

**CAMWS HANDBOOK  
- REVISED MARCH 2015 -**



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## I . O V E R V I E W

### I.1. THE CAMWS HANDBOOK

The CAMWS Handbook is designed to set forth and explain the goals and functions of the CAMWS Committee for the Promotion of Latin (CPL), the CAMWS Membership Committee (MC), and the CAMWS Steering Committee on Awards and Scholarships (SC). It outlines the major duties of committee members and of committee chairs, and it describes the duties of the Regional and State/Provincial Vice-Presidents, as they relate to the functions of these three committees.

### I.2. THE COMMITTEE FOR THE PROMOTION OF LATIN (CPL)

The Committee for the Promotion of Latin (CPL), a standing committee of CAMWS, was established in 1979 to create new Latin programs, to expand existing Latin programs, and to assist students of Latin in receiving in the greatest benefits from their study of Classics. Today, the Committee's purpose is to encourage and support all activities that promote the study of Classics, and of Latin in particular, in- and outside of the schools. Its principal role is to increase awareness, at each educational level, of our Classics community by offering (1) funding opportunities for promotional activities in the schools, (2) help for Latin- / Classics programs in crisis, and (3) an ongoing conversation (e.g., via CPL panels and workshops at the annual meeting) about how the study of Latin can be promoted best in the field of education. The Committee consists of a chair and a number of regular members appointed in accordance with the Association's constitution. The Committee for the Promotion of Latin maintains a section of the CAMWS website: <https://camws.org/cpl/index.php>.

### I.3. THE MEMBERSHIP COMMITTEE (MC)

The Committee's purpose is to oversee the organization's membership categories. Its principal role is to expand the Association's membership base within both these categories. The Committee reports its findings and conclusions to the President, the Secretary-Treasurer, the Executive Committee and, where relevant, other bodies within the organization.

The Committee consists of several regular members appointed in accordance with the Association's constitution and a Chair. The Secretary-Treasurer and the President serve as members of the Committee *ex officio*.

### I.4. THE STEERING COMMITTEE ON AWARDS AND SCHOLARSHIPS (SC)

The Committee's purpose is to promote and administer all CAMWS prizes. The Committee is responsible for coordinating the activities and initiatives of the eight subcommittees under its jurisdiction; and for bringing to the attention of the Executive Committee of the Association issues related to awards and scholarships that may arise from the subcommittees related to awards and scholarships. The Committee consists of the chairpersons of the following

subcommittees: (1) Excavation Field School Awards; (2) First Book Award; (3) Kraft / CAMWS Teaching Awards; (4) Ladislaus J. Bolchazy Award; (5) School Awards; (6) Semple, Grant, Benario Awards; (7) Stewart Scholarships; (8) Stewart Training and Travel Awards, and a committee chair. The Secretary-Treasurer is a member of the Committee *ex officio*.

### 1.5. REGIONAL AND STATE/PROVINCIAL VICE-PRESIDENTS

The purpose of the office of Regional / State/Provincial Vice-President is to serve each CAMWS region effectively and to facilitate the work of the CPL, MC, and SC. Each of the eleven Regional Vice-Presidents works with the State/Provincial Vice-Presidents in his or her region (see chart below). The Regional Vice-Presidents coordinate their recruiting efforts and report to the chairs of the Chairs of CPL, MC and SC at least once per year. Regional and State/Provincial Vice-Presidents serve for a term of three years, and are appointed by the CAMWS President.

The task of the Regional Vice-President falls into three categories. (1) To identify to the Chair of CPL what activities are being developed in their region that could a) benefit from CAMWS endorsement; b) benefit from CAMWS subvention, where feasible; and c) benefit from CAMWS participation. (2) To identify to the Chair of the Membership Committee where it could target and solicit new members and help promote membership in their region. (3) To identify to the Chair of the Steering Committee on Awards and Scholarships a) who in their region is worthy of recognition by CAMWS for scholarships or awards, and to encourage members of their region to apply for / nominate someone for relevant scholarships and/or awards; b) who in their region could be a potential donors and to recruit them in coordination with the Chair of the Steering Committee on Awards and Scholarships.

### 1.6. ORGANIZATIONAL STRUCTURE

REGION	STATES
CANADA	Ontario (ON) Manitoba (MB) Saskatchewan (SK)
GULF	Alabama (AL) Louisiana (LA) Mississippi (MS) Texas (TX)
LAKE MICHIGAN	Illinois (IL) Indiana (IN) Michigan (MI)
NORTHERN PLAINS	Minnesota (MN)

	North Dakota (ND) South Dakota (SD) Wisconsin (WI)
OHIO VALLEY	Ohio (OH) West Virginia (WV)
PLAINS	Iowa (IA) Kansas (KS) Missouri (MO) Nebraska (NE) Oklahoma (OK)
ROCKY MOUNTAINS	Arizona (AZ) Colorado (CO) Nevada (NV) New Mexico (NM) Utah (UT) Wyoming (WY)
SOUTHEAST	Florida (FL) Georgia (GA) South Carolina (SC)
TIDEWATER	North Carolina (NC) Virginia (VA)
UPPER SOUTH	Arkansas (AR) Kentucky (KY) Tennessee (TN)
AT-LARGE	All members residing outside CAMWS territory

## **II. GUIDELINES FOR THE POST OF STATE / PROVINCIAL VICE - PRESIDENT**

### **II.1. GENERAL STATEMENT**

The position of CAMWS State/Provincial Vice Present is not to be undertaken lightly. CAMWS State/Provincial Vice-Presidents have four major areas of responsibility. First, as representatives of CAMWS in their state, they are responsible for handling its day-to-day business at the local level. Second, they work closely with their Regional Vice-President on CPL. Third, they actively and creatively promote membership in the organization. Fourth, they help to circulate information about and encourage applications for CAMWS awards. Each of these areas of responsibility is outlined below.

### **II.2. GENERAL DUTIES AS LOCAL REPRESENTATIVES OF CAMWS Overseen By The Secretary-Treasurer**

#### **II.2.1. APPOINTMENT AND TERM OF OFFICE**

State/Provincial Vice-Presidents are appointed by the CAMWS President. The normal term of office is three years and can be extended. State/Provincial Vice-Presidents who wish to step down before the end of their term are expected to give written notification to the Secretary-Treasurer well before the annual meeting in order to insure a smooth transition. State or provincial Classical organizations are encouraged to become involved in the recruitment of State/Provincial Vice-Presidents for CAMWS and to submit nominations to the Secretary-Treasurer of CAMWS for official appointment by the CAMWS President.

#### **II.2.2. CAMWS ANNUAL MEETING**

The State/Provincial Vice-President should make every effort to attend the CAMWS annual meeting and to participate in the joint Vice-Presidents' meeting, during which policies, goals, and strategies are discussed for the upcoming year. This is the best and most reasonable venue for State/Provincial Vice-Presidents to meet with CAMWS officers, other State/Provincial Vice-Presidents, and Regional Vice-Presidents and to gain new ideas and enthusiasm for the work ahead. Vice Presidents are expected to come to this meeting prepared to report briefly on their regions activities and to be ready to discuss strategies for advancing CAMWS and the discipline of classics.

### II.2.3. OTHER DUTIES

State/Provincial Vice-Presidents may be called upon to assist with special projects of CAMWS and to promote the work of other standing committees. Each State/Provincial Vice-President is expected to maintain close contact and act as a liaison with his or her state or provincial Classical organization.

### II.2.4. EXPENSES

Expenses such as postage related to the responsibilities of the State/Provincial Vice-President can be reimbursed through the CAMWS Secretary-Treasurer.

## **II.3. CPL DUTIES** **Overseen By The Chair of CPL**

### II.3.1. GENERAL STATEMENT

State/Provincial Vice-Presidents are CPL's official representatives in their states and regions. As such, the State/Provincial Vice-Presidents are expected to encourage instructors of Latin in their areas to submit proposals for Caristia Grants and Bridge Initiative Grants to the CPL. (See Appendices [B](#), [C](#), [D](#) and [E](#).) They also gather information about the state of the Classics in their state or province and serve as vital resources in the creation of new Latin programs and the preservation of old ones.

### II.3.2. CPL FUNDING REQUESTS

The State/Provincial Vice-Presidents act as the first step in screening the funding requests (Caristia Grant; Bridge Initiative Grant) submitted to the CPL. The State/Provincial Vice-Presidents are asked to reply promptly when contacted by the Chair of CPL in regard to a funding request.

The funding procedure, which is also posted on the CPL web page at <https://camws.org/cpl/funding/procedure.html>, is as follows:

1. Requests for CPL funding are submitted either on-line or in hardcopy. Every CPL funding request is screened first by the Chair of the CPL and to the CAMWS Secretary-Treasurer.
2. The Chair of the CPL then confirms from the CAMWS office that the grant applicant is a member of CAMWS and sends the request to the appropriate State/Provincial Vice-President.
3. The State/Provincial Vice-President recommends whether the request should be approved or denied (usually providing a justification in the latter case).

4. The Chair of the CPL then contacts the Regional Vice-President.
5. The Regional Vice-President then approves or refuses the request.
6. The Regional Vice-President submits the form to the Chair of the CPL for final consideration.
7. If approved by the Chair of the CPL, the form is sent to the Secretary-Treasurer, who in turn, issues the necessary checks.

If not approved, the Chair of the CPL informs the person submitting the original request that it has not be approved. The Chair may suggest possible ways to amend the request so that its acceptance might be granted when resubmitted. Copies of this correspondence are sent to the appropriate State and Regional Vice Presidents, as well.

### II.3.3. PROMOTIONAL ACTIVITIES

As representatives of CPL, the State/Provincial Vice-Presidents encourage promotional activities in their states. Money is available from CPL to help fund these activities, and it is the State/Provincial Vice-President's responsibility to make this known to local schools and Classical organizations. A sample list of the types of activities that CPL has funded can be found on the CAMWS CPL web site (<https://camws.org/cpl/index.php>). It should be remembered that CPL is always interested in new and innovative projects.

Funding is generally available if the activity is aimed primarily at starting new Latin programs or publicizing existing ones. Publicity in local newspapers is especially sought; the aim should be to reach as many people as possible. It is the responsibility of the Vice-President to insure that there is at least one request for CPL funds from his or her state or province annually.

State/Provincial Vice-Presidents should be aware of promotional materials available from CAMWS as well as from other organizations such as the American Classical League, National Junior Classical League, and National Committee for Latin and Greek. Vice-Presidents may find it helpful to distribute such materials to CAMWS members in their state or province.

### II.3.4. PUBLICITY AND COMMUNICATION

The State/Provincial Vice-Presidents are responsible for making Latin teachers in their states or provinces aware of CPL's existence and for getting CPL materials into their hands. The most efficient way to do this is to set up an email list. Vice-Presidents also receive information each year on CAMWS awards, scholarships, and opportunities for funding. This material should be distributed through the appropriate channels (email and CAMWS state newsletter) to all Latin teachers in the area. Where no state-level CAMWS newsletter exists, the State/Provincial Vice-President should work to institute one since this is an important promotional vehicle. Vice-Presidents should also make every attempt to attend annual meetings of state Classical organizations and to promote CAMWS at these events.



### II.3.5. PROGRAM ADVOCACY

CAMWS State/Provincial Vice-Presidents should keep close track of the status of Latin programs in their individual states or provinces. When new programs are being considered, the Vice-Presidents are expected (and thus should be proactive and ready) to provide invaluable advice and counsel, make CPL promotional materials available, and even suggest funding sources such as CPL grants. The Vice-President should also work through CPL to generate letters of support for threatened programs.

### II.3.6. LATIN TEACHER PLACEMENT

In states with no regular placement service, the CAMWS State/Provincial Vice-President is the *de facto* contact for job placement. In most cases all that is necessary is the referral of the inquiry to the ACL Teacher Placement Service. This aspect of the job should be undertaken soberly, with an awareness that not merely does the flourishing and legacy of classical learning depend on this undertaking but also does the very survival of our discipline.

