

Norwescon Policies and Procedures

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PREAMBLE

General Information

This document contains a mixture of both global and departmental policies and procedures. Not all of the “unwritten” policies and procedures have made their way into this document, and each department may have some of their own policies that are not yet recorded. This is a living document and shall change from year to year as needs and goals change.

Policies are organized by Department and not by Executive Team member. The addendum has some sample forms and a few policy explanations.

Policies (Additions, Deletions, and Modifications): Any ConCom member of the current Norwescon may request a policy change. The ConCom member must present a proposal in writing to their Exec Team member and the Chair. It shall be reviewed and voted on by the Exec Team.

Definitions

Throughout this document the following definitions are used.

Chair = Chairman of Norwescon

ConCom = Convention Committee

Exec Team = Executive Team

Vice-Chair = Vice-Chairman of Norwescon

GoH = Guest of Honor

Volunteer = a convention member who volunteers time at the convention.

ConCom Member = a volunteer who meets the criteria for a staff membership and who has completed and submitted an approved Convention Committee registration form. They may also be referred to as a “Staff Member”.

Exec Team Member = a ConCom Member who is a director appointed by the Chair and Vice-Chair.

Stages and Structure

Norwescon consists of three stages: planning (the time prior to the convention); the convention itself; and post-con (the time between the end of the convention and the election of new officers).

Structure during the Convention: The theater model has the structure of having a Producer, Director and Stage Manager. During the time of the actual convention the Chair, the Programming Director and the Convention Services Director fill these jobs, respectively.

The Chair, Vice-Chair, Business Manager, and Convention Services Director shall be designated to the hotel as the only persons who have signing authority to the hotel contract during the convention. Additional people may be named at the discretion of the Chair.

Starting and Ending Periods for Convention: The actual starting and ending time of the convention shall be the Wednesday prior to the published date of the convention at Noon or hotel move-in time, whichever comes first. The closing time for the convention is on the following Monday of the published dates of the convention, when we have completed moving out of the hotel and the storage of all Norwescon properties has been completed.

POSTCON TURNOVER

E-Mail Turnover: The incoming Chair and Vice-Chair must review the convention's e-mail routing upon election and adjust accordingly.

Mailbox Turnover: After the announcement of the newly elected officers, they must ensure that someone continues to pick up the mail from the post office during the summer months. If they do not make immediate arrangements for the mail services person to continue to pick up the mail, the keys to the mailbox shall be turned over to either the newly-elected Chair or Vice-Chair as soon as possible.

Voicemail Turnover: The incoming Chair and Vice-Chair must make sure that the Google voicemail transcription email forwarding is adjusted accordingly as soon as possible after the election.

Document Turnover: After the elections and new execs are appointed, any outgoing exec should turn over all documents to either their replacement or to the incoming Chair and Vice-Chair.

Web password Turnover: The Publications Director (or his/her designee) shall maintain a list of the log in and password information for the Website, e-Newsletter, Social Media sites, etc. This list will be provided to the Chair and Vice-Chair as soon as possible after the election.

Business – Bank Accounts Turnover: POLICY: The bank accounts shall be turned over to the new Business Department Director as soon as possible after the new Business Department Director has been appointed. The outgoing Business Director shall have full access to the accounts until the Books are closed for the convention year.

Business – Debit Card Turnover: POLICY: all debit cards shall be turned over to the new Business Department director as soon as has been appointed. The cards shall be reviewed and reissued at the discretion of the Business Director.

Business – Computer Codes and Passwords Turnover: POLICY: a copy of all computer codes and passwords for Norwescon-owned computers shall be submitted to the Business Department and the vice-chair to ensure that the convention shall have access to all convention-owned data. This list shall be updated and given to the Vice Chair and Business Department by the last regularly scheduled ConCom meeting before the convention.

Business – Storage Unit Access Codes and Keys Turnover: POLICY: a copy of all necessary access codes and keys shall be kept in the Norwescon Business Department so that the Business Department may

maintain storage unit access for Norwescon if needed during the year and in the event of turnover of the personnel in charge of the storage units.

Timeline

The Timeline is maintained at the discretion of the Chair and Vice-Chair, who may delegate the responsibility as appropriate.

The timeline shall be ready by the first general ConCom meeting in September.

Updates to the timeline shall be presented at the monthly ConCom meetings.

Exec Team and ConCom Voting

Voting by Proxy For Exec Team: The Chair and Vice-Chair have no proxy vote. Any other Exec Team member may send a proxy to a meeting to vote on their behalf.

Voting by Proxy For Convention Committee: There is no proxy voting in the general ConCom meetings. All items that come to a vote, other than elections, are on a majority vote of the ConCom members present. (See Chairman - Elections)

Ties for Convention Committee Votes: in the case of a tie, a revote should be taken. If there is still a tie, the Executive team shall vote on the issue.

Ties for Executive Team Votes: in the case of a tie, a revote should be taken. If there is still a tie, the Chair shall make the final decision.

Executive Team voting by email: Any member of the current Norwescon Executive Team can propose a motion for voting by sending an email to: norwescon-exec@googlegroups.com. The subject line must start with the word "MOTION". The body of the email must propose the specific wording of the vote, and include either the necessary information for the motion to be evaluated, or a link to where the necessary information can be found on the Google Docs storage site.

