MINUTES

S.E.C.A.C. BOARD OF DIRECTORS MEETING

Thursday, October 21, 1993

Location: Durham Omni Hotel, Durham, NC
Time: 8:30 am to 12:30 pm


Meeting was called to order at 8:38 am. by President Ligo who introduced new board members, Halpern, Scotchie, and returning members: Craig and Krainak. He then moved adoption of the agenda. Ligo noted the omission from the agenda of the report on tenure and promotion guidelines for studio, and suggested placing it with committee reports. moved by Lemon/Schucchi. Approved.

Minutes of the 1992 Board Meeting: John Myers

Correction requested under new business: item three, p5 bottom; correction of Scucchi’s name to read Robie; moved and approved as amended.

Treasurer's Report: John Myers

Myers reported that the organization's investments in the Nicolas Fund, CDs, and US savings Bonds yielded a modest return in interest for the year, giving SECAC a total of $11,128.83. Combined with the checking account balance of 11,593.20 as of 10/20/93, the organization has total current assets of $22,722.03.

After final report on the 1992 budget, and a discussion of projected income and expenses for the balance of 1993, the 1994 budget was presented to the Board. No figures have been projected for the 1994 conference, but can be inserted after the conference budget is presented. This budget is "bare-bones" with small increases in two expense items: a $20 increase in staff, with subsequent increase in FICA taxes of $20; and an increase of $500 in Miscellaneous to provide an increase for the Artist's Grant. There is also an increase in
funds for the REVIEW which provides for an anticipated increase in production costs.

The budget is not balanced, and would not be even if all the above increases were eliminated. The question which the Board must address is how to balance it? Some options include: 1) set fees so that the conference generates net income; 2) to increase membership fees; 3) to seek outside revenues and support for the REVIEW and/or the Artist’s Grant.

Discussion followed, but action on proposed budget postponed until after various committee reports which might offer solutions to the balanced budget problem.

**Administrator’s Report:** Anne Thomas

1. Membership:

389 individual members, with 140 due in Sept. and Oct., 1993. 112 institutional members. Member payment now posted as of due date rather than when received. Membership has remained about the same for the last three years. The poster done two years ago did not seem to have much of an affect on membership. Memberships subsidize student participation. Lemon suggested letters from members to other institutions in the state, personalized to get more institutional memberships Craig suggested seeking support from corporations was a good move, through letters emphasizing support for artist grant, and publication of a review. Solicitation of membership from institutions outside the region just to receive the Review (advertise in CAA newsletter, other professional organizations publications). Ligo suggested institutional letter sent from the Administrator.

2. Conference Policies and Guidelines:

Thomas presented conference policies and guidelines which will be sent to all potential conference hosts to help deal with procedures. Has been put on computer and revised. Reviewed by Floyd Martin, and Board members are encouraged to make suggestions. Plan to publish "How to Invite" section of the manual in next Newsletter or as fly sheet to send to institutional members. Discussion followed. Scotchie encouraged inclusion of a studio session for grad students be approved. Moved by Benjamin/Marks. Passed. Will be advanced to top of guidelines list.

3. Newsletter:

There will be an issue before Christmas to report on the conference—deadline:

President digo thanked Thomas and Myers for excellent work. Board acknowledged.

Conference Report: Arthur Marks

Biggest difficulty has been growth in size of organization since original conference plans made 5 years ago. Warning to future conference hosts. On verge of becoming too big for any university facility. Must think in terms of large hotel with adequate conference facilities. Tried to make pay as you go approach, have gotten subventions for speaker, reception at Hanes. No corporate support was forthcoming, because in research triangle are bombarded constantly for all manner of support requests. Also this is a very busy weekend. Inauguration of two university presidents, the 250 year celebration of UNC founding. Any problems will be due to our great degree of success.

First time have ever used a professional planner. problems: reporting of income for the conference is not being generated in a way which helps us. Useful aspects: have jumped in to handle needs. Conference Center staff overextended with number of conferences responsible for. Charge for services was $1200. Had its good and bad points, but all in all a positive experience, and would encourage other hosting institutions to consider using such a resource.

New Orleans conference Report, 1994: Peggy MacDowell

McDowell distributed projected budget information. Taking a break even approach to budgeting. The conference hotel is the Monteleone, where we will receive a reduced room rate of $105 per night—lowest rate available in city. Thursday night reception at Contemp. Art Center in Warehouse District with gumbo meal; Friday reception at New Orleans Museum of Art, using their auditorium for speaker. James Ackerman will speak on "The Beginning of Art History/the End of Art History." Saturday night party at wax museum(Musee Conti). Transportation is not a problem because of trolley system. Sunday events for those who stay over--swamp tour and river road plantation tour. Saturday afternoon special event: can go to Mardi Gras warehouse open house tour.

Thomas suggested additions for telephone, xerox, etc. of $1000. Acceptance of New Orleans budget moved with suggested amendments made by Thomas/Approved.
Projected Registration:  
200 at $50  
50 at $65

McDowell will send requirements for SESAH if we agree to have them participate. Plans still rather amorphous until group meets in November. Projected 80-90 attendees. Thomas suggested a letter of agreement like one sent to Mid-America last year. Agree that both positive or negative net would be shared on per capita basis. Caldwell said letter should be adopted by board not conference host, so agreement is between boards of the two organizations. All should be members of one or the other organization, and all should pay the conference fee. Pamela Simpson suggested present to their board in form of two options—share with SECAC or meet independently, but concurrently. Ligo asked that SESAH respond to Peggy McDowell right after their board meeting.

Adoption of New Orleans budget: Thomas asked for raising budget by $13,250 and $11,442 under expenses. Reduces deficit in 94 to $2987. This is based on increase in registration and expenses category. Anne suggested breaking out cost of extras for students beyond the registration fee to attend sessions. Ligo stated student break out should be policy for future conferences—Caldwell moved/Benjamin seconded with amendment to include in conference guidelines. Craig asked for conference fee in addition to membership fee for students. Marks—raise membership fee to include cost of review, and then add general separate registration fee for conference of $15. Craig combine to make $20 to cover both membership and registration. Benjamin asked for interim policy and the committee to look into problem. Mode—adopt a two year interim fee of $10 for membership and $10 for conference registration. Caldwell— change to $10 for membership to include conference registration for session, and to breakout fees for additional special conference events, and to form an ad hoc committee to study these issues further. Caldwell amendment accepted. Budget Approved as amended.

1995 Meeting:

George Washington University invitation made by Bonita Billman  
On campus Marriott Hotel: rate at $120 per night would be conference hotel.  
Registration fee: \@ $100  
Trips to Dumbarton Oaks and Monticello planned.

Ligo asked for consideration. Caldwell/Benjamin so moved.

Lemon recommend looking at ways to reduce registration fees. Billman indicated that it was a ballpark figure.
Motion to accept invitation approved.

