

## **NATIONAL CONFERENCE DELEGATES POLICY**

*Revised March 2019*

*The Link* policy on conference delegates has been written with the assumption that

- going to a conference with funding provided by *The Link* is a privilege,
- the purpose of going to a conference is to participate and represent *The Link* and
- this privilege should be extended to as many contributing members of the Society as possible.

### **I. PAYMENT**

- The Link* shall send a number of delegates to be determined by the editor-in-chief and business manager based on the price per delegate and *The Link's* travel and conference budget.
- The Link* shall assume the cost of transportation to and from the conference as well as delegate fees for its delegates.
- All candidates selected to attend a national CUP conference as delegates of *The Link* and receiving 50% or more of their conference fees from *The Link* shall submit a \$50 deposit to the Business Manager upon selection. This money shall be returned upon the satisfactory submission of a post-conference report. If, two weeks after the delegate's selection, a deposit has not been submitted, the delegate shall be deemed to have resigned as a delegate, and an alternate delegate shall be chosen.
- Staff members are encouraged to help in the fundraising effort to send more delegates to the national conference. All fundraising on behalf of *The Link* shall be conducted under the supervision of the editor-in-chief and the business manager.
- The Board agrees to help fund additional delegates when substantial efforts at fundraising have been made. When financially feasible, the Board shall authorize up to two additional delegates who fundraise at least two thirds of the full cost of their attendance at the conference.

### **II. SELECTION**

- The selection process should happen at least 6 weeks before the conference
- The editor-in-chief must remind candidates three (3) weeks in advance that the letter of intent includes:
  - What the delegate intends to do at the national conference
  - Why the candidate feels they should be selected
  - Previous experience at national and regional conferences and with CUP, if any
  - How the candidate expects to contribute to *The Link* in the coming year, if at all
  - What efforts the candidate has made in terms of fundraising on behalf of *The Link*
  - The letters are due the Friday before the scheduled election (usually during a regularly scheduled staff meeting)
- Only members of the Society who have contributed to the current volume of *The Link*

and who have staff status shall be eligible to be delegates to a national conference.

4. To ensure that staff in a non-masthead role have an opportunity for representation at the national conference, one delegate slot shall be reserved for staff. While voters are free to choose several staff as delegates, it will be necessary for at least one to be part of the delegation every year. As such, all voting staff will be instructed to vote for at least one staff among the list of available candidates, and the staff receiving the most votes will occupy the reserved slot. If no staff member applies by the submission deadline, then the position will be open to other applicants.

a. A staff representative must be elected first so that the remaining candidates can still apply for the open spots.

5. Delegates shall be selected at a regular meeting of the staff by secret ballot:

a. Voting staff members shall be permitted to vote for as many candidates as there are delegate positions allotted.

b. The candidates who receive the most number of votes shall be considered elected as delegates.

c. The candidate with the next-most number of votes to the elected delegates, if any, shall be considered *The Link's* first alternate to attend the conference, and the candidate with the most number of votes after that, if any, shall be considered the second alternate.

d. In the case of a tie vote where the tie would affect the result of the election, a run-off vote shall be held between those candidates involved in the tie.

e. Policy for regular staff meetings, regarding attendance and minutes should be respected. A quorum of 50% +1 should be met.

6. If a selected delegate resigns as a delegate before the conference, or *The Link* becomes in a position to afford to send another delegate (either by fundraising or by modification of the budget by the Board of Directors), new delegates shall be added from the list of alternates, in order of their votes at the time of election.

### **III. DUTIES AT THE CONFERENCE**

1. All delegates are expected to act professionally at all CUP conferences, and attend as many workshops, seminars and/or commission meetings as their schedule allows.

2. The editor-in-chief will attend plenary and report back to Board and masthead.

3. Bidding process to host the conference should come to Board before delegates vote at the plenary.

### **IV. REPORT**

1. All delegates of *The Link sent* to a national CUP conference must submit reports of their activities at said conference within three weeks of the last day of the conference.

2. The report (minimum 800 words) shall be submitted to the secretary of the Board (i.e. the Business Manager).

3. Each delegate, if a masthead member, must incorporate what they have learned at the Canadian University Press National Conference into a workshop to be given during

the same semester. Any delegate attending the National Conference who is not a masthead member is required to give a presentation on their overall experience. This presentation can either be included as part of an editor's workshop, or be given during an official staff meeting held during the semester.

4. All conference delegate reports shall be compiled in a binder to be made available to all *Link* staff and contributors.

5. The national report shall include the seminars attended by the delegate and what was learned in them.

6. A delegate's deposit will be refunded, if applicable, only if a satisfactory report is submitted no later than three weeks following the conference, and if a presentation is made before the end of the semester. If any delegate neglects to fulfill either of these two requirements, they will be prohibited from applying to future CUP conferences subsidized by *The Link*.