The Executive Team then responds to the motion, whereupon there may be discussion, revisions, or questions. If there are significant changes, the motion should be resubmitted. If there is not significant discussion, someone may second the motion.

The Chair or Vice-Chair decides when to move the motion to a vote. A new email is started, with the word "VOTE" in the subject line. The body of the message shall include: the person who proposed the motion, the person who seconded the motion, and the exact wording of the motion. It shall also include the start time of voting and the end time of voting, which shall be 72 hours or until all members have voted.

Whenever possible, voting should not occur ONLY over the course of a weekend, and courtesy should be given to known vacations, unless the matter is urgent.

When the time period has elapsed (or all votes have been cast) the motion is evaluated. If quorum is met, the votes cast determine the outcome. If quorum is not met, the motion fails. A new motion can be made on the same subject, but must begin the process from the beginning to be considered.

Executive Team Responsibilities

NORWESCON CONFLICT OF INTEREST POLICY

A potential conflict of interest arises when Norwescon contemplates entering into a transaction with an entity in which a member of its executive team has a financial interest. “Financial interest” means that the executive team member is an owner, investor, contractor, or employee of the entity in question.

When this situation arises:

- The executive team member(s) must disclose the existence and nature of the financial interest to the other members of the executive team.
- After answering any questions that arise, the executive team member(s) with a financial interest must leave the room while the transaction is discussed and voted on. The remaining members of the executive team should consider:
 - Whether an equivalent transaction is available with reasonable effort at a lower cost to Norwescon.
 - Whether additional time is needed to investigate options or circumstances related to the transaction.
- The executive team may approve the transaction by a majority vote of the remaining executive team members.
- The minutes of the executive team meeting should reflect the name of the executive team member(s) involved, the nature of this potential conflict of interest, and whether this policy was observed.

E-MAILS

POLICY: The use of the convention e-mail alias is encouraged (for example: Chair@Norwescon.org) and ConCom members are expected to publicize convention e-mail aliases rather than their own personal addresses in order to receive messages.

All convention e-mail aliases shall have at least two addresses to forward to: a primary and a secondary.

The primary is expected to respond to the e-mail. E-mail should be read daily and responded with in 48hrs. If the primary is unable to respond daily, the secondary is responsible for responding. The primary shall notify the secondary responder and other Exec Team members if they will be unable to respond to email at least daily.

When responding to these emails, the e-mail alias should be either CC'd or BCC'd so that all people on the forwarding address can see the response.

GOOGLE GROUPS

POLICY: Promotions for Norwescon and Norwescon-sponsored events fall under the CAN-SPAM Act. Accordingly, Norwescon is responsible for ensuring that individuals are not contacted via email and text if they have not given permission to be contacted using those methods. As we do not have a centralized database the following procedures are necessary:

1. When a request to be removed from a list comes in, the person receiving the list is responsible for the following two actions:
 - a. Removing the individual from the “mailing” list(s) that they asked to be removed from.
 - b. Sending the individual a follow-up message indicating that they have been removed from the list(s) and asking them if they want to be removed from ALL Norwescon lists (eNewsletter, Google Groups, registration, etc.)
2. If a person requests to be removed from ALL Norwescon lists, the person receiving the request will forward the request on to their Executive who will then send the request to all of the other executives on the Executive Team. The executives will then send the request to their departments that have contact lists (Dealers’ Room, Art Show, Registration, eNewsletter, Artists’ Alley, Gaming, etc.)
3. Documentation of these requests will be saved by the Publications Director and passed along to the Chair at the post-con meeting.

EXECUTIVE TEAM MEMBERS SHALL SUBSCRIBE TO THE OFFICIAL NORWESCON EXEC GOOGLE GROUP AND THE NORWESCON CONCOM GOOGLE GROUP. HIRING CONCOM MEMBERS

POLICY: It shall be the Exec Team member’s duty, when hiring an individual for a position, to advise them of the need for the Recording Secretary to have their contact information, and about our information publishing policy.

It is the responsibility of the hiring Exec Team member to ensure that their staff completes the appropriate enrollment forms.

POLICY It is the responsibility of the hiring Exec Team member to recommend that each ConCom member review the Norwescon Bylaws and Policies/Procedures, and to refer them to the Secretary for the location of the electronic version. It is expected that ConCom members read these within a couple of weeks of joining each year’s ConCom.

POLICY: It is recommended that all ConCom and volunteer positions have job descriptions. Job descriptions should be reviewed and updated by the October ConCom meeting. It is the responsibility of each executive to supply this information for all position in their department to the Personnel director.

RECRUITMENT / TRAINING / LEADERSHIP

POLICY: Everyone in a leadership position, not already addressed in the by-laws, is recommended to have at least one assistant in training to take over that position.

Executive Team Members are official ambassadors of the convention.

CONFIDENTIALITY OF INFORMATION

Norwescon shall not supply information contained in the Organizational List, the Membership Database, the Pro database, or the Committee Directory to other parties without the consent of the ConCom member(s) involved.

POLICY: Norwescon shall not sell its ConCom member information to outside parties.

POLICY: Norwescon shall not sell its membership information to outside parties.

If the Chair feels that a third-party mailing shall be in the best interests of the convention and/or the conventions membership, then Norwescon shall work with the third-party to do the mailing. This mailing shall be done in a way so the third party does not retain the membership information after the mailing.