1996 Meeting

College of Charleston, Charleston, SC invitation issued by Dean McQuire. Anne Thomas presented in invitation in the absence of a C of C representative. Several hotels suggested. Lightsey Conference Center would be hub. On campus meeting space seems inadequate. Budget is not complete. Proposal describes some of the expenses, but seems rather steep. Conference center would handle at $10-$12 per head. Need to be careful to separate what Anne Thomas can do as SECAC Administrator, and what hosts can do so functions do not overlap. Careful discussion needed. Anne would discuss this with them after this year's conference figures are firm.

Ligo asked if these figures can be reconciled? Worst scenario be to move Richmond up a year? College of Charleston does not have membership representation in SECAC. How handle conference sessions? Caldwell stated the need to reconcile these and other questions before confirming acceptance of invitation. Lemon noted that the difference is in using host institution faculty or hiring professionals. Martin remarked that human resources getting scarce with increasing faculty loads at most institutions.

Moved by Caldwell to postpone acceptance until business meeting on Saturday in hope of getting more information upon which to based a decision//benjamin. Approved.

1997 Meeting:

Richmond VCU invitation presented by Howard Risati. To be hosted by all departments. The new Fine Arts Center to be completed by 1996. Jefferson Hotel under consideration: rooms @ $60-65, and conference facilities good. close to new Fine Arts Center. Trolley will shuttle conferees. Mid-America interested in combined conference.

Proposal moved by Lemon/J. M. Simpson. Invitation accepted.

Committee Report for Artist's Grant: Ron Larned.

Moved ahead of others because of proposal to increase grant, and its affect on the proposed 1994 SECAC budget.

Proposals made: Revise proposal form (attached); judges be given the option to split grant, if felt situation warranted; increase in grant from $2500 to $3000;
publish a copy of grant guidelines in the REVIEW to increase publicity for the grant.

Discussion followed. Motion to approve to approve proposals including the increase in grant amount to $3000, but not to divide the award was presented by van Horn/J.M Simpson. Approved.

Official Board thank-you to Ron Larned for his work on the Artist’s Grant proposal moved by Benjamin. Board approved.

1994 SECAC Budget Approval:

Caldwell/Craig moved adoption of 1994 budget as amended to include increase in the Artist’s Grant. Further discussion. Lemon call question. budget approved.

Review Report: Floyd Martin

The 1993 edition of the SECAC REVIEW should arrive around November 15. The issue is 76 pages with most of the articles originating in presentations at a SECAC annual meeting, and some are the first publications by graduate students. Andrew Ladis resigned as Book Review Editor, and the position is open, especially for anyone interested in developing relationships with publishers so the book review section can be further developed.

This year’s issue falls within the budgeted amount of $7000. Total estimated costs are $6450. Directors are encouraged to help the editor in finding good material for the next issue.

Constitutional Amendments: Lloyd Benjamin

Report given, written changes presented:

1. clarify fact that First Vice President is really president elect.
2. Limit board members terms to two, and a "sit out" period with possibility of re-election.
4. Second Vice President must be legal resident of Virginia.
5. Affiliated organizations may elect ex officio "delegate".
6. Include Visual Arts Grant Committee in list of standing committees.
   -amend constitution to make chair a board member along with editor of the REVIEW, to Article 3.1 (to be appointed by the president).
7. 3/4 of membership to act needed to be reduced to 2/3.
8. Article VII: Delete 1,2,3, and substitute "The Board of Directors shall be charged with the authority to interpret its own by-laws."

Board moved to present revised constitution for approval by the general membership at the Annual Business Meeting on Saturday. Approved.

President proposed adjournment for lunch. agreed.

Meeting resumed at 12:40

SECAC Directory: Martha Caldwell

Available at registration desk for purchase. Flyers for orders at desk too. $12.50 for members—$15 for others. Should restrict distribution—not give to non-members Anne Thomas will contact state board member regarding non-member requests in their state. Ligo: need policy, postpone until next year's meeting for action. VRC does distribute mailing labels—could do this.

Ad hoc Committee on Promotion and Tenure: J.M. Simpson

The document, A Statement of Standards and Practices Concerning Promotion, Tenure, and Retention, was presented for discussion and approval. Simpson proposed that and ad hoc committee to reconsider these documents every three years. He thanked the committee for their perseverance which took much time and effort.

Mode/Caldwell moved presentation to membership for approval. Discussion followed. Marks recommended change from "terminal degree" to "highest professional degree." Agreed.

The Board expressed it Appreciation

Nominating Committee: Lloyd Benjamin

Benjamin reported that four positions would become vacant in 1994—Kentucky, North Carolina, Louisiana, and Alabama. These openings would be announced at the business meeting on Saturday. The term limitation in the amended Constitution will not apply to this year's board, even if have served more than two terms to date.
The change of the Vice President from Virginia from Martha Caldwell to Pamela Simpson was presented and the Board agreed. Robert Lemon to be presented to business meeting to become new First Vice President as Larry Ligo steps down from presidency and Lloyd Benjamin moves up. The report was approved by Board.

**Professional Awards:** Lloyd Benjamin

Benjamin reported on the variety and types of awards which are presented as warranted by SECAC. Information regarding eligibility and nomination for, as well as committee selection of winners was also presented. The remaining issue discussed revolved around the process by means of which we can stimulate interest in the exhibition award process. Benjamin suggested publication of awards information in newsletter.

Benjamin thanked this year's awards committee for their excellent work (Pamela Simpson, Bob Lemon, J. Michael Simpson, Peggy McDowell, Brad Collins). Four awards will be presented this year:

1. **Excellence in Research and Publication:** to Mindy Taggard for her book, *Murillo's Allegories of Salvation and Triumph*.

2. **Exhibition and Catalog Award:** to Charles F. Mack for *Paper Pleasures: Five Centuries of Drawings and Watercolors*.

3. **Outstanding Exhibition of Contemporary Material:** to Cary Staple for the catalog design for *The Intimate Collaboration: Prints from the Teaberry Press*.

4. **SECAC President's Award:** to Joseph C. Sloane for his outstanding contributions to art history and the creative and scholarly lives of SECAC's members.

**Committee reports:**

1. **VRC report:**

20-30 members present at this conference. Tina regularly publishes our activities to her membership. Will make a small speech at membership meeting recognizing the support of SECAC for her organization.
2. FATE:

Having one session at SECAC. Also panel at CAA. Janet Balwig is new president of FATE; J. Michael Simpson the new vice president.

OLD BUSINESS:

Creation of a new category for joint membership category to reduce duplication. Thomas suggested review of impact before act. Benjamin suggested review of all membership categories over next year by the executive committee.

There being no New Business, Robert Lemon moved to adjourn/seconded by the secretary who had lost the use of his hands.

Meeting adjourned at 1:30 pm

Respectfully submitted,

John W. Myers  
SECAC Secretary/Treasurer
Administrator's Report.........1993

1. Membership
   b. 112 institutional members
   c. Member payment now posted as of when due rather than when received.

2. Conference manual...put on computer and revised. Has been reviewed by Floyd Martin. Welcome any Board member's review. Some extra copies available.
   a. Conference policies...suggest some additions to bring policies in line with practice.
   b. Plan to publish "How to Invite" section of manual either in next Newsletter or as fly sheet to send to institutional members.

