

CCILC/DHLSNA Policy for International D. H. Lawrence Conference Reserve

Preamble:

The success of the 2014 Gargnano Conference left the international community of Lawrence scholars a valuable legacy in the form of an unexpected surplus of nearly \$6000 USD (an estimated \$5946.80 depending on exchange rates when one final donation comes in—see the final financial report for the 13th International DHL Conference Gargnano 2014). In May 2015, the policy below was approved by CCILC (Co-ordinating Committee for International Lawrence Conferences) and by the executive committee of the DHLSNA (D. H. Lawrence Society of North America) to clarify how this surplus would be held in reserve and handled to support future CCILC-authorized international DHL conferences.

It was essential to ensure that such a large sum of money be protected and wisely administered so that it could continue to be a useful resource to strengthen DHL scholarship globally. It is normally the case with such reserve funds that they are invested so that only the interest is used to support the aims of the non-profit society entrusted with these funds, the initial lump sum thus remaining intact. Clearly, this conference surplus was not large enough for such an approach. However, even as a finite reserve, if used carefully, it could help to support international DHL conferences for many years to come. The policy below guarantees that a portion of the Gargnano surplus will be “ring-fenced” so that it remains intact for the next 15-18 years (through at least 5 or 6 triennial international conferences), while nevertheless granting small direct subsidies to support graduate student fellowships for each conference.

To facilitate the preservation and handling of this conference reserve, the CCILC and the DHLSNA have agreed to become formally affiliated organizations as follows: the DHLSNA, as a non-profit educational and professional association, will handle this Conference Reserve on behalf of the CCILC for the sole purpose of encouraging and supporting DHL scholarship around the world; the Conference Reserve will be placed in a DHLSNA interest-bearing savings account, separate from the general operating funds in the DHLSNA checking account; these Conference Reserve funds will be disbursed only on behalf of CCILC, at the direction of the officers of CCILC. CCILC members are not required to be members of the DHLSNA or vice versa; neither organization is to control the functioning or activities of the other, apart from CCILC’s decision-making powers over the uses of the Conference Reserve and over the CCILC pages on the DHLSNA website. CCILC officers and the DHLSNA executive will establish and maintain clear lines of communication, but the formal affiliation of these two organizations is strictly limited to collaboration in the protection and handling of—and open online sharing of information about—the Conference Reserve according to the following policy.

Policy:

1. The CCILC Conference Reserve (hereafter also just “the Reserve”) is to be used solely to support CCILC-authorized international DHL conferences.
 - a) Being “CCILC-authorized” implies that a detailed and truly international conference proposal has been approved by CCILC and that such a proposal includes an international program committee (including a representative editor from each DHL journal) to review paper proposals as well as a clear financial plan and a nominated Financial Manager (or Treasurer) who has agreed to serve and to take responsibility for that plan.
 - b) Support from or partnership with a university or universities is encouraged but not required. However, collaboration with at least one DHL society is strongly encouraged; if that society provides significant support for the conference (with publicity, web support, registration, involvement of numerous society members, a financial donation, or some other major contribution in time, energy, advice, or funds), one year of membership in that society should be incorporated in some way into conference registration fees.

- c) The final conference program will include a one-hour session, not to conflict with any other conference sessions, for all CCILC members to meet to discuss and vote on previously submitted conference proposals in order to authorize and announce the next international DHL conference.
2. For as long as there are sufficient resources in the Reserve, it will provide a grant of \$600 to each authorized international DHL conference specifically for the purpose of subsidizing its Graduate Fellowship Scheme (to help graduate students to attend and present papers at each conference). This grant would be made to each conference *subject to* the following two conditions:
- a) that the conference working budget makes provision for *at least* the same amount of subsidy to be made available from conference income for the same purpose (i.e., at least another \$600 from conference income to provide support to graduate students within the conference's Graduate Fellowship Scheme);
 - b) that the conference pledges to re-invest all surplus income arising from the conference (minus, of course, membership dues paid to any supporting DHL Society) in the Reserve.
3. If requested, the Reserve will loan up to \$2000 interest-free to a CCILC-authorized conference for advance planning and cash-flow purposes—that is, for the purpose of making payments (deposits, etc.) to secure essential conference services or facilities in advance of the conference.
- a) This will be a *loan* only and any monies requested in this category will be repaid from conference receipts within *three months* of the end of the conference, accompanied by a one-page financial report on conference revenues and expenses to be circulated to CCILC members and, once approved, posted online on the CCILC page on the DHLSNA website. CCILC-approved conferences are strongly encouraged to include in their working budgets provision to pay a trained accountant to look over and perhaps help create both the working budget and the final financial report (such expertise is likely to save both the conference Director(s) and the Financial Manager much stress and many hours).
 - b) Requests for such loans will be made by the principal conference Director *and* the conference Financial Manager to the Chair of CCILC [*using a standard form—to be developed—asking for details outlining what the money is for and where/how it should be paid; it would also include a declaration, to be signed by the conference's Director and Financial Manager, assuring the return of the loan within the time specified*]. If the request is approved, the Chair of CCILC will liaise with the Treasurer of the DHLSNA to make the appropriate payment.
 - c) If a loan is approved and the request asks for monies to be transferred directly into an account (rather than for specific payments to be made directly), CCILC needs to be satisfied that this is a bona fide *conference* account set up purely for the purpose of dealing with conference finances, without links to any for-profit organisation or anyone's personal account.
4. It can be seen that there should be sufficient money in the Conference Reserve to fulfil the above commitments for at least the next 15 years, or for the next 5 international conferences. After that, assuming no more money is invested in or donated to the Reserve (and no money is lost), the balance would stand at just below \$3000 (i.e., 5 x \$600 = \$3000). At that point, it will be necessary to review this policy to decide on how best to manage the remaining money. In any case, given the finite and changing nature of the Reserve and even if the Reserve grows as a result of successful future conferences, this policy should be subject to regular review by CCILC and the DHLSNA executive [*perhaps triennially, after every CCILC-authorized international DHL conference*].

Policy drafted by Paul Poplawski, 8 April 2015, circulated for discussion to Nancy Paxton, Joyce Wexler, Holly Laird, Paul Eggert, Betsy Sargent, Simonetta de Filippis, and Stefania Michelucci and incorporating changes according to their suggestions. Circulated to CCILC membership and DHLSNA executive for discussion during late April and early May, 2015, incorporating changes according to their suggestions and given final approval by both bodies, 15 May 2015.