAKERS.

- a. Session spaces must be fully equipped for audio-visual presentations as may be required [microphone(s), projector(s), screen ample for one or two images,, video, film, and overhead projector if required]. The auditorium must be able to be sufficiently darkened.
- b. Provision of a pitcher of water and glasses/cups(or bottled water) for the speakers/panelists..
- c. Local Arrangements Committee must provide Audio-Visual personnel for both days to help with the operation of projection equipment and opportunity for lecturers to confer with the operators beforehand; to assist with the lighting systems, computer hookups, microphones and sound system
- d. Personnel must be on hand well ahead of time (at least one-half hour) to see that audio/visuals, lighting, etc. are in working order; and be prepared to assist presenters and speakers with equipment and to handle any mechanical/electrical emergencies that may arise.
- e. Operators should be especially instructed always to check the focus throughout the presentation.
- f. If two projectors are used, the screen must be ample for the two images, remote controls in order, and the command system for changing slides clearly understood.
- g. It is useful to have a lighted pointer for the use of the speaker.
- h. A major responsibility of the officer presiding at the session is to put the participants at their ease: to make sure that speaker, audio-visual personnel are coordinated, that instructions for lighting or darkening the auditorium are clearly in hand and equipment in working order.

A/V personnel should be available to handle any emergencies during the Paper Sessions and the Workshop Presentations.

6. EXHIBIT AREA. A large room with a number of large tables is needed for the CANE Emporium, materials and book display by publishers, the annual book sale and silent auction, with space for people to browse. Books may be sent by publishers to the Chair of the Local Arrangements Committee. The Committee with the President-Elect helps to set up the exhibit area and may be asked by publishers not in attendance to unpack books, put them out for display, and, if so directed, to pack and mail the remainders to the publishers after the meeting. Books that need not be returned may be sold at the end of the meeting, the proceeds going to CANE, or display copies may be reserved earlier in the meeting for private purchase. The President-Elect is responsible for the exhibit area. (See further above, under Sections II and XIV.4.)

7. TOURS, EXHIBITS, SPECIAL EVENTS. Schedule definite times on the program for museum, library, or campus tours, special events (such as a concert), and allow opportunities for the registrants and visitors to look over the book display.

N.B. EVALUATION OF THE ANNUAL MEETING. The Program Committee is encouraged to draw up and distribute an Evaluation Form to be filled out by members and visitors attending the Annual Meeting, and to forward the tabulation of results and specific suggestions to the Executive Committee or the following year's Program Committee for guidance in planning the next Annual Meeting. The evaluation form should be included in packet distributed at registration to attendees.

XV EDITOR OF NEW ENGLAND CLASSICAL JOURNAL

1. The Editor is responsible for all aspects of selection of materials, editing, layout, printing, and distribution of *New England Classical Journal*. As appropriate, the Editor may delegate any part of these responsibilities to a staff of the Editor's choosing, e.g. Managing Editor, Book Review Editor, Editorial Assistant.

2. The Editor sets editorial policy for *New England Classical Journal*, including but not limited to, all matters involving submission and acceptance of material, peer-review practices, editing standards, offprint policy, and advertising.

3. The Editor works to ensure the publication of *NECJ* in the first instance as a quarterly journal, normally appearing in February, May, August, and November. The Editor may arrange for special issues in place of, or in addition to, the regular publication schedule. On occasion, the Editor may arrange for double issues combining two regularly-scheduled issues of *NECJ*. However, the publication of such double issues should be infrequent and must be justified by compelling scholarly or economic considerations.

