

Eastern Chapter Operations Manual
Revisions as of October 2016

The Guidelines contain basic information for the operation of the Eastern Chapter of the Society of American Travel Writers.

These guidelines are meant to provide assistance in the administration of the chapter and to augment but not supersede the Chapter Bylaws.

Modifications and changes may be made at anytime by a majority vote of the Chapter's Executive Committee. No vote by the chapter membership is necessary.

Minutes of Chapter business meetings will be posted on the SATW web site and will be e-mailed to the membership within 30 days of the close of that meeting.

Additional information on SATW's Membership Requirements, Ethics and Conduct code, and general administration are available in the Society's own Operations Manual, available online at satw.org.

OFFICERS:

1. All Chapter members are eligible to elect by electronic ballot the following officers, each to serve concurrent two-year terms: Chapter Chair, First Vice Chair, Second Vice Chair, Secretary, Treasurer. In addition, Actives only may vote for the office of Active at Large. Those officers will serve two-year terms concurrent with the Chapter's other officers.
2. The Chair may serve only two consecutive terms, but may again stand for election after an interval of at least two years after the end of the that second term. No other office has term limits.
2. Chapter Associates will elect by electronic ballot both an Associate Representative and an Associate-at-Large, if that position is deemed necessary by the Chapter's Executive Committee. Those officers also will serve two-year terms concurrent with the Chapter's other officers.
3. The office of chair and first vice-chair shall be held only by Active members, as stated by the Bylaws. The Associate and Associate at Large representatives shall be Associate members. Other officers can be Actives, Associates or Alumni members.
4. Candidates for office should understand these are more than honorary titles and require considerable time.

This is especially true of the Chapter chair, who must devote the equivalent of approximately two weeks a year to attending two meetings of the Society's Board of Directors, plus the chapter's annual meeting and the Society's annual convention. In addition, the chair must devote time to ongoing general oversight of the chapter – which intensifies as the annual meeting approaches.

5. Chapter officers, with the exception of the chapter chair (according to a vote taken at the Society's Manchester convention, 2007) pay the same chapter meeting rates as others in their membership category. The Chapter Chair pays no fee to attend the chapter meeting.

OFFICER DUTIES:

1. Chapter Chair: According to the Bylaws, must be an Active member. Duties include:
 - A. Supervise all departments of the Chapter and represent the Chapter as the on-going liaison with the Society's Board of Directors and the Society. The Chapter Chair is expected to attend the chapter meeting, annual convention and two board meetings annually.
 - B. Produce a bi-annual report of Chapter activities for the Board of Directors prior to Society Board meetings in the spring and at the fall convention.
 - C. Preside over all Chapter and Executive Committee meetings and direct inquiries to the proper persons.
 - D. Prepare an agenda for each Executive Committee and Chapter meeting.
 - E. Appoint all committees, all chairmen of committees, and receive their reports. With the exception of the Executive Committee, the chair is responsible for appointing the committees and persons itemized in the Committees section of this manual.

2. First Vice Chair: According to the bylaws, must be an Active. Duties include:
 - A. Serve as Meeting Sites chair and is responsible for obtaining bids for Chapter meetings, formulating meeting schedules, getting bids itemized and briefed, visiting the prospective host for a site inspection, and present the completed bids to the Executive Committee for selection.
 - B. Make the meeting site presentation at the Chapter's next meeting; this presentation may be delegated to, or shared with, a representative of that host destination. For additional information, see the Meeting/Program Planning section of this manual.
 - C. Preside when the chair is absent.

3. Second Vice Chair: May be an Active, Associate or Alumni. Duties include:
 - A. Formulate and arrange Professional Development sessions and programs at Chapter meetings and work closely with the Chapter Chair in regard to proposed topics and participants for those sessions.
 - B. This officer also chairs the Professional Development Seminars during the Chapter meeting.
 - C. Preside when the chair and first vice chair are absent

4. Secretary: May be an Active, Associate of Alumni. Duties include:
 - A. Keep the minutes and get a copy of registrants for all Chapter and Executive Committee meetings. Forward copies of same within 30 days of the recorded meeting to the Chapter's Executive Committee, the Society's Executive Director, and post the minutes to the Chapter's pages on the SATW web site.
 - B. Handle the chapter's Clips for Cash program, including arranging creation of an electronic "clips book" to share with previous meeting hosts.
 - C. If so directed by the chair, carry out such duties as Chapter correspondence.