3. Newsletter schedule
   c. Up-date on conference and other news, middle of May - deadline April 22, 1994.
<table>
<thead>
<tr>
<th><strong>SECAC Assets</strong></th>
<th><strong>Cost</strong></th>
<th><strong>Current Value</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicholas Fund 46.486 shares @ $53.78 (Currently own 47.061 shares @ $54.55)</td>
<td>2500</td>
<td>2567.17</td>
</tr>
<tr>
<td>C/D 18 month @ 3.630% matures 8/3/94</td>
<td>2000</td>
<td>2042.61</td>
</tr>
<tr>
<td>C/D 12 month @ 3.250% matures 2/3/94</td>
<td>1000</td>
<td>1019.05</td>
</tr>
<tr>
<td>US Savings Bonds Series EE 2 @ $500*</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>US Savings Bonds Series EE 10 @ $1000*</td>
<td>5000</td>
<td>5000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>11000</td>
<td>11126.83</td>
</tr>
</tbody>
</table>

Checking Account (as of 10/20/93) 11593.2

**Total** 22722.03

*If held 5 years, bear guaranteed minimum 6% interest compounded semi-annually. Bonds earn interest monthly for 1st 30 months and if held less than 5 years, earn at a fixed, graduated rate which is announced each May and November.*
SECAC CONFERENCE POLICIES

(Approved by Board of Directors, 1992 and amended 1993)

1. Every person who attends the annual conference shall be a member of SECAC and shall pay the registration fee for the meeting, except as provided below.

   a. The Director of the annual meeting may by advance notice in writing, given to the Administrator, exempt from payment of membership fee and all or part of registration fee as many as but not more than five persons.

   b. Student members are exempt from paying registration fee if they pre-register. Student members who register late will be charged the same late fee as that established for individual members.

       Institutional representatives, when presenting a letter of certification to the Administrator, do not have to pay individual membership. Each institutional member can have a representative.

   d. Spouses or companions of registrants do not have to pay membership. They do have to pay registration fee if they are attending any conference events other than social functions. Spouses or companions who are involved in SECAC activities as studio or art history professionals should pay membership and registration fees.

   e. Members of the faculty of the host institution will be allowed to register at any time at the pre-registration rate, and their spouses/companions will be exempt from the registration fee.

2. The Conference Director is responsible for informing chairs of panels and sessions of SECAC policies.

3. Chairs are responsible for informing participants on their panels or sessions of SECAC policies. Any chair inviting a participant from outside the SECAC region, who wants policies waived for that individual must submit the request in writing to the Director of the conference.
4. If there be anyone known to the Administrator as having taken part as a panelist or given a paper at an annual meeting who has not paid SECAC membership for that year or the registration fee for that annual meeting and who shall subsequently apply to be a panelist or give a paper at a subsequent annual meeting, the Administrator shall see that this person is notified that he/she may not be on the panel or give the paper unless he/she first pay membership and registration fee for the conference for which he/she is in arrears and also pay in advance membership and registration fee for the annual meeting in which he/she intends to participate.

SUGGESTED ADDITIONS

1. Invitations to host the annual SECAC conference should be submitted to the Board of Directors. While invitations may be submitted at any time, they must be formally submitted, in the form of a proposal, to the Board no less than 3 years prior to the date of the conference to be hosted.

2. The conference host must submit a conference budget to the Board of Directors one year in advance of the date of the conference.

3. A group wishing to meet jointly with SECAC must submit a request no less than two year’s prior to the date of the desired joint meeting. An agreement which defines financial and logistical arrangements must be approved by the Board of Directors.
<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Visual Rental Fees (see page 2 forbkdn)</td>
<td>2,660.00</td>
</tr>
<tr>
<td>Transportation NOMA</td>
<td>940.00</td>
</tr>
<tr>
<td>Coffee/Tea</td>
<td>312.00</td>
</tr>
<tr>
<td>Breakfast</td>
<td>250.00</td>
</tr>
<tr>
<td>Reception NOMA</td>
<td>800.00</td>
</tr>
<tr>
<td>Reception CAC</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Keynote Speaker</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Anne's Travel</td>
<td>450.00</td>
</tr>
<tr>
<td>Printing (Advance Program)</td>
<td>400.00</td>
</tr>
<tr>
<td>Printing Program</td>
<td>900.00</td>
</tr>
<tr>
<td>Postage</td>
<td>600.00</td>
</tr>
<tr>
<td>Misc. Reg. Material</td>
<td>80.00</td>
</tr>
<tr>
<td>Party Misc.</td>
<td>50.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10,442.00</strong></td>
</tr>
</tbody>
</table>

To break even:  190 @ $50   9,500.00
                15 @ $65      975.00

**Total** 10,475.00
### AUDIO VISUAL RENTAL FEES Breakdown

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Projectors @ $25 ea, 3 days</td>
<td>900.00</td>
</tr>
<tr>
<td><em>four rooms with two projectors each</em></td>
<td></td>
</tr>
<tr>
<td><em>four rooms with one projector each</em></td>
<td></td>
</tr>
<tr>
<td>8 Projectors Stands @ $10 each x 3 days</td>
<td>240.00</td>
</tr>
<tr>
<td>12 Remote extensions @ $5 each x 3 days</td>
<td>180.00</td>
</tr>
<tr>
<td>8 Microphones @ $15 each x 3 days</td>
<td>360.00</td>
</tr>
<tr>
<td>12 7&quot; Screens, @20 each x 3 days</td>
<td>720.00</td>
</tr>
<tr>
<td>Labor (delivery, set-up and take down)</td>
<td>110.00</td>
</tr>
<tr>
<td>*1 VCR/TV/Stand (video viewing)</td>
<td>150.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,660.00</strong></td>
</tr>
</tbody>
</table>

### Coffee/Tea

- **$26 a gallon 3 1/2 x 3 days**

  **312.00**

### Breakfast

- **6 doz. pastries @ $22 per doz., 3 gal. coffee @ $26, 1 gal. tea @ $26**

  **$250**
CONFERENCE AND OPTIONAL ACTIVITIES

Tour the thriving warehouse art district and visit the galleries and the contemporary Art Center along with the over sights of the city: the French Quarter antique shops, the Louisiana Museum and Cabildo at Jackson Square, raucous Bourbon Street, the flea market at the French Market, the Aquarium of the Americas, the famous restaurants, the cabaret dance halls, etc.

Take a round trip on the trolley and enjoy the historic and picturesque architecture on St. Charles Avenue.

Take the ferry across the Mississippi River to the Algiers/Gretna Marit Gras World warehouse and workshops of Blaine Kern. These massive buildings store floats, props and giant paper mache figures used in the mardi Gras Parades. Bring a camera--it's a surrealistic experience.

Attend the SECAC party on Saturday night--a Cajun Halloween Party held at the Musee Conte (a wax museum complete with dungeon). Enjoy Creole and French cuisine and a Cajun band for dancing.

If you wish to stay over and leave late Sunday afternoon or evening, you may wish to choose a boat tour of the cypress swamps or a trip on River Road to visit several plantations along the Mississippi River. These tours require 4 to 6 hours so plan ahead if you want this added adventure.

