

Policies and Procedures

American Academy of Religion/Western Region

(proposed for consideration as of May 2010)

1.0 Annual Schedule. An annual schedule shall guide the planning and decision-making process of the officers and Board of Directors of the AAR/WR. The following schedule shall be followed to the extent possible to facilitate smooth and orderly running of the organization.

Mar/April	The Annual Regional Meeting, accompanied by AAR/WR Board Meeting and AAR/WR Business Meeting; Section Chairs communicate changes in email, snail mail, telephone numbers to VP/PC
April 15	Section Chairs provide VP/PC with statistics on attendance at sections during the meeting
April 30	VP/PC posts corrected roster of Board Members and section chairs, section titles, special sessions, current email and mailing addresses and phone numbers online and sends to WECSOR Executive Secretary, AAR/WR Board, and Section Chairs. VP/PC circulates Conference Theme for following year.
May 15	Section Chairs provide Calls for Papers to VP/PC. VP/PC provides documents to Webmaster for uploading to AAR/WR website (e.g., minutes from regional meeting, corrected rosters of Board members and Section Chairs, winners of Student Paper Award and Independent Scholar awards, etc.)
June 1	Calls for Papers posted on AAR/WR website by VP/PC, and sent to WECSOR Executive Secretary for posting on WECSOR website. VP/PC requests national AAR to send out email blast to regional members announcing CFP with link to website
July 1	WECSOR ExSec sends Call for Papers to <i>Religious Studies News</i> ; posts CFP to WECSOR website
Sept 1	WECSOR ExSec sends email "blast" to AAR/WR members
Sept 30	Deadline for paper proposals.
Oct 15	Section Chairs organize panels, and submit panel proposals and audio-visual requests to VP/PC. AAR/WR President notifies Board of Directors of meeting to be held in conjunction with national AAR; solicits agenda items
Oct 30	VP/PC notifies Section Chairs of acceptance of panels; Section Chairs notify participants of acceptance or rejection of proposals. Section Chairs send VP/PC statistics on how many proposals they received, how many they accepted, and how many they rejected.
Nov	AAR/WR meets Saturday 6:30-8:30pm at the AAR national meeting
Nov 30	VP/PC submits three documents: a Master Program with AV needs listed, a clean Master Program for uploading to the WECSOR site, and the Schedule-at-a-Glance to WECSOR ExSec and to AAR/WR Section Chairs for review

Dec 15	WECSOR ExSec submits program to <i>Religious Studies News</i> and posts to WECSOR website
Jan 15	WECSOR ExSec Program proofs emails to Section Chairs; Section Chairs notify presenters of date, time, and place of presentations, and inform them that they must pre-register to remain in the program. Pre-registration information sent in email blast to members by VP/PC.
Feb 15	Section Chairs notify VP/PC who then notifies WECSOR ExSec of any corrections to program; final copy of program proofs ready by AAR/WR VP/PC; VP/PC submits any "Special Thanks" for the back of the program
March 1	<ul style="list-style-type: none"> • WECSOR ExSec submits Program booklet to printer • Pre-Registration closes; materials due to WECSOR • AAR/WR President notifies Board of Directors of upcoming meeting and requests agenda items • Due date for papers to be submitted to AAR/WR President for consideration for Student Paper Award or Independent Scholar Award.
Mar/April	Annual Meeting, AAR/WR; Board meeting; WECSOR meeting; General Membership meeting

2.0 Proposal for a New Section. The process for adding a new section to AAR/WR is to submit a proposal to the Vice President/Program Chair of the AAR/WR Board. After reviewing the proposal, and in consultation with a committee of the AAR/WR Board, the Vice President/ Program Chair shall appoint an external review committee to vet the proposed section. This review committee shall be comprised of faculty members of the host institution at the AAR/WR annual meeting in both the appropriate discipline and one outside discipline. The external review committee shall be comprised of no fewer than two persons, and no more than four. The external review committee shall attend all sessions of the proposed section at the annual meeting, and provide a written evaluation of the proposed section to the Vice President and Program Chair, who shall then bring the proposal for a new section to the full board for a final determination on permanent status. The AAR/WR Board will notify the applicant in writing of its determination. The following form shall be used and submitted to the Vice President/Program Chair by May 1 of the year preceding the annual regional meeting at which the section is to appear. A C.V. of the individual making the proposal shall be appended.

Name	
Address	
Email address	
AAR Member I.D.	
No. of years in AAR	

Terminal Degree and/ or Current Status, Institution or Affiliation	
Section Title	
Justification (provide the academic justification for such a section)	
Impact Statement (provide an assessment of the impact this section will have on other existing sections)	
Interest Statement (provide names of persons expressing interest with AAR numbers as applicable)	
Additional information that will help the AAR/WR Board in making a decision	

3.0 Section Chairs and Special Sessions Coordinators. Section Chairs and Special Sessions Coordinators serve an important function in providing a guarantee of quality and level of participation in the annual meeting. While the Sections of the Region are expected to remain fairly stable over time, Special Sessions are expected to vary from year to year depending upon developments in the field. Section Chairs should plan to attend each regional conference and the Section Chair meeting scheduled during the conference. Section Chairs and Special Sessions Coordinators must agree to have their name, phone number, and contact information published in the Call for Papers.