4. The Editor works with the President to ensure that a preliminary program for the Annual Meeting and important information related to this meeting appear in the February issue of *NECJ*. Throughout the year the Editor works with the Executive Secretary of CANE, who is de facto editor of the "News & Announcements" section of the journal, to ensure that news and announcements of importance to the membership appear on a timely and regular basis in *NECJ*. A recommended schedule for CANE announcements appearing in *NECJ* is as follows:

a. August issue: call for proposals for spring meeting; list of awards and prizes (other than scholarships) including Barlow Beach, Weincke, Writing Contest, Student Prize, Certification Scholarship; funding opportunities such as Discretionary Funds (for Nov. 1 deadline) and Educational Programs; Executive Committee membership list.

b. November issue: follow-up call for proposals for spring meeting; CANE scholarships (for Feb. 1 deadline), namely, Endowment, Coulter, and Poggioli; amendments to Constitution and By-Laws; Certification Scholarship (for Feb. 1 deadline); Educational Programs.

c. February issue: Annual Meeting (as insert); Discretionary Funds (for March 1 deadline); Educational Programs; List of College and University Classicists in New England.

d. May issue: Executive Secretary's report on Annual Meeting; Discretionary Funds (for August 1 deadline); Educational Programs.

5. Funds for the publication of NECJ and for proper reimbursement of the staff for expenses incurred in producing the journal come directly from the CANE Treasurer.

6. The Editor should give considerable advance notice, preferably six months', of any intention to resign before the end of the regular four-year term so that a suitable replacement can be chosen.

XVI. EDITOR OF CANE INSTRUCTIONAL MATERIALS

1. As specified in the Bylaws, Article VI, Section 5: "The Association shall operate a service for the publication and distribution of teaching materials designated CANE Instructional Materials. The Editor of CANE Instructional Materials shall be responsible for the production and distribution of these materials."

2. The publications are currently edited, published, and distributed by John R. Mcvey, who serves as the Editor of CANE Instructional Materials.

3. The Editor of CANE Instructional Materials is appointed by the Executive Committee and serves for a term of five years, renewable. The Editor is responsible for all aspects of the editing, production, and sale of teaching materials listed as CANE Instructional Materials. The financial accounts, expenses and revenues, are maintained by the Treasurer of CANE in conjunction with the Editor's help. The Treasurer makes an annual financial report to the Association.

XVII. EDITOR OF CANE NEWSLETTER (CANEns)

1. The Editor is responsible for all aspects of selection of materials, editing, layout, printing, and distribution of the CANE Newsletter. As appropriate, the Editor may delegate any part of these responsibilities to a staff of the Editor's choosing, e.g., Managing Editor, or Editorial Assistant.

2. The Editor sets editorial policy for the CANE Newsletter, including but not limited to, all matters involving submission and acceptance of material, peer-review practices, editing standards, offprint policy, and advertising.

3. The Editor works to ensure the publication of three issues of CANEns in the first instance as a Newsletter normally appearing in September/October, December/January, and April/May. The Editor may arrange for special issues in place of, or in addition to,

the regular publication schedule; also, currently, CANEns is published on-line on the CANE website with hard copy available upon request.

4. The Editor works with the President to ensure that a preliminary program for the Annual Meeting and important information related to this meeting appear in the December/January issue of CANEns. Throughout the year the Editor works with the Executive Secretary of CANE, who is de facto editor of the “News & Announcements” section, to ensure that news and announcements of importance to the membership appear on a timely and regular basis in CANEns. A recommended schedule for CANE announcements appearing in CANEns is as follows:

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a) September/October issue: call for proposals for spring meeting; list of awards and prizes including scholarships, Barlow Beach, Weincke, Writing Contest, Student Prize, Certification Scholarship; funding opportunities such as Discretionary Funds (for Nov. 1 deadline) and Educational Programs; Executive Committee membership list;

b) December/January issue: follow-up call for proposals for spring meeting; CANE scholarships (for Feb. 1 deadline), namely, Endowment, Coulter, and Poggioli; amendments to Constitution and By-Laws; Certification Scholarship (for Feb. 1 deadline); Educational Programs; Preliminary Annual Meeting Program

c) April/May issue: Executive Secretary’s report on Annual Meeting; Discretionary Funds (for August 1 deadline); Educational Programs;

5. Funds for the publication of CANEns and for proper reimbursement of the staff for expenses incurred in producing the newsletter come directly from the CANE Treasurer.

6. The Editor should give considerable advance notice, preferably six months’, of any intention to resign before the end of the regular four-year term so that a suitable replacement can be chosen.