Start saving your dollars, it's worth it!!

If you are interested in proposing or chairing an Art History Session, contact Carolyn Kolb, Department of Fine Arts, University of New Orleans, New Orleans, La. 70149

For Studio Sessions contact
Doyle Gersich, Jr.,
Department of Fine Arts
University of New Orleans
New Orleans, La. 70148

or

Mark Grote,
Loyola University
Department of Visual Arts
6363 St. Charles Avenue
New Orleans, La. 70118

Make plans to attend the 1994 SECAC meeting in New Orleans, October 27, 28, 29, 1994

Host:
Department of Fine Arts,
University of New Orleans Chair and Conference Coordinator: Peggy McDowell

Conference Hotel is the Monteleone in the Historic French Quarter.
As the enclosed list of officers indicates, changes have been occurring within the FATE organization. With the recent resignation of Craig Vogel, I have offered to step in as FATE President.

My initial goal for the coming year is to make FATE more visible nationally in order to promote awareness of the importance of foundations teaching. It is also my intention to provide an increase in support for our members through the FATE-in-Review journal and through regularly scheduled newsletters (3 per year), which will offer FATE news and conference information, as well as resources, quotes, and brief articles on topics of interest. Members' contributions to the newsletter are welcomed.

I look forward to meeting and working with all of you in the coming year and ask for your support in making this organization a continued success.

FATEfully yours, Janet Ballweg

ANNOUNCEMENTS

Secretary/Treasurer Needed

Duties include collecting dues, making and recording deposits, maintaining the membership list, answering inquiries about FATE, etc. Need Macintosh computer. If interested, please contact Janet Ballweg.

Special Thanks

FATE would like to thank Jan Ellifile for the outstanding job she has done as Secretary/treasurer over the past few years.

Abstracts and Articles Sought

'92-93 papers, abstracts and articles are being sought for inclusion in the '93 FATE-in-Review journal. I Please submit hard copy and disk (Mac preferred) to Laura Ruby, FATE-in-Review editor.

New Members Information

Yearly membership in FATE is $20.00 Membership includes: 3 annual newsletters and the annual FATE-in-Review Journal.

Send dues to:
Janet Ballweg
School of Art
Bowling Green State University
Bowling Green, Ohio 43403
Proposed Amendments to the SECAC Constitution

In every instance where Vice-President occurs, it shall be changed to First Vice-President.

Article III: Officers (section changed to read as follows)

1. The officers of the Conference shall be a President, First Vice-President (who shall be the President-elect), Second Vice-President (who shall be a legal resident in Virginia), Director of the Annual meeting, Secretary-Treasurer, and Editor of the SECAC Review.

The names of candidates to fill officer positions will be placed in nomination by the Nominating Committee at the annual Conference business meeting except that the First Vice-President shall assume the position of President upon the completion of the latter's term and shall appoint, with the consent of the Board, the Director and the Review Editor.

2. The President shall serve one three-year term. The First Vice-President shall assume the office of President at the close of the annual business meeting in the third year of the current President's term.

3. The First Vice-President shall serve a three-year term and shall be elected at the appropriate annual Conference business meeting. The First Vice-President is the President-Elect.

4. The Second Vice-President shall be elected at the annual Conference business meeting to serve a three-year term. The Second Vice-President must be a resident of the state of Virginia. The Second Vice-President may hold successive three-year terms.

5. Unchanged

6. The Secretary-Treasurer shall serve a renewable three-year term.

7. Unchanged
6. First sentence unchanged. The term of a Director is limited to two consecutive three-year terms (six years). (In the unlikely event that there is not an adequate candidate pool for a specific state, the incumbent may serve an additional three-year term before an election is held.) Directors shall be elected by ballot mailed to all active members of the Conference from a slate of nominees prepared by the nominating Committee and from such additional nominations as may be made by a petition of any five active members of the Conference submitted to the chair of the Nominating Committee thirty days prior to the announced date of the election. Last three sentences unchanged.

Affiliated organizations which meet regularly with the Conference may elect an *ex officio* non-voting member to the Conference Board. The name of this representative should be forwarded to the Conference Administrator at least 60 days prior to the annual conference.

9. Committees

(1.) Executive Committee: The Executive Committee shall be comprised of the President, immediate past President, First Vice-President, Second Vice-President, Director of the Annual Meeting, and Secretary-Treasurer. The President shall serve as chair.

(2.) Nominating Committee: The Nominating Committee is comprised of the President, First Vice-President, Secretary-Treasurer, and two Directors selected annually by the Board. The First Vice-President shall serve as chair.

(3.) Awards Committee: The Conference Awards Committee shall be comprised of the First Vice-President, the immediate past President, and four additional members from the membership with attention given to disciplinary and geographic diversity. The First Vice-President shall serve as chair.

10. Unchanged
Article IV: Annual Meetings

1. In last sentence change three-fourths to two-thirds.

Article V. Publications

1. The conference shall issue or sponsor such publication(s) as are proposed by the Board of Directors and are approved at an annual meeting and which can be successfully financed from identified funding sources.

Article VII. Implementation

Delete existing 1, 2, 3. Add

1. The Board of Directors shall be charged with the authority to interpret its own By-laws.
October 21, 1993

To the SECAC Board of Directors and Officers:

The Southeastern College Art Conference adopted a Statement of Standards and Principles at the 1964 Annual Meeting in Chapel Hill, N.C. Under the guidance of Dr. John Schnorrenburg, it was "amended and approved" at the 1976 meeting in Charleston, S.C.

At our 1992 Board Meeting in Birmingham Dr. Charles, (Randy) Mack and his committee presented a summary Statement of Standards for Evaluating the Performance of Art Historians in Matters of Tenure and Promotion". It was approved.

At the same meeting it was also decided that a similar document should be formed for studio art faculty. I was asked to chair this ad hoc committee. Professors Donald Van Horn, Robbie Scuccichi, Dr. Olaf Sorenson, and Michael Aurbach volunteered for the committee. An invitation for more participants was made at the Business Meeting.

Input was sought from our members through the "SECAC Newsletter"; documents from C.A.A., N.A.S.A.D., and A.U.U.P., S.E.C.A.C; and guidelines for the home institutions of the committee members. This summer the committee met at Vanderbilt University to form the attached document. (Thanks go to our host Prof. Aurbach.)

The document merges the 1976 S.E.C.A.C. document with recent work done in the area by C.A.A. Compared to the 1976 document it addresses a more specific group and updates studio issues. I would like you to consider for approval the attached document, "STATEMENT OF STANDARDS AND PRACTICES CONCERNING THE PROMOTION, TENURE, AND RETENTION OF STUDIO ART FACULTY".

The 1976 statement opens with an urging for institutions to follow its practices and principles. A similar statement may be seems appropriate now. Should the "Studio Art Statement" meet board approval, please consider the following as a preamble.

The Southeastern College Art Conference adopts the following "STATEMENT OF STANDARDS AND PRACTICES CONCERNING THE PROMOTION, TENURE, AND RETENTION OF STUDIO ART FACULTY. The Conference urges all institutions of higher learning to endorse and conform to these standards and practices.