The Office of Section Chair. Section Chairs shall be elected to a three-year term, upon nomination by the Vice-President and election by the Executive Committee. Section Chairs shall have a terminal degree, be a doctoral candidate, or be otherwise recognized in the field; they shall have a scholarly or other appropriate track-record as evidenced by a C.V. provided to the Vice-President/Program Chair; finally, they shall have had demonstrated participation in the AAR/WR. Duties and responsibilities shall include: reviewing paper and panel proposals for the section they convene; checking that those proposing papers are members of the AAR; organizing separate paper proposals into thematically coherent panels; arranging for panel moderators and assisting with finding respondents, if appropriate; informing those who have submitted proposals whether or not their proposal has been accepted; submitting proposed panels to WECSOR Secretary and to the Vice President/Program Chair for inclusion in the annual regional meeting program; attending section panels during the annual meeting; attending the Section Chairs meeting at the annual meeting; providing additional information to the Board of Directors of AAR/WR as requested.

4.0 The following guidelines should help Section Chairs organize panels for the next AAR/WR meeting.

4.1 Call for Papers. Notify the VP/PC of the topics to be included in the Call for Papers. Provide a two- or three-sentence description of your section. (See the national AAR website for ideas on two-line section descriptions.) Be sure to provide contact information for sending proposals to your section (in case we are not using OP3). The deadline for sending Calls for Papers to the VP/PC is May 15.

4.2 Receiving Proposals. It seems likely that OP3 will be available to us this year. In that case, submissions will go directly to the AAR server. In case we are not using OP3, you may receive proposals via email or snail mail. Make sure that all potential participants have completed the Program Participant Form [see under Policies and Procedures] so that you can verify their membership in the AAR, and can ascertain AV needs for each presenter. The deadline for receiving paper proposals is September 30.

4.3 Organizing Sessions. Organize coherent sessions of two to four papers each (as best you can). Each section is allotted *two sessions*; however, there may be time and space during the meeting for some sections to hold more than two sessions. If you have enough strong proposals to organize more than two sessions—or if you are organizing *fewer* than two sessions—let the VP/PC know as soon as possible. The VP/PC will let you know whether you may organize additional sessions. The deadline for proposing sessions to the VP/PC is October 15.

4.4 Session Chairs and Respondents. You are encouraged but not required to solicit a respondent or chair for each session. Consider inviting senior or established scholars from the area where the conference will be held. When inviting respondents, it is helpful to include the participants' names, institutional affiliations, and paper titles. You should also let potential respondents know that AAR/WR will waive their registration fee in return for their service. Be sure to let the Executive Secretary of WECSOR know of their participation so that name badges can be prepared for respondents.

4.5 Special Topics or Special Sessions. If you have proposals that are oriented to the conference theme that you cannot fit into a session, forward them to the VP/PC. The VP/PC may be able to place them in a special topic session.

4.6 If You Need More Proposals. Attempt to organize a panel of experts on an important topic in your section area. Alternatively, contact the VP/PC as soon as you can if you cannot creatively address the problem.

4.7 If You Have Extra Proposals. Please notify the VP/PC as soon as possible to insure a chance of extra sessions being established.

4.8 Acceptance Notifications. Please do not notify participants of acceptance until the VP/PC has verified that there are no schedule conflicts or duplicate presenters. Each presenter may present only propose and give a single paper or a single response at each regional conference. If a presenter has had two proposals accepted, one will be dismissed. Once the VP/PC okays proposed sessions, you may notify participants of acceptance and receive their confirmations that they will be presenting their papers at the conference. Send them the Guidelines for Presenters at the AAR/WR. Stress: 1) the importance of following through on their commitment to present; and 2) the necessity of joining the national AAR before they present at the regional conference.

4.9 Rejected Proposals. Do not send rejections to writers of proposals you cannot use until your proposed program plans have been accepted by the VP/PC (unless the proposals lack quality and would not be used elsewhere). Once you have ascertained that these papers will not be included in the conference, inform the authors that you have not accepted their papers. Be as positive as you can, e.g., encourage them to attend the meeting anyway, and to submit proposals again next year.

4.10 Provide Statistics. Send the VP/PC figures on how many proposals you received, how many you accepted, and how many you rejected. It will be helpful for future meeting planning if you briefly indicate reasons for rejection, e.g., too many proposals, proposal was sub-par, proposal did not fit into a coherent panel, etc.

4.11 Cancellations. Let the VP/PC know about any participant cancellations you receive as soon as you hear about them. Cancellations have implications for registration as well as for the final program.

5.1 Removal from Office. The Bylaws of AAR/WR provide the criteria for determining whether an officer of AAR/WR (including but not limited to Section Chairs) may need to be removed from office. The steps in the process follow:

- a) A written complaint is filed with the AAR/WR Board of Directors
- b) A copy of the complaint is given to the officer attempted to be removed
- c) The Board assigns a task force to investigate the complaint
- d) The Task Force makes a report in a timely fashion
- e) The Board votes upon removal, and notifies the parties involved
- f) The officer has the right of due process and appeal