BASIC RULES
Every seminar includes members from more than one academic department, and also non-
Columbia members who link Columbia with the intellectual resources of the surrounding
communities. Seminars admit their own members, non-Columbia associates, and guests by
individual invitation. Participation is voluntary and unpaid – our charter forbids honoraria from
any source.

ELECT OFFICERS
It may be a formality, or it may be a way to acknowledge a change in the direction of your
Seminar, but in any case your Seminar needs to elect next year's officers, and we need you or
your rapporteur to inform the office of their names by email to univ.seminars@columbia.edu.
Some Seminars elect a new Chair every year. One has elected the same Chair for forty
years. Several have co-Chairs and a few have three. In some, only Members and Associate
Members vote; in most, Guests vote if they are present. A few permit proxies or email votes. In
the spirit of the Seminars, each Seminar decides on its own system. Please be sure the method of
voting and election is noted in the minutes. I’m delighted to meet all new Chairs and, of course,
all the current Chairs who know me only by memos like this one. Send me an email and let’s
have lunch, now or in the fall.
The Room Reservation sheet asks for the names of new chairs.

UPDATE MEMBERSHIP LISTS
We have an updated and improved Access Database. We’ve eliminated Social Security numbers
and now ask for the Dates of Birth for all Associates who wish to have a CU ID. The
membership list process is now somewhat automated. We tried to use it last year but only got so
far so please excuse redundancies. We believe this will work well going forward. We will be
sending you our current list of your membership. Please send back a corrected list of active
members. Remember that your Associate members’ terms need to be renewed…at first, after one
year and then every three years so let us know which Associate Members are active and
returning next year. When adding Columbia Members to your roster, provide us with name, title,
department, and campus address; for New Associates, please have them fill out the simple CV
including their Date of Birth when possible. Members and Associate Members must have a
Ph.D. or equivalent expertise in the field of the seminar. Graduate students and others may
attend as guests if and when the seminar wishes. We do not track guests though we welcome a
copy of your entire email list, and you might consider that as an opportunity to assure a backup
safe against any computer failure.
Please note for returning Associate Members: We are now required to collect Dates of Birth to
add or update them in the CU ID system.

APPOINT NEW RAPPORTEURS
If your seminar needs a new rapporteur for the next academic year, it would be best to identify a
student (a CU, Barnard or TC graduate student) before the end of the current term. This way he
or she will have an opportunity to meet with the outgoing rapporteur, and the Seminar has
continuity in its proceedings. Send the names of new rapporteurs, along with contact
information, to univ.seminars@columbia.edu. We will contact them to set up orientation
sessions in early September. We can help find rapporteur candidates if you wish.
The Room reservation form asks for the name of the rapporteur.
SCHEDULE 2013-2014 MEETINGS
We have sent to all an Excel form for your meeting room reservations and other information. Please follow the instructions carefully. We ask where you will meet and if you are having dinner and need AV, etc. Please remember that all dinners are now paid for by check made out to Columbia University. If the form is filled out correctly, we can do an automatic upload to our Access Database. We want your meeting information no matter where you plan to meet!

If you are unable to set precise dates, please let our office know the number and location of meetings planned, if possible.

BUDGETS
The University Seminars cover basic expenses for seminar meetings: rooms, AV, rapporteur salaries, dinners for the speaker and rapporteur, and some wine. **No seminar has a travel fund unless requested ahead of time and approved by the director.** Our travel fund policy is located here: [http://universityseminars.columbia.edu/resources/travel-policy/](http://universityseminars.columbia.edu/resources/travel-policy/) Please read all links here.

Do request travel funds before inviting speakers and request travel funds for the fall ideally in the summer; and for the spring, in the fall. All are required to use our travel agent for air and rail travel. If your seminar has a gift fund (most do not) and you want to check the balance, contact Gessy Alvarez at ga2030@columbia.edu.

CONFERENCE PLANNING
If you are thinking of planning a conference for which you may need funds, please contact Professor Pollack sooner rather than later. There are no deadlines, but funds can run low. Travel funds are not automatic.

WEBSITE
Our new website has a wealth of information…please use it! [http://universityseminars.columbia.edu/](http://universityseminars.columbia.edu/) We will post the University Seminars calendar and the CU Academic calendar on the website.

AND:
In June/July we will send you directory pages for 2012-2013 to review.
Summer hours – The office is closed on Fridays from June 1 to August 31.

Many thanks.

Alice, Gessy, Pamela, Summer

And remember… our charter forbids honoraria from any source.

All the best for a reflective and happy summer break; see you in the fall.
Bob Pollack, Director