

GRADUATE STUDENT PRIZE COMMITTEE

Description of Prize: An award of \$300 will be given for the best graduate student paper presented at the annual meeting of the society. Students currently enrolled in graduate programs (M.A. and PhD) and in all fields are invited to apply. All applicants must be or become members of SEASECS. Entries should be submitted as final versions of the paper, with complete citations and bibliographic information.

I. Charge: To select the paper most worthy of receiving the prize which was submitted for presentation at the annual meeting by graduate students, and notify the winner, the President, the Treasurer, and the editor of *The Gazette*, the SEASECS newsletter.

II. Term: Three years. In the event that a member fails to serve the entire three-year term, the President will appoint a replacement to complete the term.

III. Membership: The Committee shall consist of three members. The President will confirm the two members held over from the previous year, and will appoint one new member. These three members should represent three different disciplines. The senior member shall serve as chair.

IV. Duties (in chronological order):

In November:

1. In early November, receive from the chair of the Program Committee the names and addresses of graduate students whose proposals have been accepted for the conference.
2. Send a message to each graduate student informing him or her of the Graduate Student Prize of \$300 for the best paper presented at the annual meeting, and requesting copies of the completed paper by a date convenient for the Committee (preferably by January 15). Papers must be submitted as pdf files to the chair of the Committee.

In December/January:

3. When the deadline has passed, distribute copies of the papers received to the members of the Committee, and in consultation decide upon the winner.
4. Inform the winner that he or she have been chosen will be a guest of the Society at the luncheon, at which time the check and a certificate will be presented.

In January/February:

5. Compose a report that identifies the winning author and article and the authors and titles of all submissions. Include a paragraph that describes the merits of the winning article. Also included on the report should be the names, institutional affiliations, and disciplines of committee members. Send the report to the President in time for inclusion with the materials to be sent to the Executive Board prior to the meeting.

In February/March:

6. Attend the annual meeting, and present your report to the Executive Board and the Business Meeting. At the luncheon, present the award to the winner if he or she is present, and whether or not the winner is present, detail the merits of the winning article.

7. Present this list to your successor as chair of the Committee, along with any suggestions for improvement you may have.

8. A copy of all materials, including correspondence among committee members and with the authors, copies of the papers, and copies of your report, should be deposited with the SEASECS archivist.