5. Treasurer: May be an Active, Associate or Emeritus. Duties include:
 - A. Oversee and handle the receipts and disbursements of the Chapter in conjunction with the Society's management firm. That firm will disburse payments for Chapter expenses as provided by the Treasurer.
 - B. Submit current financial statements to the Chapter's Executive Committee prior to the chapter's annual meeting.
 - C. When so requested, assist the Society's Treasurer in the preparation of the Society's annual financial reports and tax returns.
 - D. Provide the latest quarterly financial report to the Chapter Chair for inclusion in the annual report to Chapter members and the bi-annual Board book reports.
 - E. If necessary, the Treasurer will handle registration fees for the Chapter's annual meeting. (If possible, this should be contracted out to the Society's management company).

6. Associate Representative: Must be an Associate. Duties include:
 - A. Represent the Associate members of the chapter at the annual meetings of the Associates Council and report to the membership on proceedings conducted at such meetings.
 - B. Appoint a committee of three Associates to organize and administer the Chapter's annual Writing and Photography Contests.
This committee is to find competent judges for the contest and is responsible for both obtaining and presenting the awards at the annual Chapter meeting. The Associate Representative will provide to the treasurer a list of winners and the amount of their cash awards, so that the Treasurer can request checks from the Society management firm.
 - C. Administer, with volunteers, the annual meeting's Marketplace. Duties include appointing at least one on-site Marketplace chair, acquiring and overseeing electronic appointment-scheduling software, creation of signage for Associates.

7. Active At Large: Must be an Active. Duties include:
 - A. Maintain and update the Chapter Operations Manual as directed by the Executive Committee, attaching all meeting minutes and treasurer's reports to the manual as they are produced.
 - B. Send a welcoming letter to new chapter members.
 - C. Form and chair the membership development committee to recruit new members.
 - D. Seek sponsorships for the annual meetings, conferring with the Executive Committee on the various monetary levels of donations and the benefits to the donor at each level. Likely will find help seeking sponsorships by recruiting at least one Associate volunteer.

CHAPTER COMMITTEES:

The Executive Committee shall conduct the general business of the Chapter in accordance with the Chapter Bylaws.

To aid with Chapter activities and development, the Chapter Chair should appoint the following persons or committees and their chairs, with attention to representing the Chapter's geographical diversity:

MEMBERSHIP COMMITTEE:

- A. Consists of at three Actives and two Associates, to serve for two years concurrent with the Chapter Chair's term.

- B. Receives from the Society's Executive Director all applications for Society membership within the Atlantic-Caribbean Chapter region. This committee reviews each application and votes individually on acceptance or rejection via any means found mutually acceptable. The results of the Committee's deliberations are returned to the Society's Executive Director for further action.
- C. Appeals of this committee's decisions must be made in accordance with the General Guidelines for Membership posted in the Society's Operations Manual.

CONVENTION SITES COMMITTEE:

- A. First Vice Chair oversees this committee. Seeks and recommends chapter meeting sites and budget. Organizes pre-meeting promotional mailings with site host and manages member registrations. Manages meeting expenses with full report to chapter treasurer. Works with Meeting Manager advising host commitments and to ensure productivity of time.
- B. The chapter chair or first vice chair shall appoint a Meeting Manager to coordinate logistical details and delivery of required services and on-site facilities for the Chapter Meeting.
- C. The chapter chair or first vice chair shall appoint an Associate member to oversee Marketplace at Chapter meetings. Two Associates may be appointed as co-chairs.

PHOENIX AWARDS COMMITTEE:

Encourages fellow chapter members to propose ACC Phoenix Award nominees and aids them in preparing submissions based on criteria from Society.