ONIONS AND ROSES

It is the responsibility of the Exec Team to review the notes of the Onions and Roses panels and present them to the ConCom.

CONFLICT RESOLUTION

If two Exec Team members (other than the Chair) cannot reach a mutual decision on any issue, then the Chair has the final decision.

ANTI-HARASSMENT POLICY

Norwescon strives to provide a safe and welcoming space for persons of all descriptions. Everyone should be able to have a great time, in their own way, at the convention—but not at the expense of others. As a community, we insist on behavior that respects the autonomy of each individual member.

Norwescon members and convention staff have the right to be free from unwanted harassment at the convention and while performing convention-related duties throughout the year. Harassment is behavior which focuses unwelcome attention on a person and either inappropriately crosses reasonable expectations of social boundaries, or continues after a clear showing of disinterest or a request to desist.

Harassment during the year may be reported to the Personnel executive, the person's immediate supervisor, or the chair or vice chair. At the convention, reports of harassment are handled by convention security or the Personnel executive. Any staff member wearing a convention badge may receive a report of harassment. It is each staff member's responsibility to treat a person making such a report with respect, and to offer to accompany the person to convention security or the Personnel executive. The Personnel executive may designate a person to receive reports of harassment on his or her behalf.

Violations of this policy may lead to a range of consequences based on the circumstances, from a warning to more serious steps, such as revocation of convention membership or banning from future conventions.

Convention staff are required to report all incidents brought to their attention. These incidents should be reported to convention security or the Personnel executive as soon as possible.

Chair

CHAIR'S RESPONSIBILITIES

The Chair must consider him/herself on 24-hour duty. The Chair is strongly advised against the use of any substances that would cause intoxication and should use discretion if doing so. The Chair should not appear publicly intoxicated at any time. If they do so they may be removed from duty at the discretion of the Convention Services Director for such time as necessary for the Chair to recover. In the case that the Chair is unable to perform their duties the Vice-Chair shall assume all responsibilities as outlined in the policies.

The Chair's primary responsibilities during the convention are to meet and greet guests and attendees of the convention. They should make an appearance, at least, to the opening and closing ceremonies, P.K. Dick Awards, Onions and Roses, Guest of Honor and Lifetime Member Event, and preside over the Lifetime Membership awards if applicable. At these events, the Chair must be prepared to speak and is strongly advised to have prepared notes or a speech. If for some reason the Chair cannot attend one of these functions they may appoint a proxy. It is strongly advised that the Vice-Chair be asked to proxy as well as attend these events. The Programming Director should notify the Chair of any other events that the Chair should attend.

The Chair shall make themselves available for all "midnight" meetings or meetings with the Hotel as requested by the Convention Services Director. The Chair shall be available to the Programming Department and its Director for consultation or to help resolve problems occurring with any Guest of Honor or professional guest as needed.

Prior to the convention the Chair and Vice-Chair shall meet and discuss the Vice-Chair's role and responsibilities during the convention and shall come to an agreement. It is recommended that the Vice-Chair be included when possible in decisions arising from unforeseen events.

MEMORABILIA ARCHIVES

POLICY: Norwescon shall maintain a memorabilia archives.

Procedure: Departments that have items to be placed in archives should contact the convention historian after each convention. Examples of items to be archived: program book, pocket program, name tag samples, progress reports, post-convention report, web page printouts, Masquerade videotape, and names of award winners of: Art Show, Philip K. Dick Memorial Award, Life Membership, Masquerade, Gaming, etc.

SPECIAL BADGES

POLICY: Norwescon may create special badges for back hall passes, gold badges, press passes.

Procedure: Back hall passes may be created and made available to volunteers and convention staff that need access to the back hallways. The hotel employees use the pass as an identifier to know the person is allowed in the kitchen hallways. Gold Badges may be created for the Exec Team, and those designated by the Chair and/or Vice-Chair. Badges shall be gold and shall include convention name, position/title, and name.

CHARITABLE DONATIONS

POLICY: Norwescon may choose to donate to local, state or national charities that reflect the interest of the science fiction community.

Procedure: The Chair and Vice-Chair are responsible for selecting the charitable organization that may receive a donation on behalf of the membership.

ELECTIONS

DEFINITIONS

ELECTION CYCLE: The “Election Cycle” is defined as starting with the last regularly scheduled ConCom Meeting closest to but no less than 10 days prior to the start of the current convention. It ends with the Post-Con Meeting for the current convention.

ELECTION DATE: The “Election Date” is defined as the last day for which ballots shall be accepted, normally the date of the Post-Con Meeting of the current convention.

VOTER ELIGIBILITY

POLICY: All eligible voters shall provide a valid postal mailing address, and in addition a telephone number and/or email address (preferably both) on their completed staff registration enrollment form, and must be on the organization chart upon the close of the ConCom meeting scheduled closest to but not less than 28 days prior to the start of the current convention. ConCom members who have registered to vote who do not meet any or all of these criteria shall be removed from the eligible voters list by the close of the above mentioned meeting.

CANDIDATE ELIGIBILITY / NOMINATIONS

POLICY: All candidates for all positions shall have held a position on the Norwescon ConCom at some time within the past five years.

Nominations are open at the ConCom meeting scheduled closest to but not less than 30 days prior to the start of the current convention and shall close at the ConCom meeting scheduled closest to but not less than 10 days prior to the start of the current convention. Nominations may be made in person at

either of the two meetings, or by mail or email to the Election Committee. All nominations must have a second.