J. Michael Simpson

J. Michael Simpson
STATEMENT OF STANDARDS AND PRACTICES CONCERNING
THE PROMOTION, TENURE, AND RETENTION OF
STUDIO ART FACULTY

STATEMENT ACKNOWLEDGING THE MISSION OF INSTITUTIONS OF HIGHER LEARNING

Given the diversity of institutional missions, the Southeastern College Art Conference, SECAC, encourages all colleges and universities to articulate policies and procedures regarding retention, promotion, and tenure.

THE ROLE OF THE ARTIST EDUCATOR TO HIGHER LEARNING

Art is a body of knowledge that contributes to the richness of our culture. The artist educator, like other educators in other disciplines, is committed to teaching (visual literacy), scholarship/research (creative production) and service to communities (academic/artistic). Specifically, teaching visual literacy prepares students for making responsible and sensitive contributions to society and making art with the skills, knowledge, and values necessary for the constant process of cultural renewal.

HIRING STANDARDS AND PRACTICES

Standards
Artist educators hired to teach studio art classes should be qualified by earned degrees and/or commensurate professional experience.

The appropriate degree is the Master of Fine Arts, which is acknowledged as the terminal degree in studio art. It is also recognized that some artist educators will hold other degrees or no degree at all. In those instances where a candidate for a studio art teaching position does not hold the Master of Fine Arts, the appropriate measure is the individual's professional experience, expertise in the discipline for which they are hired to teach, and accomplishments as an artist.

In as much as the Master of Fine Arts is the terminal degree in the field and thus, equivalent to the Ph.D., faculty hired to teach studio art should be afforded the same opportunities for rank, tenure, tenure-track salary, and professional development as their colleagues hired with doctorates.

Practices
Institutions seeking to hire studio art faculty shall follow prescribed professional practices in all searches. This includes (but is not limited to) a forthright position description and adherence to standards and expectations articulated in this and similar documents from agencies such as the College Art Association and the National Association of Schools of Art and Design.

Beyond the position description, a candidate may request and should be given detailed information regarding responsibilities and departmental policies relevant to tenure and promotion. Specifically, this information should include:
The Work Environment (continued)

environments that are potentially dangerous. It is expected that studio art faculty and their institutions will cooperate in seeing that every possible precaution is taken to insure a healthy environments in the art studio classroom. This includes adequate ventilation of work spaces where known or potentially toxic chemicals are used, providing adequate lighting, insuring that safe and well maintained equipment is available at all times, access to trained medical assistance, and easy access to thorough material safety data on all items used.

Support Duties
Support duties assigned to faculty which contribute to the smooth and qualitative operation of the department, but are exceptionally time consuming (i.e., gallery work, slide room supervision, or studio up-keep of kilns, presses, etc.) warrant a reduced teaching load.

EXPECTATIONS AND STANDARDS FOR PROMOTION, TENURE, AND RETENTION

Teachers of studio art with the recognized terminal degree, the Master of Fine Arts, are entitled to full faculty status and should be given the same regard and treatment for promotion as other faculty members.

In order that every faculty member understands the requirements for tenure and promotion, the department or college of art should have a document (separated from the university handbook) readily available to the faculty and especially to potential faculty or candidates for positions, in which minimum standards and expectations for each level of advancement are clearly outlined. So that faculty will not have to discern between multiple set of expectations, guidelines should be written to coincide and agree with general standards mentioned in a Faculty Manual and be written with regard for their contractual implications.

This document should include:

- a. Expectations of the faculty member as teacher.
- b. Minimum research/creative activity expectations.
- c. Expectations in the area of service to the university including such items as recruitment, fund raising, gymnasticsmanship and committee work.
- d. Minimum expectations in the area of community service if the school has expectations in this area.
- e. Conference attendance/participation expectations.

For each level of Promotion/Tenure, terms, such as "teaching" / "research" / "creative activities" and / "service" should be carefully defined, their relative weights stated, and expectations made explicit.

COMPLIANCE WITH OTHER ORGANIZATION'S STANDARDS

SECOAC strongly recommends that art departments/colleges of art be familiar with and/or comply with the current standards of CAA, NASAD, and AAUP. Copies of current standards/guidelines of these organization should be readily available to all faculty.
Committee reports

SECAC Review
  Floyd Martin
SECAC Directory
  Martha B. Caldwell
SECAC Exhibition Grant Committee*
  Ron Larned
Nominating Committee
  Lloyd Benjamin
Professional Awards Committee
  Lloyd Benjamin

Affiliate and friends

SESAR
  Randy Mack
SGC
  Boyd Saunders
VRC
  Tina Updike
FATE
  J. Michael Simpson

Old business

Consideration of two motions passed at 1992 annual business meeting:

1. That Board terms be limited to two consecutive three year terms. (See proposed Constitutional amendments)
2. That Board consider a new category of membership "Joint membership."

New business

Adjournment

*Document enclosed
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Total</td>
<td>16900</td>
<td>6560</td>
<td>1865</td>
<td>7660</td>
<td>16125</td>
<td>16390</td>
</tr>
<tr>
<td>Indmemb @ $25</td>
<td>9600</td>
<td>1125</td>
<td>575</td>
<td>6500</td>
<td>9200</td>
<td>8200</td>
</tr>
<tr>
<td>Instmemb @ $70</td>
<td>6650</td>
<td>3500</td>
<td>1190</td>
<td>630</td>
<td>7210</td>
<td>7490</td>
</tr>
<tr>
<td>Stumemb @ $5</td>
<td>250</td>
<td>35</td>
<td>80</td>
<td>200</td>
<td>315</td>
<td>300</td>
</tr>
<tr>
<td>Contmemb</td>
<td>400</td>
<td>30</td>
<td>20</td>
<td>350</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>Interest</td>
<td>700</td>
<td>92.52</td>
<td>38</td>
<td>250</td>
<td>380.52</td>
<td>400</td>
</tr>
<tr>
<td>Review</td>
<td>300</td>
<td>474</td>
<td>30.5</td>
<td>140</td>
<td>644.5</td>
<td>500</td>
</tr>
<tr>
<td>Conf</td>
<td>17000</td>
<td>80</td>
<td></td>
<td>23225</td>
<td>23305</td>
<td>2300</td>
</tr>
<tr>
<td>Misc</td>
<td>100</td>
<td></td>
<td></td>
<td>125</td>
<td>125</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>350000</strong></td>
<td><strong>7226.52</strong></td>
<td><strong>1933.5</strong></td>
<td><strong>31420</strong></td>
<td><strong>40580.02</strong></td>
<td><strong>17590</strong></td>
</tr>
</tbody>
</table>