XVIII. CANE WRITING CONTEST

(See above, Section II, Duties of the President-Elect.)

1. Each year the Classical Association of New England sponsors a Writing Contest for all students of Latin, Greek and Classics-related subjects who are enrolled in the secondary schools of New England. All students enrolled in such classes are eligible to compete. The title of the contest is chosen by the President just before s/he assumes office and is announced at the Annual Meeting and in the MAY (or AUGUST) issue of NECJ. The administration of the contest is in the hands of the President-Elect of CANE in accordance with the Guidelines for Teachers and Students as authorized by the Executive Committee.

2. It is the responsibility of the State Representatives to publicize the contest in their respective states and to select a panel of judges in each state to determine the winning entrants. Projects are

due in the hands of the State Representatives by December 15; the first-place winning projects from each state are forwarded to the President-Elect of CANE by January 15, who will in turn see that the all-New England winning project is selected in time to be announced at the spring meeting. All other procedures are arranged by the President-Elect and the State Representatives.

3. A prize is awarded to the all-New England winner who is invited by the President-Elect to attend the CANE meeting and receive the award at the banquet. In addition, the Executive Committee annually authorizes an appropriation for prizes for the second- and third- place winners in each state. These awards are administered by the State Representatives.

(See further the August issue of the Journal for the announcement of the topic for the year and the text of the Guidelines for Teachers and Students.)

XIX. PHYLLIS B. KATZ PRIZE FOR EXCELLENCE IN UNDERGRADUATE RESEARCH

Begun as a five-year pilot program in 2000, the Student Prize was designed to honor research by fledgling Classicists, at the high school or undergraduate level of study. The Prize was renamed and more narrowly defined by the Executive Committee in February 2006, when it accepted the offer of an endowment from Dr. Arnold M. Katz, whose purpose was to establish the prize in perpetuity on the occasion of the 70th birthday of his wife Phyllis B. Katz. Beginning with its award in March 2006, the prize honors Phyllis B. Katz whose long service to CANE has included terms as Executive Secretary and Director of the CANE Summer Institute, among many other activities in support of the organization. She was also the recipient of the Barlow-Beach award in 1997.

Requirements and Guidelines:

1. A submitted paper must be the original work of an undergraduate student, although it may be submitted for consideration the year following completion of a bachelor's degree. The paper must focus on ancient Mediterranean language, literature, history or culture and should be of suitable length to be delivered orally in 15 minutes. As a research paper, it must include proper citations and bibliography. While the paper need not be demonstrative of original research, it should display both command of the subject matter and some clear or unique assessment of the topic by its author.

2. The winning paper will be read by the recipient of the prize during the Annual Meeting of CANE, generally as the first paper in the first Saturday session. The author will receive an award of \$200, free registration for the meeting and the cost of hotel accommodations if needed.

3. The Immediate Past President will evaluate submissions for the prize, in consultation with colleagues of his/her choice and will notify both the President of the name of the paper and its author for inclusion in the program of the annual meeting and the Curator of Funds so that funds can be appropriately conveyed to the prize recipient.

4. The deadline for submission is February 15th.

XX. CANE SUMMER INSTITUTE

1. As part of the Classical Association of New England's attempt to advance an awareness and understanding of Classical antiquity throughout New England, the CANE Summer Institute seeks to provide a series of courses examining the art, history, literature, philosophy, and other aspects of Greek and Roman culture and to show how the ancient world is reflected in the modern one. These courses are open to all who wish to expand their knowledge of the past.

2. **Qualifications of Director.** The Director shall be a member of CANE in good standing. The Director shall be an individual who possesses demonstrated administrative and teaching ability and is a recognized professional in his or her field. The Director must be willing and able to perform all of the duties specified in section 3, or to delegate these responsibilities to a qualified officer of CSI.