Candidates may make an optional 2-minute presentation at the ConCom meeting scheduled closest to, but not less than 30 days prior to the start of the current convention, and at the ConCom meeting scheduled closest to, but not less than 10 days prior to the start of the current convention. There may be a question and answer period at this time. There may also be an additional statement/question and answer session at the Post-Con Meeting if the Elections Committee feels it is warranted.

BALLOTS AND VOTING

POLICY: The ballots should be mailed out to all eligible voters at least 30 days prior to the election date, but must be mailed out no later than 21 days prior to the Election Date.

If the ballots cannot be mailed out 21 days prior to the Election Date (due to meeting schedules or other factors) the Election Committee Chairman shall propose to the Executive Team, by the January meeting of the current convention year, a modified schedule for Elections taking the entire convention timeline into account. Upon approval by the Executive Team, the modification will take for the current convention only.

All mail-in ballots must be received by the last business day before the election date to be valid.

If multiple ballots are received from the same voter, and they cannot be contacted to confirm which ballot is to be used, the ballot received last shall be used. The older ballot shall be discarded and not counted.

The ballots are to consist of:

- General Election information
- Candidates' statements, e-mail addresses, and phone numbers
- Ballots
- Blank ballot security envelope
- Return envelope marked with the voters name, the election committee address, and return postage

All ballots shall be validated and logged in by the Election Committee. Any ballot received without knowing who it came from shall be considered anonymous and shall not be counted.

The Election Committee shall consist of three people. The Chair shall appoint the Election Committee Chairman who shall then recruit two assistants.

Elections are to normally be held at the Norwescon Post-Con Meeting. The PostCon meeting shall take place no more than six weeks following the current convention.

Polls should close at the end of the Post-Convention Meeting. The Election Committee Chairman determines when and where the Elections Committee shall count votes. The votes should be counted the evening of the Post-Con Meeting/party, and the winners announced.

ELECTRONIC DISTRIBUTION OF BALLOT MATERIALS

Electronic copies of the Cover Letter, Ballot, and Candidate Statements may be sent to ConCom members who specifically request them. Along with those copies, they must be advised of the proper format for submitting a valid ballot (a filled-out ballot sealed inside a blank security envelope, which is sealed inside the mailing envelope, which must have the voters name clearly legible on the envelope.)

QUORUM DETERMINATION

Before the votes are counted, it is determined if the election has reached quorum and is therefore valid. If quorum has not been met, at the discretion of the Elections Committee Chairman up to 24 hours of extra time may be allotted to gather more ballots. At the end of that time, if quorum has still not been met the envelopes are not opened and the election is declared invalid. A re-vote is then run.

VOTE COUNTING PROCEDURE

Ballots are opened and votes counted in secret by the Elections Committee. For the first counting of votes one person announces the votes while the others tally the votes, the tallies are then compared. The counting is then done again, with another person announcing the votes, vote counts must match. In case of a tie in any one race, or discrepancy in vote totals, the votes for that position are counted a third time, with the third person announcing the votes.

TIES

Ties for Elected Officers: If there is a tie in any race, the candidates are given 48 hours to decide if they wish to proceed with a re-vote. The only option for any candidate is to continue their candidacy or withdraw. No random mechanism (coin flip, dice roll, etc.) may be used to decide the winner. If only one candidate decides to continue at the end of that period, the position will go to that candidate. If there is more than one candidate that wishes to continue their candidacy, a re-vote will occur.

TIES FOR GOH SELECTION COMMITTEE

If three or more candidates are tied for the GoH Selection Committee positions, those candidates are given 48 hours to decide if they wish to proceed with a re-vote. The only option for any candidate is to continue their candidacy or withdraw. No random mechanism (coin flip, dice roll, etc.) may be used to decide the winner. Withdrawals, if any, will be accepted in the order received until only two candidates remain. Those two remaining candidates will serve on the GoH Selection Committee. At the end of the 48-hour period, if more than two candidates decide to continue, a re-vote will occur with all candidates.

RE-ELECTIONS

In the case of not reaching quorum, the election for all positions is re-run, with the same candidates running again if they choose to continue, as per the By-Laws, Section Two.

In the case of a tie, if the tied candidates decide to proceed, the election for that position is re-run, with the tied candidates running again, as per the By-Laws, Section Two.

In both cases, candidates will be asked for revised or additional candidate statements if they wish to supply them. The re-vote is conducted by mail only. Ballots must be mailed out within 17 calendar days from the invalid election or tie. The deadline for receipt of ballots shall be at least 10 business days from the date of mailing of ballot materials to voters. Within 7 calendar days of the re-vote deadline it is determined whether quorum has been reached and, if so, the votes are counted and winner announced. This process is repeated until there is a quorum and a winner.

See Addendums for sample election forms.

HOTEL

ADA HOTEL ROOMS

POLICY: ADA accessible rooms located in the staff room block shall be made available to ConCom members with special needs. ADA rooms located in the staff room block shall be made available to the general membership when staff room registration is complete (typically February).

GUEST OF HONOR GUEST ROOM CHECK IN

POLICY: Norwescon staff shall assist Guests of Honor with check into their guest room.

