

Classical Association of the Middle West and South

Subcommittee on the Manson A. Stewart Undergraduate Awards

This document sets forth the duties and responsibilities and governs the operations of the Subcommittee on the Manson A. Stewart Undergraduate Awards (the “Subcommittee”) of the Classical Association of the Middle West and South (the “Association”).

I. Purpose

The Subcommittee’s purpose is to establish and maintain guidelines for nominations for the CAMWS Manson A. Stewart Undergraduate Awards; to solicit nominations for the annual competition; and to evaluate submissions and determine the winner(s).

II. Membership and Meetings

Composition: The Subcommittee shall consist of five or six regular members appointed in accordance with the Association’s constitution. Each member shall serve for a term of three years. No member of the Subcommittee shall serve more than two terms consecutively.

Chair: The Chair of the Subcommittee shall be appointed in accordance with the Association’s constitution, and shall serve for a term of three years, which cannot be renewed. Subcommittee members shall be eligible for appointment, provided that they do not exceed two terms consecutively.

Meetings: The business of the Subcommittee shall normally be conducted over electronic media.

III. Duties and Responsibilities

Guidelines: The Subcommittee shall be responsible for establishing guidelines governing the submission of nominations for the Awards. These guidelines shall be consistent with the following provisions:

- The nominators of a Manson A. Stewart Undergraduate Award shall be members of the Association in good standing in the year of application.
- Applications shall be sent to the Chair of the Subcommittee prior to the deadline published on the Association website.
- Complete applications shall consist of at least an application form, an essay, a university transcript, and letter(s) of recommendation.
- The recommenders shall affirm the applicant’s eligibility for the award and speak of the applicant’s scholarly ability. The applicant and/or recommender shall indicate plans after graduation.

Solicitation: The Subcommittee shall be responsible for publishing its guidelines on the

Association website or wherever else it deems appropriate for the purpose of soliciting nominations for the annual competition. The guidelines shall be published three months in advance of the date of submission.

Judging: The Subcommittee shall act as sole judge in determining the winners of the Manson A. Stewart Undergraduate Award. The Subcommittee shall establish the criteria to rank the applicants. The Subcommittee shall review and agree upon the criteria annually before the date of submission. The Subcommittee shall endeavor to determine the rankings of the applicants by consensus. If there is no consensus, the Subcommittee shall decide by a simple majority vote.

Reports: The Chair of the Subcommittee shall be responsible for reporting the outcome of the annual competition to the Executive Committee and the Secretary Treasurer at least six weeks prior to the Association's annual meeting. The awards shall be presented by the Chair of the Subcommittee or another member delegated by the Chair at the Association's annual meeting.

IV. Amendment

This Charter shall not be amended except upon approval by the Executive Committee.

Original Charter adopted by the Executive Committee on July 11, 2014.

Revised Charter, reflecting change in award type and name of committee, adopted by the Executive Committee on October 20, 2014.