### II.3.7. ANNUAL REPORT

Each year, State/Provincial Vice-Presidents are contacted by their Regional Vice-President and reminded to submit a full report on activities that have occurred in their states or provinces that year. Information on membership and scholarship activities should be included in this report. This material, in turn, is used by the Regional Vice-President in producing a regional annual report. These reports are submitted to the CPL Chair and become part of the CPL report to the Executive Committee of CAMWS and other members at the CAMWS annual meeting. The regional annual reports are made available to the public on the CPL website. For guidelines about writing an annual report, see [Appendix F](#).

### II.3.8. SUMMARY

The State/Provincial Vice-President is, above all else, the presence of CAMWS in each state or province. The demands of the office on the time of the person holding the position are not as great as they may seem. Much of the State/Provincial Vice-President's work consists of answering letters of inquiry, telephoning, e-mailing, and submitting requests for money from CPL. These activities do not entail more than a few hours each month. Moreover, the State/Provincial Vice-President frequently represents someone whom everyone in the state or province can approach for information, referral, or help. Above all, the State/Provincial Vice-President must be an active presence, working hard to further the cause of Latin in all of our schools from the lowest grades through college / university.

## **II.3.9. CURSUS ANNI FOR STATE/PROVINCIAL VICE-PRESIDENTS**

### **SEPTEMBER**

Obtain from the state/provincial Classical organization or from the state/provincial JCL a mailing list of all teachers in the state or province.

Distribute mailing to all teachers in the state describing the goals of CPL, the availability of CPL funds, and including CAMWS membership information.

Promote the CAMWS School Awards Program (*deadline typically*).

### **OCTOBER**

Prepare a column or article for your state/provincial Classical newsletter on CPL activities, focusing on local CPL-sponsored events (if there are any). Promote CAMWS membership, the Grant, Semple, and Benario Travel Awards for study abroad. (The deadline is posted on <https://camws.org/awards/MASteach.php> .)

### **SEPTEMBER - NOVEMBER**

Attend state/provincial Classical and foreign language conferences when they are scheduled in the fall. Distribute CAMWS brochures, CPL promotional materials, and describe the benefits of CAMWS membership (Appendix G).

### **DECEMBER**

Contact former members of CAMWS who have not yet paid their dues for the current year. (List available from the Secretary-Treasurer of CAMWS or the Chair of the Membership Committee.)

### **JANUARY - FEBRUARY**

Compile information from your state/province to submit to your Regional Vice-President for inclusion in the regional report. Include activities for which CPL funding was given, membership and scholarship activities, and the general state of Classics in your locale. Submit your information by the deadline requested by your Regional Vice-President. With the help of the state/provincial Classical organization identify nominees for the CAMWS Kraft Award for High School Teaching, the College Teaching Award, and the CAMWS Service Award. (The deadline is posted on <https://camws.org/awards/teacher.php>.)

### **FEBRUARY**

Prepare a column or article for the state Classical newsletter on CPL activities, focusing on local CPL-sponsored events (if there are any). Promote CAMWS membership and the AMWS Manson A. Stewart Fellowship program. Work with the local Classical organization to insure that your state/province has at least one nomination for a CPL award for the best high school promotional activity. (The deadline is typically February 28).

### **MARCH**

Make a final push for CPL projects to be funded during the current fiscal year. Begin thinking about possible projects for next year. Submit your letter of resignation to the Secretary-Treasurer, if you do not plan to continue in your post. Your appointment is for a three-year period and is renewable upon the decision of the CAMWS President.

## **APRIL**

Attend the joint meeting for Regional and State/Provincial Vice-Presidents at the CAMWS annual meeting.

## **MAY**

Work with the Regional Vice-President to prepare a list of goals and activities for next year. Submit suggestions to the Chairs of CPL, the Membership Committee and the Steering Committee on Scholarships and Awards.

## **II.4. MEMBERSHIP DUTIES**

### **Overseen By The Chair of The Membership Committee**

#### **II.4.1. RECRUITMENT**

State/Provincial Vice-Presidents are responsible for recruiting membership to CAMWS in their states or provinces. This includes soliciting new members and urging lapsed members back into the fold. Each year, generally in the autumn and again early in the new year, the Secretary-Treasurer and/or Chair of the Membership Committee of CAMWS sends updated membership lists to each State/Provincial Vice-President. The Vice-Presidents then use these lists to check on membership in their individual states or provinces. This may be done through direct mailing, telephone calls, notices and membership forms in the state Classical newsletter, or appearances at the annual meeting of the state Classical association.

#### **II.4.2. MATERIALS**

CAMWS brochures and membership forms are available from the Chair of the Membership Committee. State/Provincial Vice-Presidents are expected to distribute them in their states and provinces.

## **II.5. SCHOLARSHIP / AWARDS DUTIES**

### **Overseen By The Chair of The Steering Committee On Scholarships and Awards**

#### **II.5.1. GENERAL STATEMENT**

State/Provincial Vice-Presidents are responsible for promoting interest in all CAMWS scholarships, prizes, and awards. Information on all of these are distributed annually in the late summer or early fall by the various committees in charge of each or by the CAMWS Headquarters Office. Information on these awards is also published in the CAMWS *Newsletter* and can be obtained through the CAMWS web site ([www.camws.org/awards/index.html](http://www.camws.org/awards/index.html)). In

particular, the State/Provincial Vice-President should work with local Classical organizations in identifying nominees for the CAMWS Kraft Award for Excellence in Secondary School Teaching, the CAMWS Award for Excellence in College Teaching, and the CAMWS Award for Special Service

### **III. GUIDELINES FOR THE POST OF REGIONAL VICE - PRESIDENT**

#### **III.1. GENERAL STATEMENT**

CAMWS Regional Vice-Presidents have four major areas of responsibility. First, as representatives of CAMWS in their regions, they are responsible for handling the organization's day-to-day business at the regional level. Second, Regional Vice-Presidents work closely with their State/Provincial Vice-Presidents and serve as the liaison between them and the Chair of CPL. Third, Regional Vice-Presidents promote membership in the organization. Fourth, they help to promote interest in all CAMWS awards. Each of these areas of responsibility is outlined below.

#### **III.2. GENERAL DUTIES AS REGIONAL REPRESENTATIVES OF CAMWS Overseen By The Secretary-Treasurer**

##### **III.2.1. APPOINTMENT AND TERM OF OFFICE**

Regional Vice-Presidents are appointed by the CAMWS President for a term of three years. State or provincial organizations are encouraged to become involved in the recruitment of Regional Vice-Presidents for CAMWS and to submit nominations to the Secretary-Treasurer of CAMWS for official appointment by the CAMWS President.

The normal term of office is three years and can be extended. Regional Vice-Presidents who wish to step down are expected to give written notification to the Secretary-Treasurer well before the annual meeting in order to insure a smooth transition.

##### **III.2.2. CAMWS ANNUAL MEETING**

Each Regional Vice-President is expected to attend the CAMWS annual meeting. It is important that the Regional Vice-Presidents attend the joint meeting for Regional and State/Provincial Vice-Presidents on Thursday evening, where the strategy for the upcoming year is announced. It also provides an informal atmosphere for them to converse with the State/Provincial Vice-Presidents throughout the CAMWS area.

Regional Vice-Presidents are also encouraged to arrange meetings with the State/Provincial Vice-Presidents in their region at the CAMWS annual meeting.

### III.2.3. APPOINTMENT AND TERM OF OFFICE STAFFING

The Regional Vice-Presidents are actively involved in recruiting new State/Provincial Vice-Presidents. Working whenever possible through the appropriate state or provincial organizations, they submit their nominations to the CAMWS President for approval and appointment.

### III.2.4. OTHER DUTIES

Regional Vice-Presidents may be called upon to assist with special projects of CAMWS and to promote the work of other standing committees. Each Regional Vice-President is expected to maintain close contact and act as a liaison with the state or provincial Classical organizations represented in his or her region.

### III.2.5. EXPENSES

Expenses such as postage related to the responsibilities of the Regional Vice-President can be reimbursed through the CAMWS Secretary-Treasurer.

## **III.3. CPL DUTIES Overseen By The Chair Of CPL**

### III.3.1. GENERAL STATEMENT

Regional Vice-Presidents are CPL's official representatives in their regions. As such they are expected to encourage their State/Provincial Vice-Presidents to solicit proposals for possible CPL funding. Regional Vice-Presidents also act as the second step in screening the proposals, which are submitted to CPL. (See Appendices [A](#), [B](#), [C](#).)

### III.3.2. CPL FUNDING REQUESTS

The Regional Vice-President should make every effort to ensure that there is at least one request for CPL funds from every state or province in the region annually.

The Regional Vice-Presidents act as the second step in screening the funding requests (Caristia Grant; Bridge Initiative Grant) submitted to the CPL. The Regional Vice-Presidents are asked to reply promptly when contacted by the Chair of CPL in regard to a funding request.

The funding procedure, which is also posted on the CPL web page at <https://camws.org/cpl/funding/procedure.html>, is as follows:

1. Requests for CPL funding are submitted either on-line or in hardcopy. Every CPL funding request is screened first by the Chair of the CPL and to the CAMWS Secretary-Treasurer.
2. The Chair of the CPL then confirms from the CAMWS office that the grant applicant is a member of CAMWS and sends the request to the appropriate State/Provincial Vice-President.
3. The State/Provincial Vice-President recommends whether the request should be approved or denied (usually providing a justification in the latter case).
4. The Chair of the CPL then contacts the Regional Vice-President.
5. The Regional Vice-President then approves or refuses the request.
6. The Regional Vice-President submits the form to the Chair of the CPL for final consideration.
7. If approved by the Chair of the CPL, the form is sent to the Secretary-Treasurer, who in turn, issues the necessary checks.

If not approved, the Chair of the CPL informs the person submitting the original request that it has not be approved. The Chair may suggest possible ways to amend the request so that its acceptance might be granted when resubmitted. Copies of this correspondence are sent to the appropriate State and Regional Vice Presidents, as well.

### III.3.3. COMMUNICATION

The Regional Vice-President works to keep the individual State/Provincial Vice-Presidents well-informed of the progress of the committee, of work to be done, and of information to be passed along to Latin teachers in the area. Much of this work entails writing letters, or sending e-mails, or doing phone calls. Mail and telephone costs are paid by CPL through the Vice-Presidents' account in the CAMWS budget.

The Regional Vice-Presidents should plan to contact each of their State/Provincial Vice-Presidents at least four times a year. Copies of these communications should be sent to the Chair of CPL in order to keep the Chair abreast of all activities of the committee.

It is the duty of the Regional Vice-Presidents to encourage the State/Provincial Vice-Presidents to pursue the activities outlined for them in the CAMWS HANDBOOK, especially engaging in promotional activities and requesting funds for Latin teachers in their areas.

#### III.3.4. PROGRAM ADVOCACY

The CAMWS Regional Vice-President should keep close track of the status of Latin programs in the region. If new programs are being considered, the Regional Vice-President can work with the State/Provincial Vice-President to provide invaluable advice and counsel, to make CPL promotional materials available, and even to suggest funding sources such as CPL grants. The Regional Vice-President can also work through CPL to generate letters of support for threatened programs.

#### III.3.5. ANNUAL REPORT

In early January the Regional Vice-Presidents will be contacted by the Chair of CPL and asked to begin gathering material for the submission of their annual regional reports, due to the CPL Chair (with copies of relevant portions to the Chairs of the Membership Committee and the Steering Committee on Scholarships and Awards) by March 1<sup>st</sup>. Each regional report is made up of summaries of information compiled and submitted by the State/Provincial Vice-Presidents in that region, including information on membership and scholarship activities. Comments by the Regional Vice-President as to what he/she perceives to be the needs of the region as a whole also belong in this annual report.

The ten regional reports form the basis of the annual CPL report to the Executive Committee of CAMWS and other members at the CAMWS annual meeting. Copies of the regional reports are kept on file by the Chair of CPL and are posted on the CPL website. Copies of the regional report should also be forwarded to the Chairs of the Membership Committee and the Steering Committee on Scholarships and Awards at the same time. Guidelines for writing a regional report are provided in Appendix F.