PROCEDURE: The Norwescon Programming Director shall assist with the check-in process of Guests of Honor into their sleeping rooms. This is to facilitate a smoother check-in for our Guests of Honor and assist in the prompt delivery of gift baskets.

STAFF ROOM BLOCK

POLICY: Norwescon "blocks" a section of the hotel for ConCom members who need to have a sleeping room close to the convention space. Specific room requests are made to the Hotel Liaison.

PROCEDURE: ConCom members are required to make their own hotel reservation before requesting a room from the Hotel Liaison. (This way the hotel has a record of the credit card used to guarantee the reservation).

ConCom members who have been placed in the reserved section may not appear on the records of the registration desk until after the Resume Meeting with the hotel. This meeting takes place one or two weeks prior to the convention. (ConCom members should avoid calling the hotel reservation desk to confirm your specific room reservation.)

ConCom members who requested rooms through the Hotel Liaison, and have questions regarding their room reservation, should contact the Norwescon Hotel Liaison.

SUITE RESERVATIONS

POLICY: The Norwescon Hotel Liaison shall take requests for suite reservation on a first-come first-served basis. Exceptions shall be made by request from the Chair.

PROCEDURE: Although the Norwescon Hotel Liaison takes requests on a first-come first-served basis, preferential treatment shall be given for convention needs (for example Guests of Honor and Spotlighted Publishers) at the request of the Chair. The Hotel Liaison must be informed of these requests prior to the date that the rooms are made available to the general membership.

Individuals/Organizations who wish to reserve a suite must contact the Norwescon Hotel Liaison. Other ConCom members receiving such requests must refer the individual/organization to the Norwescon Hotel Liaison. ConCom members should not take "messages" for these requests to pass along to the Norwescon Hotel Liaison.

Convention members who have made suite reservations with the Norwescon Hotel Liaison may not appear on the records of the registration desk until after the Resume Meeting. This meeting takes place one to two weeks prior to the convention. Individuals/Organizations who requested suites through the Norwescon Hotel Liaison are discouraged from calling the hotel to confirm their reservation.

The Norwescon Hotel Liaison shall set the first day suite reservations shall be accepted. This date shall be posted on Norwescon's website.

LIFE MEMBERSHIP

SELECTION

POLICY: A Life Membership is an award given at the Chair's discretion.

PROCEDURE: As a general guideline, the award is presented to someone who has been a positive influence on Norwescon for a period of time.

The Chair may ask for suggestions from the Exec Team or the entire ConCom. If the award is given, the recipient should be chosen no later than one month out from the convention.

A plaque is awarded with the following text: "A Lifetime Membership Presented to <name> in appreciation for many years of faithful service. The Norwescon Committee. Norwescon <##>, <date>."

MASTER LIST

POLICY: Norwescon shall maintain a list of Life Members and make it available upon request with the approval of the Chair.

PROCEDURE: Registration shall maintain a master list of Life Members and shall include the same information for Life Members as it does for rest of the membership (for example: name, address, phone, e-mail, etc.). It will be turned over to the following year's Executive Team upon completion of the Election cycle.

TRANSFERRING REGISTRATION

POLICY: Life Memberships are not transferable.

REGISTRATION NUMBER

POLICY: Life Members may choose a permanent number and may change it if they wish, as long as that number is not already in use.

“No Show”

POLICY: If a Life Member is a "no-show," they may request a badge, program book, and pocket program.

DEATH

POLICY: When a Life Member passes away their membership number may or may not be retired on a case-by-case basis. This decision is at the discretion of the Chair at the time of death. The decision to retire a number is permanent.

INVITATIONS TO ATTEND THE CONVENTION OR EVENT

POLICY: Invitation Letters from the Chairman to Life Members shall be sent at least three months prior to the convention.

CHAIR MEETINGS**CONVENTION COMMITTEE MEETINGS**

POLICY: Convention committee meetings are open to the public.

EXECUTIVE TEAM MEETINGS

POLICY: The regularly scheduled Exec Team meetings (September – May) are open to the public, but portions may be closed to respect personal privacy. Executive team meetings held during the summer months are by invitation only. The Chair makes the final decision on who attends meetings.

PROCEDURE: Those who wish to attend executive team meetings held during the summer months may contact the Chair for a meeting schedule.

POLICY: Executive Team Work Sessions are closed. Exceptions may be made by the Chair.

DISRUPTIVE BEHAVIOR DURING MEETINGS

POLICY: Disruptive behavior includes, but is not limited to, behavior which makes it hard to conduct official business at meetings, or is interrupting other events (including nonconvention-related events) which are happening at the location of the meeting.

PROCEDURE: When someone is causing a disruption at a meeting, the first response is for someone to politely ask them to stop. The person to ask them to stop should be the person who is being disturbed,

the person currently speaking, an Executive, or someone assigned the job by the Chair. If the person continues being disruptive, a three-step process will be followed:

1. The Exec of the person causing the disruption will talk to the person in private, letting them know what they are doing, and asking them to correct the behavior.
2. If the behavior continues at the same meeting, that staff member's Executive and the Personnel Director will talk to them in private about the behavior and explain to them how to correct the behavior. If the person is in the Personnel department, a different Exec will be asked to help with this.
3. If the behavior continues past step two above, the staff member's Executive and the Chair will talk to the person in private. If the Chair feels the behavior will continue, the Chair will ask the person to leave the meeting.