3. **Duties of the Director.** The Director of the Summer Institute shall serve for a term of one year, and shall have general oversight, financial as well as executive, over the CANE Summer Institute. Any or all of these duties may be delegated, in whole or in part, by the Director to the appropriate officers or CANE volunteers. The Director is responsible for performing the following duties:

a) The Director attends all meetings of the Executive Committee of CANE, or sends a qualified representative, in order to report on the balance sheet for the institute just completed and on planning for the upcoming institute, and to provide updates on faculty, lecturers, participants, and courses.

b) In consultation with the Steering Committee, the Director sets the program for the upcoming institute, including lectures, courses, and their descriptions.

c) The Director arranges to promote the program of CSI through mailings and announcements in journals and on websites and to recruit participants for the upcoming institute. The Director shall make every effort to attract diverse participants from all six New England states and from other parts of the country.

d) Upon the recommendation of the Steering Committee, the Director appoints faculty for the planned institute and prepares contract letters. The Director shall make every effort to attract a diverse faculty from all six New England states.

e) The Director, in consultation with the Steering Committee, appoints the On-Site Coordinator, and the Liaison between the host institution and CSI.

f) The Director actively solicits foundation grants, private contributions, corporate , sponsorship and other funding agencies, such as state humanities councils, to ensure that the CSI is solvent.

g) The Director prepares all grant proposals for the CSI and supervises all applications and reports that are required to obtain this funding.

h) The Director, in consultation with the On-Site Coordinator, prepares a preliminary budget to submit to the Executive Committee of CANE before January 1 and modifies the budget according to the request of the committee.

i) The Director receives applications and deposits from participants, advises participants about course selections, book lists, and sends out a letter about registration and assignments and amenities in the dormitory.

j) The Director forwards all financial information, receipts, and bills for the CSI to the Treasurer of CANE and prepares financial statements as required by the Treasurer.

k) The Director prepares a final financial statement on a CSI just completed and submits this document to the Executive Committee of CANE for final acceptance in September. If all final bills for the Institute have not yet been received and reconciled before the September meeting of the Executive Committee, the Director will provide as accurate an estimate as possible for provisional approval with final approval at the February meeting following. The Director of one year's Institute will be responsible for wrapping up all business of that Institute even if his/her term will overlap that of a successor.

l) The Director shall make every effort to secure appropriate recognition for teachers needing recertification credits or Continuing Education Units as required by their various states.

4. Duties of the Director-Elect:

The Director-Elect shall serve for a term of one year and shall be an ex officio member of the Steering Committee. The Director-Elect shall help the Director to set the program for the Institute, to select and recruit faculty and to oversee the management of the Institute.

5. Immediate Past Director:

The Immediate Past Director shall serve for a term of one year and shall be an ex officio member of the Steering Committee and shall help the Director

6. Duties of the On-Site Coordinator (as determined in consultation with the Director):

a) The On-Site Coordinator supports the Director in his/her interactions with the host institution.

- b) The On-Site Coordinator helps promote the institute within the host institution.
- c) The On-Site coordinator corresponds with faculty about book orders, course packs, reserve lists, course registration, and details of registration day.
- d) The On-Site coordinator arranges local publicity for the institute.

5. Duties of the Host Institution Liaison Officer:

The Host Institution Liaison Officer arranges for facilities and amenities in connection with the Institute, including dormitory facilities, parking and athletic passes, meals, class and lecture rooms and A.V., equipment, etc.

7. Compensation of CSI Officers and Faculty. All officers shall sign letters of agreement briefly stating the nature of their obligations, and any special conditions that may apply. One copy of the letter of agreement shall be provided to the Treasurer of CANE. No official will receive any compensation without having a letter on file with the Treasurer of CANE.

Each faculty member and lecturer shall receive a letter of agreement and two copies, which are to be signed and returned to the Director no later than two weeks after it has been received. One copy of the letter is to be sent to the Treasurer of CANE in time for reporting to the IRS, and one copy shall be retained by the Director for CSI files. No faculty member or lecturer shall be compensated for participation in the institute without signed letters on file.

All faculty and other officers are paid by August 1 immediately following the completion of the institute, with the following exception: the Director shall receive a stipend of \$2,500, half by August 1 after the completion of an institute, and half after September 1, when all necessary reports have been filed. The On-Site Coordinator shall receive a stipend of \$2000.00, to be paid in amounts arranged by individual arrangement in conjunction with the Director of CSI and the Treasurer of CANE.