#### III.3.6. OTHER RESPONSIBILITIES

The Regional Vice-President directs the activities of the State/Provincial Vice-Presidents as listed in this HANDBOOK. While the State/Provincial Vice-Presidents are responsible for completing day-to-day duties, the Regional Vice-President should serve as a resource and local contact, and provide encouragement and (occasionally) a little gentle pressure in the completion of those duties. Throughout the year the Regional Vice-Presidents distribute to their State/Provincial Vice-Presidents materials that have been forwarded from the Secretary-Treasurer of CAMWS, the Chair of CPL, the Chair of the Membership Committee, and/or the Chair of the Steering Committee on Scholarships and Awards.

### **III.4. MEMBERSHIP DUTIES**

#### **Overseen By The Chair Of The Membership Committee**

##### III.4.1. RECRUITMENT

Regional Vice-Presidents should assist in any way possible State/Provincial Vice-Presidents in their responsibilities for recruiting membership to CAMWS in their states or provinces. This includes soliciting new members and urging lapsed members 'back into the fold.' Each autumn and again early in the new year, the Secretary-Treasurer and/or Chair of the Membership Committee of CAMWS sends updated membership lists to each Regional Vice-President and to each State/Provincial Vice-President. The State/Provincial Vice-Presidents use these lists to check on membership in their individual states or provinces. The Regional Vice-Presidents do the same for the entire region. This may be done through mailings, phone calls, e-mail, notices and forms in state/provincial Classical newsletter, or appearances at conventions.

##### III.4.2. MATERIALS

CAMWS brochures and membership forms are available from the Chair of the Membership Committee. Regional Vice-Presidents are expected to distribute them throughout their regions.

##### III.4.3. ANNUAL REPORTS

State/Provincial Vice-Presidents are to include in the information submitted to the Regional Vice-President for the annual regional report any activities undertaken toward the promotion of membership for CAMWS. Creative or innovative methods used that could benefit other State or Regional Vice-Presidents should be noted in the regional report and submitted separately to the Chair of the Membership Committee.

### **III.5. SCHOLARSHIP / AWARDS DUTIES**

#### **Overseen By The Chair Of The Steering Committee on Scholarships and Awards**

##### III.5.1. GENERAL STATEMENT

Regional Vice-Presidents are responsible for promoting CAMWS scholarships, prizes, and awards. Information on all of these are distributed annually in the late summer or early fall by the various committees in charge of each or by the CAMWS Headquarters Office. Information can also be obtained through the CAMWS *Newsletter* or the CAMWS Web Site ([camws.org/awards/index.html](http://camws.org/awards/index.html)). In particular, the State/Provincial Vice-President should work with local Classical organizations in identifying nominees for the CAMWS Kraft Award for



Excellence in Secondary School Teaching, the CAMWS Award for Excellence in College Teaching, and the CAMWS Award for Special Service.

### **III.6. *CURSUS ANNI* FOR REGIONAL VICE-PRESIDENTS**

#### **JULY**

Evaluate the performance of the State/Provincial Vice-Presidents from the preceding year. Work with the President of CAMWS to appoint new Vice-Presidents where needed.

#### **AUGUST - SEPTEMBER**

Write to the State/Provincial Vice-Presidents, welcoming them back. Reinforce the goals of CPL and remind them of the availability of CPL funds. Encourage them also to promote the CAMWS Latin Translation Contest. (The deadline is posted on <https://camws.org/awards/school.php>).

#### **OCTOBER - NOVEMBER**

Remind State/Provincial Vice-Presidents to promote the Grant, Semple, and Benario Awards for study abroad. Encourage them to attend their state Classical conferences and to distribute CAMWS membership brochures there. Get from the State/Provincial Vice-Presidents a progress report on how the year's special regional goal for CPL is being achieved. Telephone those State/Provincial Vice-Presidents in your region who have not yet been in touch with you this year!

#### **DECEMBER - JANUARY**

Write to your State/Provincial Vice-Presidents and request information from their state for inclusion in your regional report. Remind them to include activities for what CPL funding was given, membership and scholarship activities, and the general state of Classics in their locale. Set an early deadline for receipt of this material to insure that your final report reaches the Chair of CPL by March 1. In this letter also inquire if they have contacted all of those CAMWS members who have not paid their dues for the year.

#### **FEBRUARY**

Telephone State/Provincial Vice-Presidents who are late in submitting information to you for the regional report. Submit your regional report to the Chair of CPL by March 1. Along with your report to CPL, include a nominee (if any) for 'Outstanding State/Provincial Vice-President.' Submit separate reports regarding membership activities and scholarship activities in your region to the Chair of the Membership Committee and the Chair of the Steering Committee on Scholarships and Awards by March 1.

#### **MARCH**

Make a final push for CPL projects to be funded during the current fiscal year. Begin thinking about possible projects for next year. Submit your letter of resignation to the Secretary-Treasurer, if you do not plan to continue in your post. Your appointment is for a three-year period and is renewable upon the decision of the CAMWS President.

## **APRIL**

Attend the CAMWS annual meeting, the Regional Vice-Presidents' Meeting and the joint meeting for Regional and State/Provincial Vice-Presidents. Arrange a special meeting with the Vice-Presidents in your region.

## **MAY**

Work with your State/Provincial Vice-Presidents and prepare a list of goals and activities for your region for next year. Submit suggestions to the Chairs of CPL, the Membership Committee, and the Steering Committee on Scholarships and Awards.

# **IV. GUIDELINES FOR THE MEMBERS OF THE COMMITTEE FOR THE PROMOTION OF LATIN**

## **IV.1. GENERAL STATEMENT**

The Committee for the Promotion of Latin (CPL) consists of a Chair and several members appointed by the President of CAMWS. The members of the committee advise and assist the chair in performing the duties of the committee.

The committee usually meets once a year at the CAMWS meeting. Other business of the committee is conducted by telephone, ground mail, and e-mail. At its annual meeting the committee reviews the CPL activities of the previous year and sets goals for the upcoming year. This is a good time to discuss possible topics for upcoming CPL panels.

Members work with the CPL chair to select the recipient of the CPL award for the best high school promotional activity, the outstanding CPL activity, the best state newsletter and/or website, the outstanding State/Provincial Vice-President, and the outstanding regional Vice-President. The CPL charter is posted on [camws.org/organization/committees/cpl.php](http://camws.org/organization/committees/cpl.php)

## **IV.2. CURSUS ANNI FOR MEMBERS OF CPL**

### **AUGUST-FEBRUARY**

Follow the CPL activities through correspondence with the CPL Chair. Offer advice and suggestions as appropriate. Write letters in support of new programs and programs in jeopardy.

### **MARCH**

Assist the CPL Chair in selecting the winner of the 'CPL Award for Outstanding Promotional Activity in the Schools', the award for the best state newsletter and/or web site, the 'Outstanding State/Provincial Vice-President Award', and the 'Outstanding Regional Vice-President Award.'

### **APRIL**

Attend the CAMWS annual meeting and the meeting of members of CPL. Assist the CPL Chair in reviewing CPL activities for the previous year and establishing goals for the upcoming year.

#### **MAY-JULY**

Assist the CPL Chair in evaluating the performance of the State/Provincial Vice-Presidents from the preceding year.

## **V. GUIDELINES FOR THE CHAIR OF THE COMMITTEE FOR THE PROMOTION OF LATIN**

### **V.1. GENERAL STATEMENT**

The Chair of CPL serves a three-year term. Successive terms are possible although it is advisable that the Chair serve no more than two consecutive terms to enable other individuals with new approaches and new ideas to chair the committee. The CPL Chair serves as a voting member of the Executive Committee of CAMWS.

The Chair works closely with the President, the Secretary-Treasurer of CAMWS, the Chair of the Membership Committee and the Chair of the Steering Committee on Scholarships and Awards. Most of the contact of the Chair with the State/Provincial Vice-Presidents should be through the Regional Vice-Presidents.

### **V.2. DUTIES**

#### **V.2.1. CONTACT AND SCHEDULING**

The primary job of the Chair is to keep the machinery of CPL moving. The Chair sees that the Regional Vice-Presidents are in regular contact with their State/Provincial Vice-Presidents. This is most easily done through e-mail, letters and telephone calls. Two letters a year are usually adequate, but more may be necessary. At least once a year the Chair should write a letter of appreciation directly to the State/Provincial Vice-Presidents. A copy of this letter goes to the CAMWS Secretary-Treasurer and to the President. The Chair will also distribute off prints, data, and promotional ideas to the Regional Vice-Presidents.

#### **V.2.2. CPL WEB SITE**

The CPL Chair maintains a web site(<https://camws.org/cpl/index.php> ) that contains forms for CPL grants, a spreadsheet of current CPL grants, information about upcoming CPL panels, various promotional materials, and a current list of CAMWS Vice-Presidents.

#### **V.2.3. CPL FUNDING**

The Chair has direct responsibility for the CPL budget and all funding requests are routed through the Chair to the CAMWS Secretary-Treasurer. Each funding request will require the input of the state- and regional vice president before it is approved or refused by the Chair.

The funding procedure, which is also posted on the CPL web page (<https://camws.org/cpl/funding/procedure.html>), is as follows:

1. Requests for CPL funding are submitted either on-line or in hardcopy. Every CPL funding request is screened first by the Chair of the CPL and to the CAMWS Secretary-Treasurer.
2. The Chair of the CPL then confirms from the CAMWS office that the grant applicant is a member of CAMWS and sends the request to the appropriate State/Provincial Vice-President.
3. The State/Provincial Vice-President recommends whether the request should be approved or denied (usually providing a justification in the latter case).
4. The Chair of the CPL then contacts the Regional Vice-President.
5. The Regional Vice-President then approves or refuses the request.
6. The Regional Vice-President submits the form to the Chair of the CPL for final consideration.
7. If approved by the Chair of the CPL, the form is sent to the Secretary-Treasurer, who in turn, issues the necessary checks.

If not approved, the Chair of the CPL informs the person submitting the original request that it has not be approved. The Chair may suggest possible ways to amend the request so that its acceptance might be granted when resubmitted. Copies of this correspondence are sent to the appropriate State and Regional Vice Presidents, as well.

The Chair may consult with the members of the Committee about a particular funding request.

The Chair will consult with the Committee about funding request policies and requirements.

After consultation with the Secretary-Treasurer, the Committee may make recommendations in regard to changes in the CPL budget or other related matters.

Funds expended or encumbered are recorded on a spreadsheet, by the CAMWS Secretary-Treasurer.

#### V.2.4. PROMOTIONAL MATERIALS

The CPL Chair maintains a supply of various promotional materials and provides them in bulk free of charge to CAMWS members. Single copies of such promotional materials also provided

free of charge to non-CAMWS members. Many of these materials are also available in electronic form on the CPL web site ([www.camwsopl.org](http://www.camwsopl.org)).

#### V.2.5. CPL AWARD FOR OUTSTANDING PROMOTIONAL ACTIVITY IN THE SCHOOLS

In order to support high school programs and activities CAMWS Committee for the Promotion of Latin (CPL) annually recognizes with a certificate one high school and one college group that develops the most outstanding and effective activity for promoting Latin in CAMWS territory during each academic year (including the preceding summer). The winners of these two awards are announced every spring at the CAMWS annual meeting.

All outreach events funded by the CPL in a given academic year are entered automatically in the competition of that year. Outreach events that were not funded by the CPL can enter the competition as long as they are sponsored by a current CAMWS member and submitted together with a letter of application to the CPL Chair ([cpl@camws.org](mailto:cpl@camws.org)). The application letter must include the following: a 100-word summary of the project and a more detailed project description not to exceed 500 words in length. (Applications for CPL grants may also serve as applications for this award.) Applicants are encouraged to attach supporting materials such as photographs, flyers, pertinent newspaper articles, etc.