HERB RAU AWARD:

This award is given to a new member (Active or Associate) who has been unusually active in the chapter. The award, when given, is presented at the annual Chapter meeting. There is no requirement that this be an annual award. Nominations should be made to the Chapter Chair at least one month before the annual chapter meeting. The Chapter Chair will then submit the names and achievements of nominees to the Executive Committee for a vote determining to approve or reject the nominees.

NOMINATING COMMITTEE:

The immediate past Chapter Chair shall serve as head of the nominating committee.

- A. The current Chapter Chair shall appoint two actives and two associates to serve on the nominating committee within 30 days of the close of SATW's annual convention held in odd numbered years.
- B. The nominating committee shall select two candidates for each office. Additional nominations may be made by petitions signed by at least 10 members of any category. These petitions must be delivered to the nominating committee by May 15. The additional nominations, if found valid, will be added to the ballot.
- C. Names selected by the nominating committee shall be mailed to all chapter members by March 15. Additional nominations by petition, as outlined in the paragraph above, shall be accepted until midnight May 15.
- D. Final ballots with all nominees shall be sent by SATW HQ to the chapter membership in early June and must be returned to SATW HQ by midnight July 15. A simple majority of returned ballots will be sufficient for election. For additional information, see Article 7 (Selection of Officers) of the Chapter Bylaws.

CHAPTER MEETING GUIDELINES:

1. All proposed Chapter meetings outside the Chapter area must be cleared with the Society President, the Convention Sites Chair, and the Chapter Chair of the area in which the meeting will be held.
2. When the Chapter's proposed meeting site is within the Chapter boundaries, the First Vice Chair must check with the Society's Convention Sites Chair in case that site is already being considered for a Society convention.
3. The Society Board of Directors has ruled that only SATW members and member-spouses or spouse-equivalents may attend hosted chapter meetings.
4. Generally, the host agrees to provide lodging and meals for one 24-hour period for the Executive Committee prior to the start of the meeting (with special spouse fees if appropriate). This agreement and its precise terms should be covered clearly in the contract or letter of agreement governing the meeting.
5. The terms of attendance of all program presenters must be worked out with the host site well in advance of the meeting. The Chapter pays transportation reimbursement, program fees/honorariums, and other related expenses for the program presenter. If the program requires special equipment not provided by the program presenter, confirm that it will be available on-site. If rental fees are necessary, they normally are paid by the Chapter.
6. At all hosted meetings, guests must be approved in advance by the Chapter Chair.
7. Decisions regarding whether to participate in joint meetings with other chapters shall be reached by vote of the Executive Committee.
8. Actives of other Chapters may be invited to attend chapter meetings with approval from the individual chapter chairs. All invitations, if so approved, will be issued by the Chapter Chair.
9. Individual members of other Chapters may attend Eastern meetings on a space-available basis and according to terms agreeable to the meeting host.
10. Meetings cannot be held within 30 days of the national convention.

MEETING/PROGRAM PLANNING:

1. The Chapter has a set of specific meeting guidelines to be given to all prospective hosts. These guidelines are posted at SATW.org.
2. The meeting should provide a loose schedule that allows adequate time for individual story research and photography; and a minimum of "Chamber of Commerce" time and long, involved luncheons. A minimum of six hours should be included to facilitate Chapter needs such as professional development and business meeting.
3. Length of Meetings: Meetings often are held Wednesday through Saturday, but other day combinations may be negotiated with the host. The specific dates must be stipulated in the bid proposal, along with dates and proposed itineraries for pre- and post-tours.
4. Registration Fees: Chapter members (Active, Associate and Alumni), spouses, and/or guests attending a Chapter meeting will be charged registration fees specific to their membership categories, the amounts to be set by the Executive Committee for each meeting. Where so approved, the Chapter Treasurer shall receive and deposit those registration fees, deduct \$25 per member, and send the remaining monies to the host to help defray meeting expenses.
3. Publicity and Solicitations for Future Meetings: Mailings by hosts may not be sent to members until immediately after the preceding meeting.