8. Budget. A preliminary budget for the institute shall be submitted for approval by the Executive Committee of CANE no later than thirty days before the January/February budget meeting of the CANE Executive Committee. This budget should include the stipend for the director as well as for the on-site coordinator. The Executive Committee shall vote to approve or to amend the budget as it deems appropriate. A final financial statement for a completed CSI shall be submitted to the Executive Secretary before the September meeting of the Executive Committee. Every effort shall be made to avoid a deficit and to compensate for it should one occur.

9. Reporting Requirements. The Director shall apprise the Executive Secretary each month and in writing regarding the progress in planning for the next institute, the status of applications and reports to grant-offering entities, and (where appropriate) the financial statement for the immediately completed institute. Reports regarding a completed CSI for the Executive Committee shall be completed no later than one week before the September meeting of the Executive Committee of CANE; final reports shall be submitted no later than December 31.

Reports to donors shall be completed by the dates stipulated by those donors. Copies shall be provided to the Executive Secretary who will prepare a summary for the Executive Committee. At the September meeting, the Executive Committee shall vote to approve the final report on the CSI just completed, to approve the topic and preparations for the next CSI, and to appoint the CSI Director-elect.

10. Cancellation Policy. Up to thirty days before the opening of a CSI, the institute may be canceled if, in the opinion of the Executive Secretary, in consultation with the President of CANE, the Director of CSI, and the Steering Committee, the institute has insufficient enrollment to be solvent.

11. Deposits. As a way of gauging the financial health of an Institute, participants may be asked on May 1 for a 50% deposit due on June 1.

12. Refund Policy: There will be no refunds of initial application deposits except in cases of illness or family emergency. **IN THE EVENT OF CANCELLATION OF THE INSTITUTE, ALL DEPOSITS WILL BE REFUNDED.** These refund policies shall be listed on all CSI flyers and announcements.

13. Steering Committee: The Steering Committee shall consist of:

- a. the current Director, immediate past director and the director-elect.
- b. six members elected to three-year staggered terms, drawn from former directors of CSI and general membership of CANE.
- c. one representative of the Executive Committee, for a term of one year.
- d. one representative from the host institution.

all with possibility of reappointment, nominated by the President in consultation with the Director of CSI and elected by the Executive Committee at its March meeting for the next calendar year's Institute. The Treasurer of CANE shall also be a member of the Steering Committee.

14. Steering Committee Meetings: The Steering Committee shall meet as often as it deems necessary. In particular, it shall meet in the spring, to decide on a topic for the following year's Institute; at the conclusion of the current year's Institute, to draft preliminary plans for the following year's Institute, to submit to the Executive Committee in September; and shortly after the Executive Committee's September meeting, to adjust plans in light of the Executive Committee's decisions.

XXI. CANE EMPORIUM

The Emporium Romanum was established in 1990 to meet the need of promoting the classics in New England. Since that time, the Emporium has coordinated the development of items of classical interest for sale through the CANE Annual Meeting and at other classical events. Items such as stationery, tote bags, and mugs feature classical designs and texts and are designed to encourage conversations and interest in the classics. Through the years, the Emporium has expanded to include teaching materials, books, and other ancillary materials that serve as resources for teachers of the classics. The Emporium provides items to regional classical organizations for fund-raisers, student prizes, and other events that support the promotion of the classics. The main function of the Emporium is to offer an inventory of classical materials for classicists, teachers of the classics, and others interested in the ancient world. The Emporium Coordinator oversees the production of new classical items, the purchase of classical inventory for teachers, and the sales of these items. All monies realized from the sales of Emporium items support the activities and projects of the Classical Association of New England.

XXII. DISCRETIONARY FUND GRANTS

Discretionary Fund Grants are made to fund projects that are pedagogically focused. Such grants are made for but not limited to projects that entail curricular development, writing, the purchase of classroom materials. Grants are made to members of CANE who submit proposals that explain the project proposed, its pedagogical goals and how the requested money will be used to attain those goals. Requests may not exceed \$500. Grant recipients must agree to submit a paragraph detailing the results of their projects and will be encouraged, when appropriate, to submit a description of their experience for the 'Ratio et Res' section of NECJ.