If a person is asked to leave a meeting, they are allowed to return to future meetings. The Chair may use their discretion to immediately jump to step 3 above if the behavior continues.

In the case of threatening or violent behavior, the person will be asked to leave immediately without using the three step process above. If they do not leave, the situation will be handed off to the authorities. If the Chair feels that safety of the ConCom is at risk, the person will be asked not to attend future meetings.

If the person causing the disruption is a minor, the parent or guardian is responsible for the minor's behavior. The parent and minor will both be talked to together. If an action needs to be taken, it will be for both the minor and the parent or guardian.

If the person causing the disruption is not on the ConCom, then the Chair, Vice-Chair, or Personnel Director will be the Executive who handles the situation. If the Executive responsible for the person causing the disruption is not in attendance, the second in that department will be responsible for dealing with the situation. If neither are present, the Chair, Vice Chair, or another assigned Executive will be designated to handle the situation.

RESUME MEETING

EXPLANATION: A Resume Meeting with hotel staff is held one or two weeks prior to the convention. The hotel staff presents the convention resume and plan for the convention.

POLICY: The entire Exec Team is invited to the resume meeting so that they can meet the hotel staff that shall support the convention. The Chair shall determine if attendance is mandatory for each Exec Team member on a case-by-case basis. Other attendees may be invited by the Chair. Attendees need to dress in business casual at a minimum.

NWSFS/SFN

ANNOUNCEMENTS

POLICY: A representative of the Northwest Science Fiction Society (NWSFS) shall be given an opportunity to present announcements of upcoming events at ConCom meetings.

MEMBERSHIP

POLICY: Norwescon ConCom members are strongly encouraged to join NWSFS.

COMMUNICATION

POLICY: Communication between Norwescon and Science Fiction Northwest (SFN) / NWSFS is encouraged in any form. Items required by the By-Laws should be communicated in writing (e-mail is acceptable).

DISCOUNTS

POLICY: Norwescon shall grant NWSFS members a \$5 discount for membership to Norwescon. This discount does not apply to ConCom, Dealer, Volunteer, or Guest of Pro memberships. NWSFS shall provide a final list two weeks prior to the convention. NWSFS may purchase two memberships to Norwescon, at convention committee rate, to give away as part of publicity for the Philip K. Dick Memorial Award.

PROCEDURE: Norwescon must receive a basic membership list to facilitate the verification of members eligible for discount.

CLUB TABLE

POLICY: Norwescon shall provide NWSFS club table space.

ADVERTISING SPACE

POLICY: Norwescon and NWSFS shall trade advertising space to a level agreed on by both parties.

PROCEDURE: NWSFS shall provide a negotiable amount of ad space to Norwescon, with content selected by Norwescon, not to exceed one full page of ad space in any issue of Westwind. Generally, Norwescon shall provide a full page ad in the program book, in a location chosen by Norwescon. Ads in other publications shall be negotiable.

SECRETARY

DOCUMENT AVAILABILITY

POLICY: Any ConCom member may get electronic copies of the current year's Meeting Minutes, Bylaws, or Policies, by visiting the designated online location or by request, from the Recording Secretary. The Recording Secretary shall make meeting minutes available electronically, via the designated online location or by request, after the minutes have been approved.

EMAIL SERVICES

Info@Norwescon.org Electronic Mail Services: During the convention, the information (general inquiries) email alias should be checked daily by a member of the Secretary Team, Chair or Vice-Chair.

U.S. MAIL SERVICES

POLICY: The mail is picked up at least once a week, twice a week during the three months prior to the convention, and continuing until the Norwescon books close.

Mail is logged and copied (with exception of junk mail) and distributed.

All checks (and registration forms) are photocopied by the Mail Services person and distributed accordingly.

The Mail Services ConCom member shall provide an electronic copy of the mail log to the secretary once per month via email and to the Chair, or Vice-Chair upon request.

Mail logs older than two years may be stored off-site. Mail logs older than 7 years shall be offered to the historian and, if not taken, be shredded and recycled.

No one from the Business Department may pick up the mail.

VOICE MAIL SERVICES

POLICY: If Norwescon has a voicemail account, then the voice mail is checked at least once a week, at least twice a week during the three months prior to the convention. During the convention, the voice mail should be checked daily by a member of the Secretary Team.

A log of calls received shall be kept electronically, for the purpose of tracking utilization. It shall be made available to the Recording Secretary once per month, and to the Chair and Vice-Chair upon request.

The Recording Secretary shall maintain a list of the passwords for the voice mail that shall be provided to the Chair and Vice-Chair as soon as possible after the election.

NOTE TAKING

POLICY: If the Recording Secretary shall be absent at an Exec Team or ConCom meeting, they shall appoint a person to take notes in their stead.

MINUTES PREPARATION

POLICY: Executive Team minutes and Convention Committee minutes shall be prepared as two separate documents.

Minutes shall include date, time, and location of meeting, attendance figures, decisions, items called for a vote, action items, and items discussed. Only items discussed during official meetings shall be noted in the minutes.

Items discussed during “Closed Sessions” of the Exec Team shall be recorded, but shall not appear in the regular Exec Team minutes. Such notes shall be distributed only to the Exec Team as Addendums to the Exec Team minutes.

Minutes shall be prepared within 5 business days after the meeting in question whenever possible. They are then sent to the Executive Team (and any proxy holders) for proofreading. A deadline shall be given as to when changes/corrections are due.