**EXPENSES**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BankCh</td>
<td>50</td>
<td></td>
<td></td>
<td>25</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>Conference</td>
<td>13000</td>
<td>2818.62</td>
<td>528.33</td>
<td>18805</td>
<td>22151.95</td>
<td>3500</td>
</tr>
<tr>
<td>Fees</td>
<td>150</td>
<td>124</td>
<td></td>
<td>124</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>FICA/Tax</td>
<td>535</td>
<td>1143.86</td>
<td>571.93</td>
<td>571.93</td>
<td>2287.72</td>
<td>535</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>3000</td>
<td>22.22</td>
<td>273.26</td>
<td>2500</td>
<td>2795.48</td>
<td>3500</td>
</tr>
<tr>
<td>Postage</td>
<td>765</td>
<td>318.23</td>
<td>43.27</td>
<td>200</td>
<td>561.5</td>
<td>600</td>
</tr>
<tr>
<td>Printing</td>
<td>1500</td>
<td>668.74</td>
<td>54.31</td>
<td>300</td>
<td>1023.05</td>
<td>1000</td>
</tr>
<tr>
<td>Repair/Main Equip</td>
<td>750</td>
<td></td>
<td></td>
<td>50</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>REVIEW</td>
<td>7000</td>
<td>33.79</td>
<td></td>
<td>6700</td>
<td>6733.79</td>
<td>7000</td>
</tr>
<tr>
<td>Staff</td>
<td>7000</td>
<td>2623.66</td>
<td>1311.93</td>
<td>1311.93</td>
<td>5247.72</td>
<td>7000</td>
</tr>
<tr>
<td>Supplies</td>
<td>150</td>
<td>117.71</td>
<td>35</td>
<td>152.71</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Telephone</td>
<td>100</td>
<td>17.56</td>
<td>33.61</td>
<td>50</td>
<td>101.17</td>
<td>100</td>
</tr>
<tr>
<td>Travel Reimburse</td>
<td>1000</td>
<td>250</td>
<td>250</td>
<td>500</td>
<td>1000</td>
<td>1000</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>35000</strong></td>
<td><strong>8138.59</strong></td>
<td><strong>3066.64</strong></td>
<td><strong>30998.86</strong></td>
<td><strong>42204.09</strong></td>
<td><strong>21385</strong></td>
</tr>
</tbody>
</table>

**NET**

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>0</strong></td>
<td><strong>-912.07</strong></td>
<td><strong>-1133.14</strong></td>
<td><strong>421.14</strong></td>
<td></td>
<td><strong>-1624.07</strong></td>
<td><strong>-3795</strong></td>
</tr>
</tbody>
</table>
### SECAC Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Current Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicholas Fund 46,486 shares @ $53.78</td>
<td>2500</td>
<td>2567.17</td>
</tr>
<tr>
<td>(Currently own 47,061 shares @ $54.55)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C/D 18 month @ 3.630% matures 8/3/94</td>
<td>2000</td>
<td>2042.61</td>
</tr>
<tr>
<td>C/D 12 month @ 3.250% matures 2/3/94</td>
<td>1000</td>
<td>1019.05</td>
</tr>
<tr>
<td>US Savings Bonds Series EE 2 @ $500*</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>US Savings Bonds Series EE 10 @ $1000*</td>
<td>5000</td>
<td>5000</td>
</tr>
</tbody>
</table>

**Total**  

| 11000  | 11128.63 |

**Checking Account (as of 10/20/93)**  

| 11593.2 |

**Total**  

| 22722.03 |

*If held 5 years, bear guaranteed minimum 6% interest compounded semi-annually. Bonds earn interest monthly for 1st 30 months and if held less than 5 years, earn at a fixed, graduated rate which is announced each May and November.*
Notes on Financial Reports

The attached financial reports were prepared September 22, 1993, and include income and expenses through August. Revised reports that include September figures will be distributed at the Board meeting. Because the projections for Sept. - Dec. are so subject to change, we have not completed the proposed budget for 1994. We will incorporate the 1994 conference income and expense figures, and distribute a final budget at the meeting.

On the final financial report for 1992 note the following:

1. Miscellaneous income of $3247.50 includes $3000 which was a redeemed C/D. Some of those funds - $1161 - were used to purchase a new computer. The remainder are part of the positive net of $2956.62, of which $1000 went into the SECAC reserves and are included in the SECAC Assets report.

2. If you add the sums for FICA/Tax and Staff, the totals are the same for the actual and budgeted figures. Part of the figure for Staff that occurs in the budgeted column is paid in taxes and appears as a FICA/Tax item in the actual column.
### Income Final Report 1992

<table>
<thead>
<tr>
<th>Budget '92</th>
<th>Jan-Jul 92</th>
<th>July-Dec 92</th>
<th>1992 Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget '92</th>
<th>Jan-Jul 92</th>
<th>July-Dec 92</th>
<th>1992 Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>500</td>
<td>95</td>
<td>37.5</td>
<td>6436.17</td>
</tr>
<tr>
<td>Supplies</td>
<td>200</td>
<td>39.32</td>
<td>2623.86</td>
<td>7603.28</td>
</tr>
<tr>
<td>Staff</td>
<td>150</td>
<td>65.53</td>
<td>650.00</td>
<td>2987.53</td>
</tr>
<tr>
<td>Repair</td>
<td>1500</td>
<td>1137.1</td>
<td>1186.92</td>
<td>6394.31</td>
</tr>
<tr>
<td>Equipment</td>
<td>1500</td>
<td>710.73</td>
<td>7115.86</td>
<td>12776.71</td>
</tr>
<tr>
<td>Fees</td>
<td>1500</td>
<td>141.2</td>
<td>2655.29</td>
<td>3655.29</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1500</td>
<td>45.57</td>
<td>2271.75</td>
<td>3368.65</td>
</tr>
<tr>
<td>FICA/Tax</td>
<td>1500</td>
<td>124.57</td>
<td>1799.62</td>
<td>2644.5</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1500</td>
<td>124.57</td>
<td>1799.62</td>
<td>2644.5</td>
</tr>
<tr>
<td>Interest</td>
<td>1000</td>
<td>7.5</td>
<td>669.50</td>
<td>7669.50</td>
</tr>
<tr>
<td>Stumpend @ $75</td>
<td>1000</td>
<td>7.5</td>
<td>669.50</td>
<td>7669.50</td>
</tr>
<tr>
<td>Indmember @ $75</td>
<td>1000</td>
<td>7.5</td>
<td>669.50</td>
<td>7669.50</td>
</tr>
<tr>
<td>Total Income</td>
<td>14500</td>
<td>12581</td>
<td>15695</td>
<td>6030</td>
</tr>
</tbody>
</table>

Total Expenses 2987.53

Net Income 0
| Year   | Income | Total Expenses | Total Income | Income Budget | Income Estimate | Income Actual | Expenses | Expenses Budget | Expenses Estimate | Expenses Actual |
|--------|--------|----------------|--------------|---------------|----------------|---------------|----------|----------------|------------------|-----------------|----------------|
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |
| 1993   | 35000  | 1746         | 35000        | 1746          | 35000          | 1746          | 17500   | 17500          | 17500            | 17500           |