There are four granting periods in a calendar year with applications deadlines of Oct. 1, Dec. 1, Feb. 1 and May 1. In each granting period, \$500 is available for dispersal and may be awarded in its entirety to a single applicant or split between applicants. Proposals may be partially or fully funded, and those partially funded may be re-submitted for additional funds in following granting periods.

Recipients cannot receive grants in one year for more than one project (though as stated above that one project may receive funding in more than one granting period).

The Committee on Discretionary Funds is comprised of the Immediate Past President and the three At-Large Members of the Executive Committee, all of whom shall consult regarding proposals which should be submitted by applicants to the Immediate Past President. Decisions on each of the granting periods mentioned above should be made within two weeks of each period's respective deadline, that is, by the 15th of the months of October, December, February and May.

XXIII. PHINNEY FUND

The Phinney Fellowship was established in 1997 in memory of Edward Phinney, who devoted his remarkable energy and life cut far too short to the promotion of the Classics and the training

of teachers. The purpose of the Phinney Fellowship is the promotion of the study of Ancient Greek in the high schools of New England. The Phinney Fellowship Committee receives applications and awards stipends to qualified teachers who commit themselves to the teaching of Greek during the stipend period under the following guidelines:

1. The Phinney Fellowship Committee shall consist of three persons: a university professor teaching Ancient Greek (preferably experienced in the evaluation of the teaching of Latin by others at the secondary level), and two teachers of Ancient Greek in secondary schools, whether public, religious or independent.

2. Applicants for Phinney Stipends shall have the following qualifications:

- a. they must be public or private high school teachers in the New England area.
- b. they must have studied Ancient Greek at the college level for two or more years.
- c. they must have demonstrated outstanding proficiency in the teaching of Latin for at least five (5) years at the same school, one which has not paid a teacher of Ancient Greek in recent years.

3. The Committee's decision should be based on, but not limited to, the following:

- a. the applicant's knowledge of Greek as attested by transcript(s).
- b. his or her teaching skills as demonstrated by enrollments, direct observation or any other material submitted.
- c. the applicant's enthusiasm for Greek.
- d. the applicant's apparent commitment.
- e. with some small bias in favor of public schools.

4. Stipends may be awarded over a two-year period, and shall be in an amount equivalent to a proportional share of the recipient's annual teaching salary each year for which the stipend is awarded, calculated as a fraction of the recipient's normal salary, the numerator of which shall be the number of classes of Ancient Greek taught by the recipient, and the denominator shall be the total number of classes (of any subject) taught by the recipient. The fund shall also pay for all needed textbooks and any other necessary or reasonable materials and reasonable expenses for one Greek course in the United States or abroad, either in the summer before teaching starts or during the first semester. It is contemplated that in the second year, the recipient would teach second-year class as well as a first-year class.

5. Before awarding the Fellowship, the Committee shall obtain from the recipient's employer a commitment to provide a room and time-slot for the course during the stipend period, and to be willing to continue the teaching of Greek with its own funds if the experiment is deemed successful by the employer at the end of a two-year period, based on criteria established in advance by the employer and the Committee.

6. The Committee shall take reasonable steps to publicize the existence of the Fund among prospective applicants. (CANE's agreement with the initial donor stipulates that, if no suitable applicant is found in any two successive years, the Fellowship program terminates.)

7. The Committee shall assist or appoint others to assist prospective applicants in persuading school administrators and the local educational community of the benefits to be derived from the study of Greek.

8. The Committee is not required to renew the stipend for the second year if it deems that the recipient's program is failing sufficiently to stimulate the learning of Greek by secondary school students

XXIV. MATTHEW I. WIENCKE TEACHING AWARD

The Matthew I. Wiencke Teaching Award was presented for the first time in March 1998 to honor the life and career of Matt Wiencke, known for "his infectious wit, his boundless enthusiasm, his optimism, and his loyalty" (to quote Norman Doenges' memorial of him, NECJ, November 1996). He served as Executive Secretary of CANE from 1989-1993 and was one of the founders of the CANE Summer Institute. The award in his memory is given each year at CANE's Annual Meeting to a current teacher of Classics in New England whose work reflects the qualities exemplified by Professor Wiencke.