#### V.2.6. PROGRAM ADVOCACY

With the help of the Regional and State/Provincial Vice-Presidents the Chair of CPL keeps close track of the status of Latin programs in CAMWS territory. If new programs are being considered, the Chair can work with the appropriate Regional Vice-President and with the Vice-President of that state or province provide to provide invaluable advice and counsel, to make CPL promotional materials available, and even to suggest funding sources such as CPL grants. The Chair also generates letters of support for threatened programs from members of CAMWS at large.

#### V.2.7. ANNUAL REGIONAL REPORTS

The CPL Chair is responsible for the compilation, printing, and distribution of the annual reports submitted by the Regional Vice-Presidents. These reports, together with the Chair's report, become part of the annual CPL report.

#### V.2.8. COMMUNICATION

Since the Executive Committee does its business throughout the year via email, the Chair of the Committee for the Promotion of Latin needs to be accessible for such electronic discussions throughout the year.

#### V.2.9. EXECUTIVE COMMITTEE MEETING

As a voting member of the CAMWS Executive Committee, the CPL Chair is expected to attend the meeting of the Executive Committee. The Executive Committee meets on Wednesday evening at the CAMWS annual meeting. Here the Chair gives a report on the committee's activities, successes, and difficulties. A copy of the written report of the Chair is submitted to the Secretary-Treasurer of CAMWS. All Executive Committee members receive a copy, as well.

#### V.2.10. JOINT MEETING OF THE REGIONAL AND STATE/PROVINCIAL VICE-PRESIDENTS

The CPL Chair attends the annual joint meeting of the Vice-Presidents on Thursday evening at the annual meeting. At this meeting the CPL Chair announces various CPL awards, including the 'CPL Awards for Promotional Activity in the Schools', the award for the best state newsletter and/or web site, the 'Outstanding State/Provincial Vice-President Award' and the 'Outstanding Regional Vice-President Award.'

#### V.2.11. ANNUAL BUSINESS MEETING

At the annual CAMWS business meeting the Chair gives a brief report of CPL activities, and present the 'CPL Awards for Promotional Activity in the Schools' as well as the 'Outstanding Regional Vice-President Award' and the 'Outstanding State/Provincial Vice-President Award.'

#### V.2.12. CPL SESSION AT THE ANNUAL MEETING

During summer, the Chair will begin to prepare for the CAMWS annual meeting, at which a session will be devoted entirely to CPL. Traditionally, this session has been a panel of pedagogical papers. It is also during this session that comments from those in the audience are solicited about what issues the committee should address in the future. The CPL Chair will put together the session prior to the program deadline.

#### V.2.13. EXPENSES

Expenses for expenses such as postage related to the responsibilities of the CPL Chair can be reimbursed through the CAMWS Secretary-Treasurer.

### **IV.2. *CURSUS ANNI* FOR THE CHAIR OF CPL**

#### **AUGUST**

Submit a proposal for a CPL pedagogy panel for the upcoming CAMWS meeting.

Send nominations for new State/Provincial Vice-Presidents, Regional Vice-Presidents, and CPL Committee members to the new CAMWS President for appointment. Remind the outgoing CAMWS President to write letters to those State and Regional Vice-Presidents whose term of office has just been completed and/or who do not wish to continue their office.

## **OCTOBER**

Contact the President of CAMWS to check on arrangements for the annual meeting. Begin setting aside materials for the display table at the convention. Remind all those to whom money has been given that CPL needs back from them reports and photographs of their activities.

## **JANUARY**

Request the annual regional report from the Regional Vice-Presidents. Remind the Regional Vice-Presidents to solicit information from the State/Provincial Vice-Presidents in their region. All states should be represented in the report. Ask them to include activities for which CPL funding was given, membership and scholarship activities, and the general state of Classics in their locale. Set a March 1<sup>st</sup> deadline for the regional reports to be submitted to the CPL Chair in order to insure that the CPL report, made up of the ten regional reports plus the Chair's report, will be ready for distribution at the annual meeting.

Ask Regional Vice-Presidents to submit to the CPL Chair nominations (if they have any) for the 'Outstanding State/Provincial Vice-President Award' when they submit their regional reports.

Contact the members of the Committee for the Promotion of Latin and make sure they make arrangements to attend the Committee luncheon on Thursday.

## **MARCH**

Telephone Regional Vice-Presidents about missing regional reports.

Write the CPL Chair's report. Begin to organize the materials needed for the annual meeting.

Call the person in charge of local arrangements for the annual meeting in order to confirm space in the book display room for the CPL exhibit. Be sure that tables, stands, tripods, and whatever AV equipment needed for that display and for the CPL session has been ordered.

With the help of the members of CPL choose the winners of the 'CPL Award for Outstanding Promotional Activity in the Schools', the best state newsletter or web site, the 'Outstanding State/Provincial Vice-President Awards', and the 'Outstanding Regional Vice-President Award'. Inform the Secretary-Treasurer about the names of the recipients of the awards at least a week in advance of the CAMWS meeting so that certificates can be prepared and checks written.

## **APRIL**

Attend the following events at the CAMWS annual meeting: the Executive Committee meeting, the joint meeting of Regional and State/Provincial Vice-Presidents, the Committee luncheon, the CAMWS business meeting, and the CPL pedagogy session.

## **MAY**

Prepare a list of goals and activities for the next year from suggestions obtained at the annual meeting. Write to all the State and Regional Vice-Presidents, thanking them for their hard work throughout the year. Forward copies of CPL materials handed out at the annual meeting to those not able to attend.

### **IV.3. MATERIALS TO GATHER FOR THE ANNUAL MEETING**

1. Updated lists of the members of the CPL as well as of the State and Regional Vice-Presidents.
2. CPL Budget Report consisting of a copy of the full budget from the previous year and a copy of the current budget up to March 15, at least.
3. Annual Regional Reports
4. Annual Report of the CPL
5. Copies of the CAMWS Handbook. (Either run off more copies for all State and Regional Vice-Presidents or, if necessary, make revisions as needed and duplicate enough copies for all State and Regional Vice-Presidents as well as for the members of the Executive Committee, the Membership Committee, and the Committee for Awards and Scholarships.
6. Any motions that you wish to put forward to the Vice-Presidents or the Executive Committee.
7. Any ideas which that you wish to have considered, outlined carefully
8. Any brochures or other materials that CPL has produced or updated that year.
9. The certificate(s) for the winner(s) of the 'CPL Award for Outstanding Promotional Activity in the Schools' as well as for the best state newsletter or web site, the 'Outstanding State/Provincial Vice-President Award', and the 'Outstanding Regional Vice-President Award'.

*N.B.: Duplicate materials paper of different colors. It facilitates the discussion and makes it hard to mix materials up in your suitcase!*

### **IV.4. MATERIALS TO BRING TO THE ANNUAL MEETING**

1. Packets for members of the Executive Committee including items 1-6 above. Put these packets in folders or envelopes with names on them. If possible, send these materials to the members of the EC ahead of the annual meeting. It helps the meeting to move more quickly and allows the members to formulate questions ahead of time. It also helps to avoid the problem of having your motions tabled because people have not had enough time to consider them.



2. Packets for the members of the Committee for the Promotion of Latin. These are identical to those for the Executive Committee. You will also need an agenda for this committee meeting.

3. Packets for State and Regional Vice Presidents.

Have these packets ready to put at their places at the joint meeting and mail them afterwards to those who are not in attendance. These packets are generally identical to those described above. It is advisable, however, to add a number of hardcopies of CPL funding requests. You will also need an agenda for this meeting. Collaborate with the President and the Secretary-Treasurer in planning this meeting.

4. Certificates and/or Checks for

(a) 'Outstanding State/Provincial Vice-President' (certificate, frame, check)

(b) 'Outstanding Regional Vice-President' (certificate, frame, check)

(c) 'Outstanding State Newsletter / web site (certificate)

(d) 'CPL Award for the Outstanding Promotional Activity in the Schools' (certificate)

5. 'Sign In' sheet for the joint meeting for State and Regional Vice-Presidents.

*N.B.: Remind the Secretary-Treasurer to bring the two checks to the two annual meeting.*

#### **IV.5. MATERIALS FOR THE DISPLAY TABLE AT THE ANNUAL MEETING**

1. CPL brochures and handouts

2. Any other materials promoting the activities of the CPL

3. Copies of the annual regional reports

4. Copies of the CPL report

5. Copies of the CAMWS handbook

#### **IV.6. DUTIES OF THE CHAIR OF CPL AT THE ANNUAL MEETING**

##### **WEDNESDAY EVENING / THURSDAY MORNING**

a) Attend the meeting of the Executive Committee on Wednesday evening and report on CPL activities for the year.

b) Set up the CPL display in the room designated on Wednesday afternoon or Thursday morning.

## **THURSDAY NOON / EVENING**

1. Attend the CAMWS Committee lunch at noon and meet with the members of the CPL.
2. Attend the joint meeting of Regional and State/Provincial Vice-Presidents. The Secretary-Treasurer is in charge of this meeting. At this meeting
  - a) distribute the packets created for the Regional and State/Provincial Vice-Presidents,
  - b) announce the winner of the 'Outstanding Regional Vice-President Award',
  - c) announce the winner of the 'Outstanding State/Provincial Vice-President Award',
  - d) announce the 'Outstanding State Newsletter / Web Site Award',
  - e) present the CPL report compiled from the regional reports to the group assembled,
  - f) set preliminary goals and strategies for the next year.

## **SATURDAY**

1. Attend the CAMWS business meeting. At this meeting,
  - a) give a very brief report of CPL activities.
  - b) present the 'Outstanding State/Provincial Vice-President Award' (framed certificate and check),
  - c) present the 'Outstanding Regional Vice-President Award' (framed certificate and check),
  - d) present the 'CPL Award for Outstanding Promotional Activity in the Schools' (certificate).
2. Attend / Chair the CPL panel.
3. Take down the CPL display.

## **VI. GUIDELINES FOR THE MEMBERS OF THE MEMBERSHIP COMMITTEE**

The Membership Committee (MC) consists of a Chair and two or three members appointed by the President of CAMWS. The First Vice-President of CAMWS and the Secretary-Treasurer of the organization serve as ex officio members of this committee. The members of the committee advise and assist the Chair in performing the duties of the committee.

The committee usually meets once a year at the CAMWS annual meeting. Other business of the committee is conducted by telephone, ground mail and e-mail. At its annual meeting the committee reviews membership history of the previous year and sets goals for the upcoming year. The MC charter is posted on [camws.org/organization/committees/membership.php](http://camws.org/organization/committees/membership.php)

## **VII. GUIDELINES FOR THE CHAIR OF THE MEMBERSHIP COMMITTEE**

### **VI.1. GENERAL STATEMENT**

The Chair of the Membership Committee serves a three-year term. Successive terms are possible although it is advisable that the Chair serve no more than two consecutive terms to enable other individuals with new approaches and new ideas to chair the committee. The Chair of the Membership Committee serves as voting member of the Executive Committee of CAMWS. The Chair works closely with the President, the Secretary-Treasurer of CAMWS, the Chair of the Committee for the Promotion of Latin, and the Chair of the Steering Committee on Scholarships and Awards. Most of the contact of the Chair with the State/Provincial Vice-Presidents should be through the Regional Vice-Presidents.

### **VI.2. DUTIES**

#### **VI.2.1. RECRUITMENT**

The Chair of the Membership Committee is responsible for recruiting members to CAMWS. This includes soliciting new members and urging lapsed members 'back into the fold.' Each year, generally in the autumn and again early in the new year, the Secretary-Treasurer and/or Chair of the Membership Committee of CAMWS sends updated membership lists to each State/Provincial Vice-President and to each Regional Vice-President. (See Appendix D.)

#### **VI.2.2. MATERIALS**

The Membership Committee works with the CPL chair to ensure that the CAMWS brochures and membership forms are updated periodically. State and Regional Vice-Presidents are expected to distribute these materials in their states and regions.