Note: The above table is a summary of financial data for the year 1993, showing income, total expenses, and budget estimates. The data includes various expense categories such as travel, meals, supplies, and more. The income budget and estimate were set at 35000, with corresponding expenses budgeted and estimated similarly.
<table>
<thead>
<tr>
<th>SECAC Assets</th>
<th>Cost</th>
<th>Current Value</th>
</tr>
</thead>
</table>
| Nickolas Fund 46.486 shares @ $53.78  
(Currently own 47.061 shares @ $52.46) | 2500 | 2468.82 |
| C/D 18 month @ 3.630% matures 8/3/94 | 2000 | 2042.61 |
| C/D 12 month @ 3.250% matures 2/3/94 | 1000 | 1019.05 |
| US Savings Bonds Series EE 2 @ $500* | 500 | 500 |
| US Savings Bonds Series EE 10 @ $1000* | 5000 | 5000 |
| **Total** | 11000 | 11030.48 |
| Checking Account | | 8780.66 |
| **Total** | | 19811.14 |

*If held 5 years, bear guaranteed minimum 6% interest compounded semi-annually. Bonds earn interest monthly for 1st 30 months and if held less than 5 years, earn at a fixed, graduated rate which is announced each June 30th.*
THE CONSTITUTION OF THE SOUTHEASTERN COLLEGE ART CONFERENCE

Preamble

The members of the Southeastern College Art Conference meeting at Richmond, Virginia on October 20, 1984, adopt the following Constitution to govern themselves in their organization.

Article I: Name and Purpose

1. The name of the organization shall be the Southeastern College Art Conference, hereafter referred to as "the Conference".

2. The purpose shall be to promote art in higher education through facilitating cooperation among teachers and administrators in universities, colleges and junior colleges, professional art schools, and museums, who are concerned with the development of art in their respective institutions and communities served by their institutions. Since the improvement and extension of art in higher education relates to the development of art in other levels of teaching and in culturally related activities in the region in general, cooperation shall be encouraged between the Southeastern College Art Conference and other organizations in the region with mutually reinforcing goals.

Article II: Membership

1. Active members. Any university, college, junior college or professional school art teacher, museum staff member, or individual in an allied field interested in the development of art in higher education and related institutions may become an active member.

2. Institutional members. Any college, junior college or university art department, school or college of art, professional art school or museum may become an institutional member.

3. Contributing members. Commercial and industrial firms, institutions and individuals interested in the purpose of the Southeastern College Art Conference may become a contributing member.
4. Student members. Students in colleges, universities and professional art schools in the region may become student members.

**Article III: Officers**

1. The officers of the Conference shall be a President, a Vice President, a Second Vice President, a Director of the Annual Meeting, a Secretary-Treasurer, and an Editor.

2. The President shall be elected for a three-year term at the annual meeting of the Conference a year prior to the beginning of the President's term of Office. A President may not hold more than one successive term of office.

3. The Vice President shall be elected at the annual meeting. The term of the Vice President is three years, and the Vice President may hold successive terms of office.

4. The Second Vice President shall be elected at the annual meeting and must be a resident of Virginia. The term of the Second Vice President is three years, and the Second Vice President may hold successive terms of office.

5. The Director of the Annual Meeting shall be appointed for a one year term by the President with the consent of the Board of Directors. Such appointment shall normally be made at the annual meeting one year in advance of the term of the Director.

6. The Secretary-Treasurer shall be elected to a three year term by the membership at the annual meeting. A Secretary-Treasurer may have successive terms.

7. The Editor of the Southeastern College Art Conference *Review* shall be appointed for a three year term by the President with the consent of the Board of Directors. The Editor may serve successive terms.

8. The Conference shall elect twelve Directors, one from each of the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia. Directors shall be elected for three year terms, except as provided herein after, by a mail ballot of the active members of
the Conference from a slate of nominees prepared by the Executive Committee and from such additional nominations as may be made by a petition of any five active members of the Conference submitted to the Secretary thirty days prior to the announced date of election. This election shall normally take place at least one month before the annual meeting of the Conference. The President, Vice President, Second Vice President, Director of the Annual Meeting-Elect, Secretary-Treasurer, and Editor shall be Directors, ex-officio, during their term of office. The past President shall serve as a Director for three years following his/her term of office.

Affiliated organizations which meet regularly with the Conference may elect a non-voting delegate to the Board of the Conference. The president of an organization shall notify the Secretary of any such election.

9. There shall be an Executive Committee composed of the President, past President, Vice President, Second Vice President, Director of the Annual Meeting, Director-Elect, Secretary-Treasurer, and Editor.

10. In the event that the President should resign or be unable to serve his/her elected term, the Vice President shall assume the duties of the President until the next annual meeting. In the event that any other officer shall resign or be unable to serve his/her elected term, the Executive Committee shall appoint a member of the organization to serve until the next election. In the event that a Board member shall resign or be unable to serve his/her elected term, the President will appoint a person from the state represented by the retiring Board member. That person must be a member in good standing of the Conference. Any officer or Board member who fails to maintain membership in the Conference is automatically disqualified from serving as an officer or Board member.

**Article IV: Annual Meetings**

1. The Conference shall meet annually at the invitation of an institution of higher learning in the southeast as determined at the annual meeting. The business of the Conference shall be conducted at the annual business meeting scheduled during the conference. No matter not on the agenda set by the Board may be considered by the meeting unless three-fourths of the members present and voting shall desire to put such a matter on the agenda.
Article V: Publications

1. The Conference shall issue or sponsor such such publication as are proposed by the Board of Directors and are approved at an annual meeting and which can be financed from the income of the Conference, plus any available supplementary contributions, income resulting from the operation of the publications, or special grants.

Article VI: Amendments

1. The Constitution may be amended by a two-thirds vote of active members present at the annual meeting.

Article VII: Implementation

When this Constitution shall be adopted by the membership the following shall govern its implementation:

1. The then President-Elect shall become the Director of the Annual Meeting.

2. The President shall be elected for a three year term. At the annual meeting at the end of the second year of his/her term a President-Elect shall be elected to take office at the end of the term of the President and so on thereafter.

3. Other officers shall be elected forthwith as provided herein above.

BY-LAWS

Article I: Fees and Privileges of Classes of Membership

1. Members at the annual meeting shall establish the amount of dues for each class of membership pursuant to the recommendation of the Board of Directors.

2. A registration fee shall be collected at the Conference. The amount of this fee shall be determined by the Executive Committee, but it shall not exceed an amount approved by the previous annual membership meeting.

3. Only active members may vote at the annual meeting.
4. Active and contributing members receive one copy of the general publications of the Conference. Institutional members receive two copies of all such publications. Others, including student members, may purchase such publications at prices to be determined by the Executive Committee.

5. The Conference fiscal year shall be the calendar year.

Article II: Duties of Officers and Directors

1. The President is the chief executive officer of the Conference. He is responsible for promoting the goals of the Conference, its welfare, and its prosperity. The President appoints all committees created by the Board of Directors at the annual meeting unless other provision is made for their appointment. The President convenes the Executive Committee and presides over it, the Board of Directors, and the annual business meeting. The President may forbid (in writing) the payment of any bill incurred by any other officer if this payment appears excessive or unauthorized by the approved budget. With the approval of three quarters of the Board of Directors, expressed in writing, the President may remove any other officer or Director from office provided the reasons for doing so are stated in writing.