In the event an Exec Team member is unable to attend a meeting(s), and authorizes a non-Exec Team member to act as their proxy for all or part of that meeting(s), that person shall also be sent a copy of the minutes draft(s) from said meeting(s) for review.

Minutes of the previous meetings of both Exec Team and ConCom shall be approved by the Exec Team no later than the first Exec Team meeting after they have been submitted.

The preferred method of approval is that executives read the electronic draft of the minutes and submit any changes within one week of their distribution to the team. Then the Secretary shall call the question to approve the minutes as submitted by e-mail. Executive Team members who do not respond with an approval or rejection e-mail within one week of the question being called, shall be counted as abstaining from the vote.

After approval by the Exec Team, copies of all approved meeting minutes shall be made available to members of the ConCom on Google Docs. Hard copies shall be provided on request.

MEETING NOTICES

POLICY: Meeting Notices shall be sent out no later than 10 calendar days prior to the meeting in question.

All people listed on the Organizational List with a valid functioning email shall be sent meeting notices. Individuals who were on the Organizational List from the previous year’s convention shall also receive meeting notices for the first two meetings of the new convention year.

Meeting notices shall include the following information:

- Date and time(s) of the meeting(s)
- Location(s) of the meeting(s), address and phone number
- Information about (and directions to) a Post Meeting Social Activity, if any
- Information about future meeting dates and locations
- Information about where the message is being distributed and how to be removed from the distribution list

PROCEDURE: The Secretary Team will email the meeting notices unless other arrangements are made with the Chair and Vice-Chair. They shall be sent out electronically using blind copy to anyone with an email address on the Organizational List. If any meeting notice message to a particular address bounces 2 times, if there is a valid phone number given on their enrollment form, the Secretary team shall call the person involved to request a valid e-mail address for future notices.

Notices shall be sent out by U.S. Mail upon request to anyone who does not have an email address.

Notices are also posted to the Norwescon ConCom Google group mailing list, as well as any other message boards where it is determined this message would be of interest. The desire is to show transparency by distributing the message as widely as possible.

ACTION ITEMS

POLICY: The Recording Secretary should take all the Action Items from the last Exec Team and ConCom meetings and send them to the Exec Team as soon as possible after the meeting, but no later than with the corresponding minutes, which are due 5 business days after the meeting.

STAFF LISTINGS

ORGANIZATIONAL LIST

POLICY: The Recording Secretary shall only accept names for the Organizational List from, or with the knowledge of, the Executive Team member under whose department the listing occurs. Committee members must complete a Committee Enrollment Form by the conclusion of the ConCom meeting scheduled closest to but not less than 28 days prior to the start of the current convention. Committee members must include a telephone number and email when completing the form, though they can choose to not make public either the telephone number or email (but not both) on the Organizational List. (These may be “forwarder” or “message” numbers/accounts.) If the person wishes a vote they must also include a valid postal mailing address.

A person shall not be placed on the Organizational List until the Secretary has received a completed Committee Enrollment Form and the contact information provided has been proved reliable. At a minimum, either a phone number or email address should appear on the Organizational List or Committee Directory.

Information to be included on the Organizational List shall include position, name, contact phone number, and contact email address. The list shall also include the general contact phone, email, and address for Norwescon. It shall also include a “current as of” date.

The Secretary shall invite approved committee members to the Norwescon ConCom Google group.

COMMITTEE DIRECTORY

POLICY: The Committee Directory is similar in content to the Organizational List except that it shall also include (where permission to publish is given) the persons’ address. Information to be included on the Committee Directory shall include position, name, mailing address, contact phone number, and contact email address. It shall also include a “current as of” date. An unedited copy of the Committee Directory, which shall include all of the information requested to be withheld on the regular copy, shall be provided to the Elected Officers for emergency-only usage.

Business

ADVISORS

POLICY: Norwescon shall have access to a lawyer and an accountant.

FINANCIAL ARCHIVES

POLICY: The Business Department shall maintain the financial records for Norwescon at their personal residence. The financial records must be protected from the elements. Financial records shall not be stored in the Norwescon storage unit.

MAIL SERVICES

No one from the Business Departments may pick up the mail. It shall be handled and logged by the appointed member of the Secretary Team.

AUTHORIZED SIGNATURES (ON NORWESCON ACCOUNTS)

POLICY: The following have signature authority on Norwescon accounts: Business Manager, Treasurer, Chair, and Vice-Chair. Authorized signers may be added to Norwescon’s financial accounts at the discretion of the Business Manager.

BUDGET

POLICY: A preliminary budget shall be available at the first meeting in September. Any member may request to look at the budget at any time.

The Post-Con Report shall contain a final budget report.

CASH ADVANCE

POLICY: Cash advances have certain legal implications and shall not be made, except on a case-by-case basis. The decision of the Business Manager on this matter is final.

CHECK RETURN

POLICY: All NSF (insufficient funds) and closed account checks may be charged up to the maximum return charge allowed by state law. Legal action may be sought at the discretion of the Exec Team to the extent allowed by applicable law.

CONTRACTS

DEFINITION - The definition of a contract for Norwescon is: Any agreement that commits the convention resources (including, but not limited to, funds, time, equipment and use of the convention's name).