Each nominee must be:

1. a member of CANE.
2. a current (i.e. not retired) teacher of the Classics in a New England primary, middle, or secondary school.
3. nominated by a professional colleague (i.e. a fellow teacher or administrator at the nominee's school, or a classicist from another school who know the nominee well in a professional capacity).

The Wiencke Teaching Award Committee will be comprised of the three At-Large Members of the Executive Committee with the senior member serving as Chair whose responsibilities are as follows:

1. Update the announcement of the award and request for nominations in the New England Classical Journal's May, August and November issues and also via CANEnS and the CANE Website.
2. Consult with the Publicity Committee re: placement of announcements in periodicals of other professional organizations.
3. Prompt nominations, if necessary, with reminders to state representatives, et. al.
4. Send letters of acknowledgement to nominators.

5. Check with Treasurer re: membership status of nominees.
6. Consult with other at-large members concerning nominees to decide recipient.
7. Report name of recipient to CANE President and
8. Notify recipient.
9. Order plaque from Recognition Awards LLC, Emblem and Badge, 16 Sunnyside Ave., Johnston, RI 02919. Telephone: (401) 365-1265; Fax: (401) 365-1263; email: Sales@Recognition.com. They have a template, filed from an earlier order with the customer “number” Classic. Check to see if any words need to be changed to match the gender of the current awardee: change gender of five words. Change name and date. Arrange to have E&B charge the purchase to senior member-at-large and ship the plaque to the same.
10. Send a note to Martha Wiencke inviting her to join in presentation of the award at the banquet. If she attends, be sure to recognize her at the banquet.
11. Thank recommender(s) and invite them to the banquet; let school principal know.
12. Request reimbursement for plaque from CANE Treasurer.
13. Present award at CANE banquet or arrange from another at-large member to do so, with a brief speech about the award itself and the recipient’s qualifications; submit speech to President of Executive Committee and to Executive Secretary.
14. Arrange for photograph of recipient and report of award to be printed in CANE Newsletter or NECJ and to be posted on the CANE website along with the speech.

XXV. FINNEGAN-PLANTE GRANTS

The Finnegan-Plante Grants honor the memories of Ms. Mary Finnegan and Sr. Jeannette Plante, long-time members of CANE and faithful attendees at the Association’s Annual Meetings, both of whom passed away in 2002. The Grants provide funds to CANE members attending their First Annual Meeting in order to help defray the costs of attending. There are three Grants of \$150 each per year to be taken from the Endowment Fund. Only CANE members who are currently teaching Latin at the pre-collegiate level with no other sources of funding are eligible for these Grants. Those who wish to be considered for these Grants will indicate this on the mail-in registrations form for the Annual Meeting. Applicants must plan on attending the full two-day meeting.

The Executive Secretary is responsible for the administration of the Finnegan-Plante Grant Program. Recipients will be chosen at random from all forms submitted before the registration cut-off date. Recipients will be informed before the Annual Meeting. The Grants will be

awarded and the recipients recognized at an appropriate time during the Annual Meeting. The 2004 Annual Meeting was the first year Finnegan-Plante Grants were available. The Executive Committee will review the funding and effectiveness of the program at its September 2005 meeting.