#### **VI.2.3. ANNUAL REPORTS**

State/Provincial Vice-Presidents are expected to include in the information each submits to his or her Regional Vice-President for their Regional Report the activities undertaken that year toward

the promotion of membership for CAMWS. Any creative or innovative methods used that could benefit other State/Provincial Vice-Presidents or Regional Vice-Presidents will be noted in each regional report. Through the information in this report and other feedback obtained throughout the year, the Chair of the Membership Committee will develop and deliver a report on membership progress to the Executive Committee. This same report will then be forwarded to all CAMWS Vice-Presidents for their use.

#### VI.2.4. COMMUNICATION

Since the Executive Committee does its business throughout the year via email, the Chair of the Membership Committee needs to be accessible for such electronic discussions throughout the year.

#### VI.2.5. EXECUTIVE COMMITTEE MEETING

As a voting member of the CAMWS Executive Committee, the Chair of the Membership Committee is expected to attend the meeting of the Executive Committee on Wednesday evening at the CAMWS annual meeting. Here the Chair gives a report on the committee's activities, successes, and difficulties. A copy of the written report of the Chair is due to the Secretary-Treasurer of CAMWS before this meeting. All Executive Committee members receive a copy, as well.

#### VI.2.6. JOINT MEETING OF THE REGIONAL AND STATE/PROVINCIAL VICE-PRESIDENTS

The Chair of the Membership Committee is expected to attend the joint meeting for State and Regional Vice-Presidents at the annual meeting. At this meeting, which is held on Thursday and at which the strategy for the upcoming year is discussed, the Chair awards certificates to the State/Provincial Vice-President whose state had the highest percentage of membership growth during the year and to the State/Provincial Vice-President with the largest membership enrolled in CAMWS.

#### VI.2.7. ANNUAL BUSINESS MEETING

During the CAMWS business meeting on Saturday morning, the Chair gives a brief overview of the membership report, and announces the award winners are again.

#### VI.2.8. EXPENSES

If the Membership Committee Chair's institution is unwilling/unable to cover expenses incurred in his or her capacity as chair, (e.g. postage, xeroxing, telephone calls related to the

responsibilities of the Chair of the Membership Committee), these and similar minor expenses can be reimbursed through the CAMWS Secretary-Treasurer.

#### VI.2.8. *CURSUS ANNI* FOR THE CHAIR OF THE MEMBERSHIP COMMITTEE

##### **JULY**

Update and print membership brochures for distribution in the fall.

##### **AUGUST**

Send membership brochures with a cover letter to all State/Provincial Vice-Presidents, Regional Vice-Presidents, and the Chairs of Classics Departments throughout the CAMWS area. A copy of this correspondence should also be sent to members of the Membership Committee, the CAMWS President, and the Secretary-Treasurer.

##### **SEPTEMBER**

Working with the Secretary Treasurer, target states and regions with membership problems.

##### **OCTOBER**

Contact the Secretary-Treasurer concerning preliminary membership figures for the current year. Write to the Regional Vice-Presidents, checking on their regions' membership drives.

##### **JANUARY**

Contact State and Regional Vice-Presidents about lapsed memberships in their area. Send current membership lists out to each State and Regional Vice-President. (It may be easier for the Secretary-Treasurer to mail this for you.)

Remind Regional Vice-Presidents to submit a report to the Membership Committee, separate from the regional report to the CPL Chair, addressing membership activities in their region.

##### **MARCH**

Telephone Regional Vice-Presidents about missing reports. As the reports come in, duplicate them or convert them to machine-readable form immediately. Write the Chair's Membership Committee report. Begin to organize the materials needed for the annual meeting.

##### **APRIL**

Prepare the two membership awards to be presented at the annual meeting.

Attend the annual meeting and the events there where you have responsibilities, i.e., the Executive Committee meeting, the joint meeting for State and Regional Vice-Presidents, the meeting of the Membership Committee at the Committee luncheon, and the CAMWS business meeting.

##### **MAY**

Prepare a list of goals and activities for the next year from suggestions obtained at the annual meeting. Write to all of the State and Regional Vice-Presidents, thanking them for their hard

work throughout the year. Forward copies of MC materials handed out at the annual meeting to those Vice-Presidents not able to attend.

## **VII. GUIDELINES FOR THE CHAIR OF THE STEERING COMMITTEE ON SCHOLARSHIPS AND AWARDS**

### **VII.1. GENERAL STATEMENT**

The Chair of the Steering Committee on Scholarships and Awards serves a three-year term. (Successive terms are possible, but it is advisable that the Chair serve no more than two consecutive terms so that others with new approaches and new ideas can chair the committee.) The Chair of the Steering Committee serves as a voting member of the Executive Committee. The Chair works closely with the President, the Secretary-Treasurer, the Chair of the Committee for the Promotion of Latin, and the Chair of the Membership Committee. The Chair should usually route communications to the State/Provincial Vice-Presidents via their Regional Vice-Presidents.

### **VII.2. DUTIES**

#### **VII.2.1. OVERSIGHT**

The Chair of the Steering Committee confers with the Secretary-Treasurer and with the Chairs of the award and scholarship subcommittees to determine deadlines and procedures; (b) works with the Secretary-Treasurer and with the Chairs of the award and scholarship subcommittees to resolve any issues that arise, including requests to adjust the monetary amounts of the awards and scholarships; (c) ensures that the award and scholarship subcommittees complete their business prior to the CAMWS Annual Meeting.

#### **VII.2.2. PUBLICITY**

The Chair of the Steering Committee works with the Secretary-Treasurer and the members of the Steering Committee to prepare descriptions of the CAMWS scholarship and awards and to update the information periodically. The Chair supplies the State/Provincial Vice-Presidents and Regional Vice-Presidents with current information on awards and scholarships so that they can distribute it in their states and regions. Lastly, the Chair sees to it that current information on CAMWS scholarships and awards is published in each issue of the CAMWS Newsletter.

### VII.2.3. CAMWS AWARD FOR SPECIAL SERVICE

The Chair of the Steering Committee solicits nominations for the CAMWS Award for Special Service. Together with the other members of the Steering Committee the Chair serves as the selection committee for the CAMWS Award for Special Service.

### VII.2.4. ANNUAL REPORT

The Chair of the Steering Committee compiles the reports from the Chairs of the award and scholarship subcommittees and prepares a single, comprehensive report on the Steering Committee's activities, successes, and difficulties. The Chair submits the report to the Secretary-Treasurer in advance of the CAMWS Annual Meeting for distribution to the members of the Executive Committee.

### VII.2.5. COMMUNICATION

Since the Executive Committee does its business throughout the year via email, the Chair of the Steering Committee needs to be accessible for such electronic discussions throughout the year.

### VII.2.6. ANNUAL MEETING

At the CAMWS Annual Meeting the Chair of the Steering Committee attends the meeting of the Executive Committee on Wednesday evening, at which he or she may put forth motions from the Steering Committee, proposing changes in awards or scholarships. On Thursday at noon, the Chair attends the Committee luncheon. On Thursday evening, the Chair attends the joint meeting of the State and Regional Vice-Presidents. At the business meeting on Saturday morning the Chair of the Steering Committee gives a brief report and announces the winner of the Special Service Award. If any of the Chairs of the subcommittees are unable to attend, the Chair of the Steering Committee may fill in for them and announce the winners of other awards and scholarships.

### VII.2.7. EXPENSES

Expenses such as postage related to the responsibilities of the Chair of the Steering Committee can be reimbursed through the Secretary-Treasurer.

## **VII.3. CAMWS AWARDS, PRIZES, AND SCHOLARSHIPS**

### **VII.3.1 GENERAL STATEMENT**

The Classical Association of the Middle West and South offers a number of scholarships, awards, and prizes to its members and their students. A brief description of each of these follows. Check the CAWMS website ([www.camws.org](http://www.camws.org)) or a recent issue of the CAMWS Newsletter for information about changes of dates.

### **VII.3.2. CAMWS SCHOOL AWARDS**

#### **VII.3.2.1. LATIN TRANSLATION CONTEST**

The Classical Association of the Middle West and South offers \$250 cash prizes, book awards, and letters of commendation to qualifying winners in its School Awards Latin Translation Contest. These intermediate and advanced exams are open to both high school (including home-schooled) and college/university students. The two groups will be judged separately. Writers of the 10 most outstanding papers in the advanced high school competition will each receive a \$250 cash prize. An additional 20 outstanding contestants will receive a book prize relevant to classical antiquity. Up to 30 other writers of meritorious examinations will receive letters of commendation.

Writers of the 10 most outstanding papers in the intermediate high school competition will each receive a \$50 cash prize. An additional 10 outstanding contestants will receive a book prize relevant to classical antiquity. Up to 30 other writers of meritorious examinations will receive letters of commendation. Writers of the 5 most outstanding papers in the advanced college/university competition will each receive a \$250 cash prize. An additional 10 outstanding contestants will receive a book prize relevant to classical antiquity. Up to 30 other writers of meritorious examinations will receive letters of commendation. Writers of the 5 most outstanding papers in the intermediate college/university competition will each receive a \$100 cash prize. An additional 10 outstanding contestants will receive a book prize relevant to classical antiquity. Up to 30 other writers of meritorious examinations will receive letters of commendation.

Teachers administering the high school exam must be individual members of CAMWS or their schools must be institutional members of CAMWS, or their school libraries must subscribe to the Classical Journal.

Application Deadline: go to <https://camws.org/awards/school.php>.

#### **VII.3.2.2. MANSON A. STEWART AWARDS FOR UNDERGRADUATES**

CAMWS awards scholarships of \$1000.00 to a limited number of undergraduate students majoring in Classics at the sophomore or junior level at a CAMWS area college or university. Nominees are expected to take a minimum of two courses in Latin or Greek (normally at least



one per quarter or semester) during the junior or senior year in which the scholarship is held. Contact the Chair of the CAMWS Subcommittee on Manson Stewart Scholarships for applications and more details.

Students are to be nominated by the Chair of the department or program. (No more than two nominations are allowed from an institution.) The student completes the application form and requests supporting letters from two members of CAMWS (secondary or college instructors), and submits an essay, and an up-to-date college transcript.

Application Request Deadline: go to <https://camws.org/awards/MAScollege.php>

Completed Application Due: go to <https://camws.org/awards/MAScollege.php>

### VII.3.2.3. PRESIDENTIAL AWARD FOR THE OUTSTANDING GRADUATE STUDENT PAPER

Since 1996, CAMWS has recognized the outstanding graduate student paper read at the annual meeting. Eligibility is restricted to graduate students (a) whose paper is accepted on the program of the annual meeting and (b) who will not have received their Ph.D. by the time it is read there. The text of the oral talk is submitted approximately one month in advance of the meeting and an ad hoc committee selects the winner. The award, and a prize of \$200, is presented at the CAMWS business meeting at the annual meeting. (The winner might not yet have read it by the time of the award presentation.) Contact the President of CAMWS for more details.

There are two criteria for evaluation of the papers submitted: (a) the quality of the scholarly argument, including the importance of the topic, the originality of the treatment, and the quality of mind displayed; (b) the effectiveness of the paper as an oral presentation, including the quality of the writing, good organization, and the paper's interest to an audience.

Deadline: go to <https://camws.org/awards/pres.php>

### VII.3.2.4. MANSON A. STEWART TEACHER TRAINING AND TRAVEL AWARDS

CAMWS sponsors two awards for primary, middle, and secondary-school teachers under the Manson A. Stewart Awards:

#### VII.3.2.4.1. MANSON A. STEWART TEACHER TRAINING AWARD

The Teacher Training Awards are designed to provide financial assistance to those who wish to obtain certification to teach Latin at the primary through the secondary levels, whether the specific courses needed are in Latin or in education. The award is not intended to cover all costs of the training, and the size of the award varies according to (a) the actual costs (primarily tuition and travel), (b) the size of the committee's budget, and (c) the number of applications received

during the year. Previous awards have been as high as \$700. Contact the Chair of the Subcommittee on Education and Training Awards for applications and additional information.