2. The Vice-President shall assume the duties of President in the absence of the President or inability of the President to serve his term of office provided that no Vice-President shall continue in the presidency by such assumption longer than the next annual meeting. The Second Vice-President shall be from the Commonwealth of Virginia and shall serve as the registered agent of the Corporation.

3. The Secretary-Treasurer shall record the proceedings of the Conference, including minutes of the annual business meeting, prepare a report to be available for presentation at the next annual meeting or for publication of the Conference, receive and deposit all funds, pay all bills, maintain a register of dues-paying members and prepare an annual financial report. Normal and routine expenses may be paid directly by the Treasurer as authorized by and not to exceed the budget adopted at the annual meeting.

4. The Editor shall be responsible for securing contributions to the publications of the Conference and its preparation, publication and mailing. The Editor shall operate within the budget approved by the
Board of Directors including contributions from other organizations and institutions and income from the publication. The Editor may appoint assistant editors to assist with various departments of the publication.

5. The Executive Committee shall determine matters of policy not specifically covered in the Constitution and serve as the governing body of the organization between annual meetings. The Executive Committee, or a steering committee appointed from it, shall provide advice concerning the Conference budget in connection with program planning of the Director of the Annual Meeting and the officers of institutions selected in advance for annual meetings. The Executive Committee shall from time to time authorize the publication of a directory, appoint its editor and propose a budget for it to the annual meeting.

7. The Directors shall be responsible for advising and assisting the President about the work of the Conference in their states. They shall meet annually at the annual meeting of the Conference to draft a budget for the subsequent year, elect a nominating committee to choose officers, establish the agenda of the annual business meeting, consider the needs and goals of the Conference, and carry out such duties as are approved for them by the Constitution and By-Laws.

**Article III: Amendments**

1. The By-Laws may be amended at any annual business meeting by a two-thirds vote of those eligible to vote in attendance at the meeting.

*Last amended October 17, 1992*
Proposed Amendments to the SECAC Constitution

In every instance where Vice-President occurs, it shall be changed to First Vice-President.

Article III: Officers (section changed to read as follows)

1. The officers of the Conference shall be a President, First Vice-President (who shall be the President-elect), Second Vice-President (who shall be a legal resident in Virginia), Director of the Annual meeting, Secretary-Treasurer, and Editor of the SECAC Review:

The names of candidates to fill officer positions will be placed in nomination by the Nominating Committee at the annual Conference business meeting except that the First Vice-President shall assume the position of President upon the completion of the latter's term and shall appoint, with the consent of the Board, the Director and the Review Editor.

2. The President shall serve one three-year term. The First Vice-President shall assume the office of President at the close of the annual business meeting in the third year of the current President's term.

3. The First Vice-President shall serve a three-year term and shall be elected at the appropriate annual Conference business meeting. The First Vice-President is the President-Elect.

4. The Second Vice-President shall be elected at the annual Conference business meeting to serve a three-year term. The Second Vice-President must be a resident of the state of Virginia. The Second Vice-President may hold successive three-year terms.

5. Unchanged

6. The Secretary-Treasurer shall serve a renewable three-year term.

7. Unchanged
8. First sentence unchanged. The term of a Director is limited to two consecutive three-year terms (six years). (In the unlikely event that there is not an adequate candidate pool for a specific state, the incumbent may serve an additional three-year term before an election is held.) Directors shall be elected by ballot mailed to all active members of the Conference from a slate of nominees prepared by the nominating Committee and from such additional nominations as may be made by a petition of any five active members of the Conference submitted to the chair of the Nominating Committee thirty days prior to the announced date of the election. Last three sentences unchanged.

Affiliated organizations which meet regularly with the Conference may elect an *ex-officio*, non-voting member to the Conference Board. The name of this representative should be forwarded to the Conference Administrator at least 60 days prior to the annual conference.

9. Committees

1. Executive Committee: The Executive Committee shall be comprised of the President, immediate past President, First Vice-President, Second Vice-President, Director of the Annual Meeting, and Secretary-Treasurer. The President shall serve as chair.

2. Nominating Committee: The Nominating Committee is comprised of the President, First Vice-President, Secretary-Treasurer, and two Directors selected annually by the Board. The First Vice-President shall serve as chair.

3. Awards Committee: The Conference Awards Committee shall be comprised of the First Vice-President, the immediate past President, and four additional members from the membership with attention given to disciplinary and geographic diversity. The First Vice-President shall serve as chair.

10. Unchanged
Article IV: Annual Meetings

1. In last sentence change three-fourths to two-thirds.

Article V. Publications

1. The conference shall issue or sponsor such publication(s) as are proposed by the Board of Directors and are approved at an annual meeting and which can be successfully financed from identified funding sources.

Article VII. Implementation

Delete existing 1, 2, 3. Add

1. The Board of Directors shall be charged with the authority to interpret its own By-laws.
SECAC Visual Arts Grant Agreement

I, __________________________, the 1993 SECAC Visual Arts Grant recipient do hereby agree to abide by all the conditions and requirements as stated in the SECAC Visual Arts Grant guidelines, and to adhere to and meet all the conditions as stated in my written proposal submitted in application for the visual arts grant and accepted by SECAC.

If I am unable or unwilling to complete the grant within the stated time period and meet all the stated conditions, I will notify SECAC and try to come to an mutually agreeable revision of the proposal or timetable. Should SECAC not agree with my request for revisions, I agree to return to SECAC the full amount of the grant. If part of the grant has been spent, I will return the remaining amount with an itemized account of the funds that have been used towards the grant proposal. The grant funds are to be returned immediately upon request by SECAC. The final amount to be returned will be determined by SECAC after a review of the each individual case.

Signed ______________________  
Date ________________________

Witness ______________________  
Date ________________________

SECAC ______________________  
Date ________________________
TO: SECAC Governing Board

From: Ron Larned, Chair, Visual Arts Grant Committee

I would like to propose some changes for the SECAC to consider in the October, 1993 Board meeting. These are as follows:

1. Enclosed is a revised version of a proposal discussed at the close of the conference in Oct. 1992 in reference to the failure of the grantee to complete their proposal. It is a form requesting the return of the grant should the grantee be unable to fulfill the requirements of the grant.

2. Since it has been several years since the grant has been increased, and everything has increased in cost (e.g. the cost of the Journal has risen), I propose that the grant be increased to offset inflation. If the budget allows for an increase, I would suggest raising the grant from $2500 to $3000.

Although a part of the journal is related to studio, a majority of the material in the journal is related to art history. So, since the costs of the journal have risen, studio costs should be allowed an increased (e.g. an increase in the grant).

3. I also propose that the judges be given the option to split the grant, if they felt the situation warranted it. This would give some much needed latitude to the judges.

The amount of the grant is not enough to cover the cost of most proposals anyway. The real value of the grant is in prestige of receiving the grant, and the resulting exhibit that goes along with it. If the judges were inclined to split the grant (based on the competing proposals), the grantees could have a two person show.

4. I would also like to propose that a copy of the grant guidelines be printed along with the journal, and included with the journal. It might be just a simple sheet (tipped in) designed to be posted at the institution receiving the journal. This would greatly increase the publicity for the grant, and increase the exposure of the studio portion of SECAC.