XXVI. REIMBURSEMENT OF TRAVEL AND OFFICE EXPENSES

1. Travel expenses for members attending meetings of CANE committees are reimbursed by the Treasurer, on request, as specified on the CANE Travel Expense Form authorized by the Executive Committee. These costs include mileage, tolls, lodging, meals, and babysitting.
2. The chair of the committee should distribute the forms at the meeting, to be collected at the meeting and forwarded to the Treasurer for payment.
3. Committee members are expected wherever possible to defray travel expenses from other sources where these are available, e.g. school/college/university, or other educational funding.
4. The Executive Committee should periodically review the CANE Travel Expense Form for appropriate adjustment.
5. The current policy of reimbursement of travel and other expenses incurred by officers and committee members of CANE replaces an earlier policy of paying annual honoraria to select officers.
6. Expenses incurred by CANE officers in the course of their duties, not otherwise covered, (secretarial, printing, postage, mailing, telephone, fax, E-mail, photocopying, and the like) are reimbursed by the Treasurer upon request. Receipts or proof of payment should be sent to the Treasurer with the request for payment.
7. The delegates of ACTFL, NCTFL, and ACL are considered as officers of CANE for the purposes of reimbursement (a maximum of \$1000 per year is budgeted to be divided among the delegates by the Executive Committee depending on location and expenses of each meeting).

XXVII. DELEGATES TO OTHER GROUPS:

There are three types of delegates: 1) appointed ad hoc, 2) appointed to a permanent position of liaison, and 3) elected by membership to permanent positions of liaison.

The Executive Committee has set up the following procedures regarding all delegacies.

- 1) all delegates are to be reimbursed for their expenses as stated above(XXVI. 7)
- 2) all delegates will be sent copies of the minutes at the same time as the Committee, in order that they may know what the Committee thinks on the subjects discussed.

3) all delegates are expected to attempt to contact directly and consult with the officers of CANE, if their agenda included any matters of relevance to CANE, in order that they may represent fully and accurately the Committee's and CANE's position.

4) all delegates are expected to report promptly on the issues discussed at their meetings and how they voted on each issue. This report is to be sent to the Executive Secretary for inclusion in the next issue of NECJ, and for publication in CANEnS, and the CANE Website where appropriate.

A. CANE Delegate to the National Committee for Latin and Greek (NCLG)

1. The CANE delegate to NCLG, elected by the membership at the CANE Annual Meeting for a term of three years, renewable, is a member of the national committee and attends its meetings that take place in conjunction with the annual meetings of the American Philological Association and the American Classical League. The delegate will report regularly in NECJ, and for publication in CANEnS, and the CANE Website, on the activities of the NCLG and of related offices and organizations (e.g., the National Coordinating Office for Latin and Greek, the Joint National Committee for Languages, the Council for Languages and Other International Studies, and the Washington liaison office). The delegate will represent CANE on the NCLG.

2. A major function of this delegate is to work as a liaison for CANE with national lobbying groups by helping to organize letter writing campaigns in support of legislation in support of the teaching of Latin and Greek.

3. CANE makes an annual contribution, as authorized by the Executive Committee, to the National Coordinating Office for Latin and Greek of NCLG.

B. CANE Delegates to other Regional and National Classical and Language Associations

AMERICAN CLASSICAL LEAGUE (ACL),

AMERICAN COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES, (ACTFL)

NORTHEAST COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES, (NECTFL)

1. CANE delegates to ACL, ACTFL, and NECTFL, elected by the CANE membership at the Annual Meeting for a term of three years each, renewable, shall be responsible for attending the annual meetings of these organizations, representing CANE at them, and for filing reports with the CANE Executive Secretary for publication in the issue of NECJ immediately following the annual meeting of the organization in question. These delegates shall also be responsible for supplying information periodically throughout the year to the Editors of NECJ to keep CANE members up to date on the activities of these associations and their importance for the health and growth of Classics in New England.

2. The CANE delegates to ACTFL and NECTFL should, whenever possible, organize sessions of papers at the annual meetings of these organizations to provide opportunities to relate the

concerns of Latin teachers and Classics professors to the overall themes of these language associations.

3. Delegates are expected to attend the delegate-assembly or council meetings at the annual meeting of their respective associations.

4. Delegates to ACL, ACTFL, and NECTFL may be re-nominated to provide continuity in service and thorough familiarity with the workings of the organizations in question. NECTFL delegates must be nominated a year in advance because of the timing of the spring meeting of that organization.

5. The delegates of ACTFL, NECTFL, and ACL are considered as officers of CANE for the purposes of reimbursement (a maximum of \$1000 per year is budgeted to be divided among the delegates by the Executive Committee depending on location and expenses of each meeting).