Deadline: go to <https://camws.org/awards/MASteach.php>

#### VII.3.2.4.2. MANSON A. STEWART TRAVEL AWARD

The Travel Awards are designed specifically to assist teachers of Latin with a cash award to offset the costs of attending the CAMWS annual meeting in the spring, or the biennial meeting of CAMWS-Southern Section in the fall. The award is not intended to cover all costs of the travel, and the size of the award varies according to (a) the actual costs travel will entail, (b) the size of the committee's budget, and (c) the number of applications. Awards for travel to CAMWS annual meetings have ranged from \$300-\$500; somewhat less, for travel to the CAMWS-Southern Section meetings. Contact the Chair of the Subcommittee on Education and Training Awards for applications and additional information.

Deadline for travel to the CAMWS annual meeting: go to <https://camws.org/awards/MASteach.php>

Deadline for travel to the CAMWS-Southern Section meeting: go to <https://camws.org/awards/MASteach.php>

#### VII.3.2.5. THE SEMPLE, GRANT AND BENARIO TRAVEL AWARDS

##### VII.3.2.5.1. THE KATHERINE SEMPLE AWARD

The Semple Award is a \$4,500 fellowship for attending the summer session of the American School of Classical Studies at Athens. A recipient of this award must be a current member of CAMWS who either (a) currently holds a teaching position in Greek or Latin in an elementary or secondary schools in the CAMWS territory; or (b) is enrolled as a graduate student in a degree-granting program in Classics. The application must be accompanied by official transcripts and three letters of recommendation. Contact the Chair of the Subcommittee on Teaching Awards for an application or additional information.

Application Deadline: go to <https://camws.org/awards/sgb.php>

##### VII.3.2.5.2. THE MARY A. GRANT AWARD

The Grant Award is a \$5,000 fellowship for attending the summer session of the American Academy in Rome. A recipient of this award must be a current member of CAMWS who either (a) currently holds a teaching position in Greek or Latin in an elementary or secondary school in the CAMWS territory; or (b) is enrolled as a graduate student in a degree-granting program in

Classics. The application must be accompanied by official transcripts and three letters of recommendation. Contact the Chair of the Subcommittee on Teaching Awards for an application or additional information.

Application Deadline: go to <https://camws.org/awards/sgb.php>

#### VII.3.2.5.3. THE HERBERT AND JANICE BENARIO AWARD

The Benario Award is a \$3,000 fellowship that may be applied to the summer travel program of the recipient's choice. A recipient of this award must be a current member of CAMWS who either (a) currently holds a teaching position in Greek or Latin in an elementary or secondary school in the CAMWS territory; or (b) is enrolled as a graduate student in a degree-granting program in Classics. The application must be accompanied by official transcripts and three letters of recommendation. Contact the Chair of the Subcommittee on Teaching Awards for an application or additional information.

Application Deadline: go to <https://camws.org/awards/sgb.php>

#### VII.3.2.6. CAMWS TEACHING AWARDS

##### VII.3.2.6.1. KRAFT AWARD FOR EXCELLENCE IN SECONDARY SCHOOL TRAINING

The Kraft award recognizes outstanding teachers of Latin in public or private schools (middle schools included) within our area. The honoree receives \$500, airfare to the annual meeting at the Saturday stayover rate, and two nights' accommodation at the convention hotel. On Saturday of the meeting, the recipient gives a brief talk at the CPL panel. Nominees must teach in the CAMWS area and will be eligible for consideration for three consecutive years.

Nominations should be accompanied by the following supporting data (not to exceed ten pages):

- (a) Information about the school(s) in which the nominee teaches;
- (b) Levels of Latin courses and enrollments;
- (c) Success of students in competitions and further study;
- (d) information about any special courses or forms of instruction developed by the teacher;
- (e) testimonials from school administrators, fellow teachers and/or students.

Deadline: go to <https://camws.org/awards/teacher.php>

##### VII.3.2.6.2. AWARD FOR EXCELLENCE IN COLLEGE TEACHING

The winner of this award will receive \$500. The nominee must be a member in good standing of CAMWS, teaching Classical subjects full-time at a college or university. Nominations should be accompanied by such evidence of teaching excellence as:

(a) student course evaluations or other student comments (which may include alumni comments), and (b) at least two letters of support from the recipient's teaching colleagues at the same or other institutions. These letters should normally include one from the nominee's department or program Chair. Other evidence of teaching excellence, such as pedagogical publications, is also welcome. Professional service may be considered a tie-breaking factor. Nominees who have not already been recognized through a national teaching award will be given preference. No sitting member of the Subcommittee on Good Teacher Awards or of the CAMWS Executive Committee is eligible for this award.

Deadline: go to <https://camws.org/awards/teacher.php>

### **VII.3.2.7. CAMWS AWARD FOR OUTSTANDING PUBLICATION**

The CAMWS Award for Outstanding Publication recognizes a distinguished first book published by a member of CAMWS during the past four years. An award of \$500, plus a certificate, is presented at the CAMWS annual meeting. Monographs and textbooks are eligible: the single criterion is excellence as judged by the committee. Nominations (including self-nominations) are welcome.

### **VII.3.2.8. LADISLAUS J. BOLCHAZY PEDAGOGY BOOK AWARD**

The Ladislaus J. Bolchazy Pedagogy Book Award recognizes the publication of a textbook, handbook, anthology, or other pedagogical work (or the digital equivalent) by a member of the Association in the field of classical studies broadly defined including, but at the Subcommittee's discretion not limited to, the languages, literatures, history, religions, philosophy, art, architecture, archaeology, economy, and reception of Greek and Roman antiquity. Works intended for a scholarly readership, with exception of works on the scholarship of pedagogy, will not be considered for this award, but, if appropriate, should be submitted to the Subcommittee on the First Book Award. The author of the nominated work shall be a member of the Association in good standing in the year of the nomination and for at least the previous year. The winner of the award will receive \$500.

Nominations shall be sent to the Chair of the Subcommittee prior to the published deadline and shall consist of a letter of nomination affirming the author's eligibility for the award and affirming that copies of the publication will be supplied for each Committee member. Nominations may be made by any publisher or by any member of CAMWS in good standing, including the author. Nominations will be accepted for works that have been published within three years prior to the announcement of the award (e.g., the competition for the 2015 award would include books published in 2012, 2013 and 2014).

### **VII.3.2.9. CAMWS EXCAVATION / FIELD SCHOOL AWARD**

The Classical Association of the Middle West and South annually awards two \$2000.00 scholarships for participation in summer excavation or field school at an archaeological site in the Greco-Roman world. Generally, one award will be made to a graduate student and another to an undergraduate, but teachers are also eligible for this award.

To be eligible for this award, one must be a current member of CAMWS who either holds a teaching position in Greek or Latin in an elementary, secondary school or university within CAMWS territory; or is enrolled as an undergraduate or graduate student in a degree-granting Classics program within CAMWS territory. Priority for the award will be given to applicants who have not had previous excavation experience in the Greco-Roman world.

Deadline: go to <https://camws.org/awards/excavation.php>

### **VII.3.2.10. CAMWS AWARD FOR SPECIAL SERVICE**

The purpose of this award is to formally acknowledge specific accomplishments "above and beyond the call of duty" for the profession and/or for the promotion of the Classics in CAMWS territory. The award is given *pro re nata*; some years there may not be a suitable candidate, other years there may be more than one recipient. CAMWS membership is not required for eligibility. Recipients can be Classicists or non-Classicists who have made special contributions to the promotion of Latin and Classical studies, especially at the state and local level in CAMWS territory. Ideal candidates are those who perhaps do not interact frequently, if at all, at large meetings, but nevertheless make a big difference in their areas, states, or provinces. Suitable candidates for this award could also include parents or community members who have supported local Latin programs in very notable ways, companies that generously donate money or other resources for the promotion of Latin, school administrators who have helped Latin teachers of programs with access to school rooms or supplies or extra funds, newspapers or magazines that have given free advertising for events, benefactors who have given money for books or scholarships, or perhaps students who have promoted Latin in an original manner.

The nomination and selection process involves submission of a signed statement of nomination, 500-600 words in length, that describes the nominee and his/her work. Supporting documents are not required, but they may be solicited if questions arise. The Chair of the Steering Committee on Awards and Scholarships, with advice from the five subcommittee Chairs, will determine the winners. The results are announced at the spring meeting.

Deadline: go to <https://camws.org/awards/service.php>

### **VII.3.3. CURSUS ANNI FOR CAMWS SCHOLARSHIPS, PRIZES, and AWARDS**

#### **AUGUST**

Typically August 1: Deadline for application for MANSON A. STEWART TRAVEL AWARDS to CAMWS Southern Section meeting.

#### **JANUARY**

Typically January 31: Deadline for applications for MANSON A. STEWART TRAVEL AWARDS to CAMWS Southern Section annual meeting.

Typically January 31: Deadline for requests for applications for the MANSON A. STEWART SCHOLARSHIPS.

#### **FEBRUARY**

Typically February 1: Deadline for LATIN TRANSLATION CONTEST applications.

Typically February 1: Deadline for applications for the KATHERINE SEMPLE AWARD.

Typically February 1: Deadline for applications for the MARY A. GRANT AWARD.

Typically February 1: Deadline for applications for the HERBERT AND JANICE BENARIO AWARD.

Typically February 15: Deadline for applications for CAMWS TEACHING AWARDS Kraft Award for Excellence in Secondary School Teaching and the Award for Excellence in College Teaching).

Typically February 15: Deadline for applications for the MANSON A. STEWART TEACHER TRAINING AWARD.

Typically February 15: Deadline for applications for the MANSON A. STEWART TRAVEL AWARD.

#### **MARCH**

Typically March 1: Deadline for applications for the MANSON A. STEWART SCHOLARSHIPS.

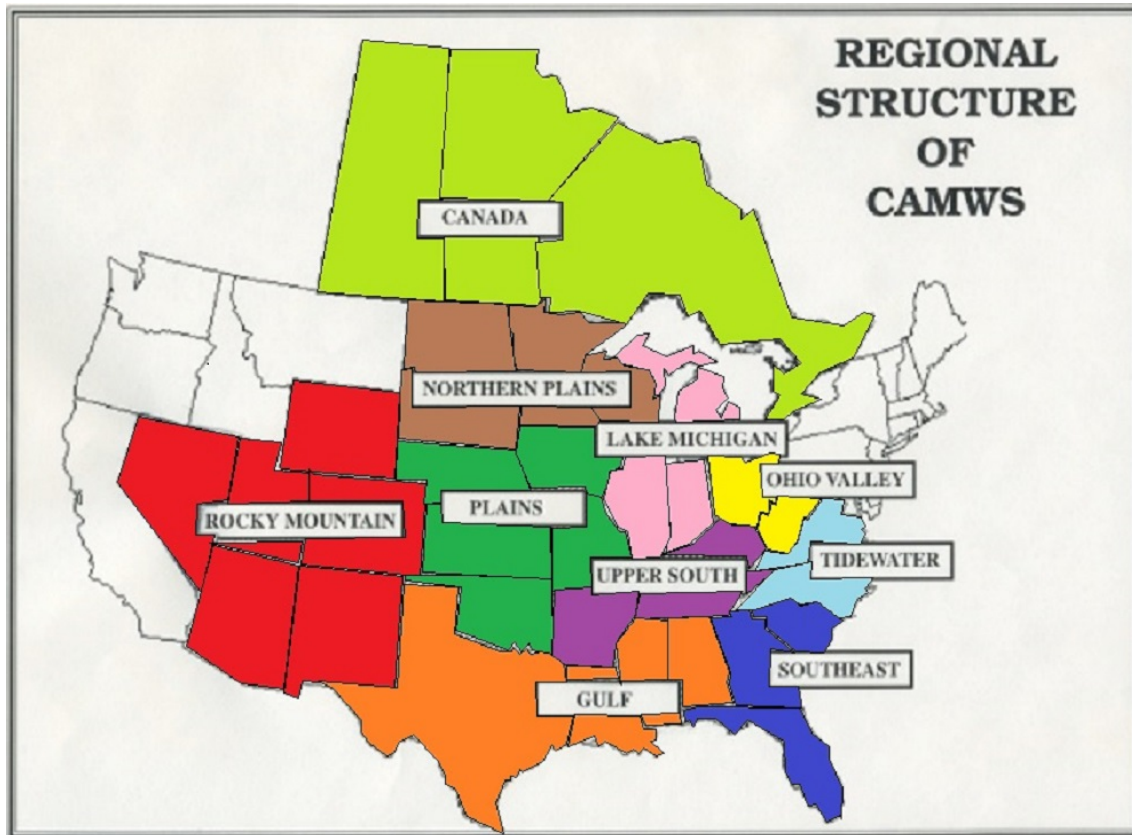
Typically March 1: Deadline for nominations for the CAMWS AWARD FOR SPECIAL SERVICE.

*N.B. 1 month before the annual meeting: Deadline for written entries for the PRESIDENTIAL AWARD FOR OUTSTANDING GRADUATE STUDENT PAPER.*

\*\*\*\*

Appendix A

## The Regional Structure of CAMWS



## Appendix B

# CPL Grants & Samples of Activities Eligible for Funding

## I. *Caristia* Grant

*Proxima cognati dixere Caristia cari,  
et venit ad socios turba propinqua deos*  
(Ovid, *Fasti* 2.617-618)

The Roman festival known as the *Caristia* took place on the 22nd of February (VIII Kal. Mart). A time for family members to reunite and renew their ties, the *Caristia* involved a potluck meal.

CPL would like to send you money to help you bring your classroom "family" together for a gathering. All you need to do to apply is complete and send in a simple application online (<https://camws.org/cpl/funding/procedure.html>) or in hardcopy (see Appendix E).

### I.1. You could use a *Caristia* grant to help defray the costs of

- a field trip to a museum
- a birthday party for Augustus
- a birthday party for Rome
- a poetry reading
- a family fun day
- going to TJCL 2009
- a post-victory celebration
- an Eta Sigma Phi initiation and senior recognition reception
- inviting someone to speak to your class
- traveling to a state convention
- purchasing a buzzer system for certamen events
- competing in the World Languages Academic Bowl 2009
- an ice cream social
- performing a ritual
- or a simple *Caristia* banquet

Use your imagination. We want to give you money to support your program and to foster interest in Latin and Classical culture.

Once you receive the money, we will ask only that you do two things for us:

1. indicate as appropriate that the occasion received support from CAMWS
2. have someone take a digital photograph of your gathering, which you will then send to [cpl@camws.org](mailto:cpl@camws.org), and we will put it up on our website.



We want as many CAMWS members as possible to take advantage of this grant. It will be a wonderful way for CAMWS to help you, and once your photographs are up on the webpage, it is a way for all of us and our students to get to know each other.

## II. Bridge Initiative Grant (BIG)

Classicists are, in essence, bridge-makers (*pontifices*). It is sobering to realize that those who study and teach the ancient world are the only means of connecting the present with the past—the only ones who make possible that ongoing conversation between our children and our parents and grandparents which is the basis of Western culture. Now, especially in times of economic crisis, many of those bridges are in danger of being weakened or destroyed.

CAMWS's primary mission in the 21st century is to strengthen existing bridges and build new ones. The main way we do this is through supporting those who teach the Classics in our schools and universities. Through encouraging outreach outside school settings, we hope to help build bridges to the larger community. We also seek to form more bridges between the various levels of our profession. We are therefore unveiling our new



Bridge Initiative Grant (BIG) program, an ongoing campaign that will boost in a powerful way the work of the CAMWS Committee for the Promotion of Latin (CPL). We hope to do this both by increasing dramatically the number of grants and by making sure that each grant has the highest impact.

The CPL has always sought to encourage any and all activities that promote the Classics, both in and outside of schools: toga parties, plays, videos, reading groups, rallies, Classics Days, etc. But we also want to increase awareness, at each educational level of our Classics community, of the good things that are being done at other levels. Now more than ever, K-12 teachers and college teachers need to be supporting and communicating with one another on a regular basis. The BIG program is designed to facilitate this support and communication.

An example of how it works: A high school Latin teacher (call her "Marcia") applies for a CAMWS BIG, which range from \$50 to \$500. In addition to the money (which, as noted above, we are trying to give away, so viable projects are likely to get it), CAMWS sends Marcia a letter of appreciation and a handsome certificate. **CAMWS then alerts all the member colleges and universities within Marcia's region.** The chairs of these institutions (sensing an excellent recruiting opportunity) send letters of appreciation to Marcia (including some information about their own Classics programs), and the enterprising ones (recognizing an occasion to remind their administration of the importance of Classics) draft similar letters for their deans, provosts, and/or presidents to send—since, as everyone knows, students with strong backgrounds in Latin have the highest test scores, the best thinking and writing skills, and the greatest likelihood of succeeding in college and beyond.

Under this BIG scenario, everybody wins. As the recipient of an external grant and the possessor of a sheaf of letters from college faculty and administrators to be shown (or perhaps, at her request, sent directly) to her principal, school board, legislators, etc., Marcia is now in a strong position to argue for the centrality of her Latin program. And the colleges in Marcia's area now know an enterprising teacher who may send them budding classicists, employ their graduates as teachers and tutors, and in turn remind college and university administrators of the importance of Classics in education.

Applications can be submitted online (<https://camws.org/cpl/funding/procedure.html>) or in hardcopy (see Appendix E).

## II.1. Samples of Activities for BIG Funding

### SPEAKERS

On certain occasions, speakers can be brought in to address well-attended meetings, rallies, and the like for students of Classics. CPL can contribute a maximum of \$300.00 for such speakers. Priority is given, in this and in all activities, to those initiatives that have local funding and which the CPL grant will supplement. Know in advance whom you are inviting: Regional Vice-Presidents and the Chair of CPL are, in most cases, the best speakers to help increase local interest and to talk about ways of promoting Latin. It should be noted, however, that even in these cases speakers are considered a low priority in the awarding of CPL funds.

### DEMONSTRATIONS

Various sorts of demonstrations ranging from production of Latin plays at meetings to displays in malls, schools, and PTA Meetings have all been funded. Films can also be rented in situations in which showing them would encourage the study of Latin. Funds to offset the production of a video, plays, and events that could be offered in turn for use by Classicists throughout the CAMWS territory have been granted in recent years.

## Appendix C

# PROCEDURE FOR REQUESTING CPL FUNDS

## I. Eligibility

CPL Funding is available only to members of CAMWS. If you aren't a member of CAMWS, then it's not too late to join!

## II. Funding Procedure

1. Requests for CPL are submitted to the chair of CPL and to the Secretary-Treasurer.
2. The chair of the CPL then confirms from the CAMWS office that the grant applicant is a member of CAMWS and sends the request to the appropriate state vice president.
3. The State/Provincial Vice-President recommends whether the request should be approved or denied (usually providing a justification in the latter case).
4. The chair then contacts the Regional Vice President.
5. The Regional Vice President then approves or refuses the request.
6. The Regional Vice President submits the form to the Chair of the CPL for final consideration.
7. If approved by the Chair of the CPL, the form is sent to the Secretary-Treasurer, who in turn, issues the necessary checks.
8. If not approved, the Chair of the CPL informs the person submitting the original request that it has not be approved. The Chair may suggest possible ways to amend the request so that its acceptance might be granted when resubmitted. Copies of this correspondence are sent to the appropriate State and Regional Vice Presidents, as well.

*While the members of the CPL try to act upon request quickly, as much time as possible should be allowed for this process. It sometimes takes a while for the final decision/check to reach the party making the request for funds.*

## APPENDIX D

### SUGGESTED CRITERIA FOR REVIEWING CPL FUNDING REQUESTS

1. The CPL budget usually averages between \$100 and \$250 per state or province.
  - *If this was the ONLY request you could approve to promote Latin in your area this year, is this how you would spend it?*
2. From time to time CPL may develop a special focus or objective for the year.
  - *Does this request help CPL to reach that objective?*
3. One of the primary purposes of CPL is to start new Latin programs and to expand those programs that already exist.
  - *Does this request help CPL to reach this goal?*
4. Sometimes, it is better to fund a few large projects than many small ones. Large projects attract more attention and may inspire Latin teachers in other areas.
  - *How many people will be aware of this project and how much good will it accomplish?*
5. It is often better to fund activities that will have a lasting impact or which will produce reusable materials. An activity that will take place only once and not have much effect is probably not the best use of CPL funds.
  - *Would this request produce any lasting benefit for Latin in your area?*
6. Seed money for new initiatives should have higher priority than annual requests. In general, CPL should not be looked upon as a regular source of funding, but should provide supplemental aid for the start-up of long-term initiatives.
  - *Have other sources of funding been sought for this activity?*

## Appendix E

### CPL FUNDING REQUEST FORM\*

NOTE: You must be a current member of CAMWS to request CPL funds. If you aren't, join now!

Please email this form to [cpl@camws.org](mailto:cpl@camws.org) or mail it to CAMWS, 700 E. Broadway, Monmouth IL 61462

#### REQUEST FOR CPL FUNDS

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Event: \_\_\_\_\_

Type of Request:  CPL Caristia (up to \$50)  CPL BIG (\$50-\$500)

Amount of Request: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Send Check To: \_\_\_\_\_

\_\_\_\_\_

Please describe your activity in three or four sentences. Explain how it will promote Classics in your community and how you plan to publicize it.

Indicate how much funding, if any, is available to you from other sources. If you wish, you may attach a more detailed description with supporting materials and an itemized budget.

Most CPL grants also qualify as Bridge Initiative Grants (BIGs). Would you like CAMWS to notify Institutional Members within your region about your project and grant?  Yes  No

Are there other people or institutions you would like CAMWS to notify about your project and grant? If yes, please give addresses on a separate sheet.

\* *N.B. Applications can also be submitted online at*  
[https://camws.org/cpl/fundsform/funds\\_form.php](https://camws.org/cpl/fundsform/funds_form.php)

## Appendix F

# ANNUAL REPORT GUIDELINES

### GENERAL STATEMENT

Each year, State/Provincial Vice-Presidents are contacted by their Regional Vice-President and asked to submit information on activities that have occurred in their states or provinces that year. Information on membership and scholarship activities should also be included. This material, in turn, is used by the Regional Vice-President in producing an annual regional report. These ten regional reports are submitted to the CPL Chair and become part of the CPL report to the Executive Committee of CAMWS. Copies are available to those who attend the CAMWS annual meeting and are also available by mail and on the CPL web site.

This statement describes the process and the purpose but not timing, content, and format. The state report must be in the hands of the Regional Vice-President by **February 15**. The regional report must be sent to the CPL Chair by **March 1st**. While these dates sound early, please remember that there is a lot of labor involved in collating the reports and printing them out in time for the CAMWS annual meeting.

### SUGGESTED CONTENT FOR ANNUAL REPORT

1. Information on the activities of the state/provincial Classical association;
2. Promotional activities in the state or province;
3. CAMWS membership (efforts at promotion and results);
4. Efforts in the state or province to meet the CPL annual goals;
5. Use of CPL monies, interest in CAMWS scholarships, etc.;
6. Problems and challenges in the state or province;
7. Other information from the state/province pertinent to the organization

### SUGGESTED FORMAT

1. Reports should be written in the third person. Individuals should not be mentioned just by first name alone. Use both first and last name the first time and last name in subsequent references.
2. Abbreviations and acronyms should always be explained the first time they are used. Please remember that you are not just writing this for people in your state, province, or region. (ISU, for example, can mean Illinois State University or Indiana State University.)
3. State reports should not be based solely upon the activities of any one individual or institution but should reflect the activities of people and institutions throughout the state.
4. The regional report should not be a simple compendium of the state/provincial reports. Rather, some attempt should be made to treat the material regionally.

## Appendix G

### Why Should I Join CAMWS?

- I. CAMWS offers the Grant, Semple and Benario Scholarships for elementary and secondary teachers and graduate students to use for study at the American Academy in Rome or the American School of Classical Studies in Athens.
- II. CAMWS awards Manson A. Stewart Training and Travel Awards for teachers who are seeking certification in Latin or teachers who are attending their first CAMWS meeting and/or who could not otherwise attend.
- III. CAMWS awards numerous Manson Stewart Scholarships to undergraduate students at a CAMWS college or university who wish to study and/or major in Latin and/or Greek.
- IV. CAMWS offers the School Awards scholarships to high school students who excel on a competitive Latin translation exam.
- V. CAMWS presents the Kraft and CAMWS Teaching Awards to recognize outstanding achievement in the teaching at the secondary and college levels.
- VI. CAMWS offers the Ladislaus J. Bolchazy Pedagogy Book Award to recognize the publication of a textbook handbook, anthology, or other pedagogical work by a member of the association.
- VII. CAMWS offers Excavation/Field School scholarships.
- VIII. CAMWS sponsors the Committee for the Promotion of Latin to help teachers pay for activities, events, and publications designed to enhance or expand their programs.
- IX. CAMWS membership includes a subscription to The Classical Journal, a unique mixture of pedagogy and the current scholarship in the classics.
- X. CAMWS members receive the CAMWS Newsletter, a timely summary of what is going on in the field of classical studies, including notices of scholarships, opportunities for study, meetings, and funding sources.
- XI. CAMWS meetings include both scholarly and pedagogical papers, as well as workshops, receptions, banquets, illustrated lectures, and excursions . . . and they are among the friendliest and most stimulating conferences you'll ever attend!
- XII. CAMWS also provides promotional material, free of charge, to its members who wish to expand their Latin programs or to start new programs.
- XIII. For a color brochure listing reasons to join CAMWS, see <https://camws.org/about/files/CAMWSBrochure.pdf>.

## APPENDIX H

# Classical Association of the Middle West and South Committee Structure

### I. Executive Committee

President; First Vice-President; President-Elect; Immediate Past President; Secretary-Treasurer; Editor, *Classical Journal*; Historian; Editor, *CAMWS Newsletter*; Webmaster; Chairs of the: Development Committee; Finance Committee; Steering Committee on Awards and Scholarships; Committee for the Promotion of Latin; Membership Committee; and four Members-at-Large.

### II. Committee on the CAMWS Centennial

### III. Committee on Development

### IV. Committee on Finance

### V. Committee on History

### VI. Committee on Membership

### VII. Committee on Merit

### VIII. Committee on Nominations

### IX. Committee on the Annual Meeting Program

### X. Committee for the Promotion of Latin

### XI. Committee on Resolutions

### XII. Steering Committee on Awards and Scholarships

1. Subcommittee on the CAMWS Award for Outstanding Publication
2. Subcommittee on the Grant, Semple, and Benario Travel Awards
3. Subcommittee on the Good Teacher Awards
4. Subcommittee on the Manson A. Stewart Education and Travel Awards
5. Subcommittee on the Manson A. Stewart Scholarships
6. Subcommittee on the School Awards
7. Subcommittee on the Ladilaus J. Bolchazy Pedagogy Book Award
8. Subcommittee on the CAMWS Excavation / Field School Award



## APPENDIX I

# CONSTITUTION OF THE CLASSICAL ASSOCIATION OF THE MIDDLE WEST AND SOUTH

### Article I. Name and Purpose.

**Section 1.** The name of this organization shall be the Classical Association of the Middle West and South, Inc. (hereinafter, CAMWS or the Association). Its territory shall be defined as the geographical area embracing its constituent states (Alabama, Arizona, Arkansas, Colorado, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, Nevada, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, West Virginia, Wisconsin, Wyoming) and provinces (Manitoba, Ontario, Saskatchewan).

**Section 2.** The purposes of the Association shall be to advance classical scholarship and teaching, to foster appreciation of the classical world, and to promote the common interests of its members through meetings, publications, and other appropriate activities. Said organization is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**Section 3.** The Southern Section of CAMWS elects its own officers, and schedules and holds its own meetings.

## **Article II. Officers.**

**Section 1.** The elected officers of the Association shall be a President; a President-Elect; a Secretary-Treasurer; the Editor of *The Classical Journal*; and the Editor of *Teaching Classical Languages*. The office of the Secretary-Treasurer shall be executive in character. In case of a vacancy in the office of President or if the President is unable to act, the President-Elect shall succeed to that office. If the vacancy occurs before October 1, a new President-Elect shall be elected by the Executive Committee; if it occurs after October 1, the President-Elect shall serve his/her regular term in addition to the remainder of the preceding term.

**Section 2.** The President and the President-Elect shall serve for a term of one year and shall not be eligible to succeed themselves immediately. The President-Elect shall be elected at the Annual Business Meeting and shall automatically become the President for the following year. The Secretary-Treasurer, the Editor of *The Classical Journal*, and the Editor of *Teaching Classical Languages* shall be recommended by the Executive Committee, each for a term normally of five years and renewable only once, subject to election by the membership at the next Annual Business Meeting.

**Section 3.** The appointed officers of the Association shall be the regional and state/provincial Vice-Presidents. Each shall serve a term of three years, which may be renewed. The President shall appoint the Vice-Presidents in consultation with the Chair of the Committee for the Promotion of Latin.

**Section 4.** The duties of the officers of the Association shall be those which normally devolve upon such officials, except as provided in this instrument. Further definition of these duties shall be within the powers of the Executive Committee.

**Section 5.** There shall be an Executive Committee consisting of the President; the President-Elect; the immediate Past President; the Secretary-Treasurer; the Editor of *The Classical Journal*; the Editor of *Teaching Classical Languages*; the Editor of the CAMWS Newsletter; the Chairs of the Steering Committee on Awards and Scholarships, the Committee for the Promotion of Latin, the Finance Committee, and the Membership Committee; and three elected Members-at-Large, who shall serve for renewable terms of three years each, one term expiring each year. The Executive Committee shall meet in conjunction with the Annual Meeting of the Association, except as provided under Article V.2. Election of Members-at-Large shall take place at the Annual Business Meeting.

**Section 6.** The Executive Committee shall have the power to fill vacancies occurring among the officers or within its own membership between Annual Business Meetings. All such appointments shall be deemed interim in character, the appointee to serve only until the time of the next Annual Business Meeting, but persons so appointed to any office shall be eligible to succeed themselves directly by election at the next Annual Business Meeting. A President-Elect

so designated by interim action of the Executive Committee shall not succeed automatically the next year to the office of President, but his or her name shall automatically be placed in nomination for election to that office at the next Annual Business Meeting.

**Section 7.** All terms of office shall begin on July 1 following the Annual Business Meeting, to coincide with the start of the Association's fiscal year.

### **Article III. Committees.**

**Section 1.** The standing committees of the Association include the Executive Committee, the Development Committee, the Finance Committee, the Membership Committee, the Merit Committee, the Nominating Committee, the Program Committee, the Committee for the Promotion of Latin, the Resolutions Committee, and the Steering Committee on Awards and Scholarships.

**Section 2.** New standing committees may be created by the Executive Committee, subject to approval by the vote of the membership at the next Annual Meeting.

**Section 3.** The Executive Committee may create ad hoc committees at its discretion.

**Section 4.** It is the duty of the President to appoint the Chair and the other members of each standing committee. The usual term of service is three years, which may be renewed.

**Section 5.** Each of the standing committees shall report its activities annually at the meeting of the Executive Committee held prior to the Annual Business Meeting of the Association.

### **Article IV. Membership.**

**Section 1.** Any person who wishes to join the Association may become a member on payment of the annual dues for the current fiscal year. Residence in CAMWS territory is not a requirement for membership.

**Section 2.** The Membership Committee shall propose membership categories and annual membership fees to be approved at the Annual Business Meeting. Membership shall normally include a subscription to *The Classical Journal*.

### **Article V. Meetings.**

**Section 1.** There shall normally be a regular Annual Meeting, including the Annual Business Meeting, at such time and place as the Association shall have determined at a previous Annual Business Meeting.

**Section 2.** If, however, under exceptional circumstances, the Executive Committee concludes that conditions are such as to render the holding of the Annual Meeting impracticable, the Executive Committee shall have the power to cancel the Meeting, and itself to transact all business that would come before the Annual Business Meeting except the adoption of amendments to this Constitution and the election of new officers. In such a case, the annual election shall be conducted by a mail ballot.

## **Article VI. Program.**

The program to be presented at the Annual Meeting shall be arranged by the President. All presenters must be members of the Association in good standing.

## **Article VII. Publications.**

**Section 1.** The regular publications of the Association are *The Classical Journal* and *Teaching Classical Languages*.

**Section 2.** The Editor of *The Classical Journal* and the Editor of *Teaching Classical Languages* shall be reviewed annually by the Executive Committee. The members of the Board of Editors for each publication shall be named by its Editor, subject to the approval of the Executive Committee.

**Section 3.** When a vacancy for the Editor of *The Classical Journal* or the Editor of *Teaching Classical Languages* occurs, the President, with the approval of the Executive Committee, shall establish a search committee which shall announce the availability of the position, receive nominations and applications, and conduct interviews with the finalists for the position. The search committee shall present its report and recommendations to the President and the Executive Committee.

**Section 4.** The Executive Committee shall set rates for subscriptions to *The Classical Journal* for subscribers who are not members of the Association and may provide for reciprocal subscription agreements with other classical associations.

**Section 5.** The Editor of the CAMWS Newsletter shall be appointed for a term of three years, renewable, and subject to annual review by the Executive Committee.

**Section 6.** The Executive Committee shall provide oversight for all CAMWS publications and approve all contractual agreements pertaining to them.

**Article VIII. Amendment.**

This Constitution may be revised or amended by a two-thirds vote of the members present and voting at any Annual Business Meeting, provided that the text of all revisions or amendments is distributed to the membership at least thirty days before the time of the meeting.

Approved at the Annual Business Meeting

April 9, 2011

Amway Grand Plaza Hotel, Grand Rapids, Michigan

On April 5, 2014, at the Business Meeting of the 110th meeting in Waco, Texas, the following amendment was approved by two-thirds vote of the members present

that Section I of Article III of the CAMWS by-laws which currently reads as

The standing committees of the Association include the Executive Committee, the Development Committee, the Finance Committee, the Membership Committee, the Merit Committee, the Nominating Committee, the Program Committee, the Committee for the Promotion of Latin, the Resolutions Committee, and the Steering Committee on Awards and Scholarships.

be amended to read as follows (addition marked in bold):

The standing committees of the Association include the Executive Committee, the Development Committee, the Finance Committee, the **History Committee**, the Membership Committee, the Merit Committee, the Nominating Committee, the Program Committee, the Committee for the Promotion of Latin, the Resolutions Committee, and the Steering Committee on Awards and Scholarships.

## APPENDIX J

### Contacting CAMWS

#### Classical Association of the Middle West and South, Inc.

**Mailing Address:**

The Classical Association of the Middle West and South  
Department of Classics  
Monmouth College  
700 East Broadway  
Monmouth, Illinois 61462

**Email:**

[camws@camws.org](mailto:camws@camws.org)

**Telephone/Fax:**

phone: 309-457-2284

fax: 815-346-2565

Questions about CAMWS should be directed to Tom Sienkewicz, CAMWS Secretary-Treasurer. He may be reached by e-mail ([stcamws@camws.org](mailto:stcamws@camws.org)), telephone (309-457-2371 or 309-457-2284), or fax (815-346-2565).

The CAMWS administrative assistant, Jevanie Gillen, can be reached at [jgillen@camws.org](mailto:jgillen@camws.org) or at the CAMWS home office (see below).

The president of CAMWS, can be reached at [president@camws.org](mailto:president@camws.org).

The editor of Classical Journal, can be reached at [cjeditor@camws.org](mailto:cjeditor@camws.org).

The editor of Teaching Classical Languages, can be reached at [tcleditor@camws.org](mailto:tcleditor@camws.org).

The chair of the Committee for the Promotion of Latin, can be reached at [cpl@camws.org](mailto:cpl@camws.org).

The editor of the CAMWS newsletter, can be reached at [newsletter@camws.org](mailto:newsletter@camws.org).

The CAMWS-Southern Section Secretary-Treasurer, can be reached at [camws-ss@camws.org](mailto:camws-ss@camws.org).