POLICY: The Business Manager must review all contracts and concur with them prior to signing. If the Business Manager rejects the contract and the ConCom member still wishes to use that contract, the ConCom member must do the following:

- First: Try to work it out with the Business Manager and see if an agreement can be reached.
- Second: Bring it to the ConCom Member's Exec Team member, who can then bring it before the Exec Team. The Exec Team can override the Business Manager decision by a 7 of 11 majority vote.

Contracts Rebuttal Procedure: Vendors must submit a complaint in writing within thirty days of the incident to the Norwescon P. O. Box addressed to the Chair.

The Chair shall investigate and respond in writing within thirty days after receipt of the complaint.

DEBIT CARD

POLICY: When using the debit card the Department Head must promptly submit the receipts attached to a completed check request form with the purchase tracking number clearly printed on the form. The debit card shall be returned at the same time, unless previous arrangements were made with the Business Department.

In the event that the vendor does not accept debit cards, please contact the Business Manager for assistance.

All debit cards shall be returned to the Business Department on or before the post-con meeting.

EQUIPMENT/ARCHIVES AT INDIVIDUAL'S HOME

POLICY: The Business Manager shall maintain (and the Exec Team shall review) a list of all Norwescon-owned items. This list shall include the location/address of the equipment and equipment description, including model and serial numbers where applicable.

When Norwescon equipment is not stored in the Norwescon storage unit(s) a list shall be generated that includes the responsible person's name, location/address of the equipment, and equipment description, including model and serial numbers where applicable. Both the individual and the Business Manager shall sign the loan agreement. The Norwescon insurance policy does not extend **coverage** to convention equipment stored at individual residences. ConCom members are expected to treat the convention's equipment as if it were their own equipment during the time the equipment is residing in their personal residence. ConCom members shall provide proper environmental conditions and security provisions. In many cases, personal homeowners/rental insurance shall cover this equipment in the event of a loss.

When Norwescon equipment is rented/loaned to another convention a list of that equipment shall be generated that includes the responsible person's name, location/address of the equipment, and equipment description, including model numbers and serial numbers where applicable. Both the responsible person representing the other convention and the Norwescon Business Manager shall sign a contract concerning the rental/loan of the equipment. The Norwescon insurance policy does not extend coverage to convention equipment rented/loaned to other conventions.

An inventory of the Norwescon archives at individual homes should be generated and updated from time to time. A copy of the inventory should be supplied to the Business Department.

INSURANCE

POLICY: Norwescon shall have insurance.

DISPOSITION OF LEFTOVER BADGE BLANKS & HOLDERS

POLICY: The Head of Registration, or the Membership Services Department Head, shall take all the leftover badge blanks to the PostCon Meeting.

The Historian, or a member of the Public Relations Department, either in person or through a request to their Department Head, may request as many badge blanks as they determine they need to perform the function of their office.

Anyone desiring to acquire one or more sets of badge blanks at, or after, the Post Con Meeting must petition the Exec Team, in writing, with their request. After discussion, approval may be obtained by simple majority vote.

The remaining badge blanks shall be given to the Head of Registration or the Membership Services Department Head for **use at the next convention, for training sessions, or for** disposal. If recycling is possible, that should be the disposal method. If not, then disposal shall be of a kind to ensure that the badge blanks shall not be able to be used for their original purpose.

LINES OF CREDIT (AND ACCOUNTS WITH BUSINESSES)

POLICY: Norwescon currently has accounts open at various vendors (such as Costco and Kinko's). Only an Exec Team member may approve the opening of an account at a vendor and only after consulting with the Business Department (tax I.D. numbers, credit ratings and other information are usually required.) See Contracts.

LOST NORWESCON CHECKS

POLICY: ConCom members may request a replacement check for checks that are lost. After notification to the Business Department that a replacement check is requested, the Business Department shall wait approximately 30 days prior to issuing a replacement check. This shall be handled on a case-by-case basis.

MUSIC

POLICY: Norwescon pays ASCAP, BMI, and SESAC for use of music during the Convention. (Dances, Masquerade, etc.)

VALID FORMS OF PAYMENT TO NORWESCON

POLICY: Valid forms of payment are cash (in U.S. Funds), checks (prior to the convention), money orders, MasterCard and Visa.

Checks are not accepted as a form of payment at the convention. A check returned for NSF (insufficient funds) or closed account may be charged a fee up to the legal limit.

PHOTOCOPIES/PRINTING

POLICY: Norwescon maintains an account with Kinko's for copy needs. Kinko's charge cards are available through the Business Department. Each department Exec Team member shall collect requests for Kinko's cards for ConCom members who need to make copies for Norwescon business during the year. These requests shall be forwarded to the Business Department. When copies are made and charged to the Kinko's account, the department that the copies are made for and the reason code must be noted on the Kinko's charge slip. The customer copy of the charge slip should be submitted to the Business Department. (If more than one department is on the copy charge, itemize it.) Items that are charged to the Kinko's account need not be documented on a Check Request Form.

PREPAYMENT

POLICY: If a check is needed for a vendor at the convention, please fill out a Check Request Form and give it to the Business Department by the February meeting.

REIMBURSEMENTS, CHECK REQUESTS

POLICY: All reimbursements for an expense acquired on behalf of Norwescon shall be made via the Check Request that must include the following:

Budget Line Number or Title
Receipt of Expenditure

A variance can be made by submitting a perjury statement which shall include the following:

Name of person making the statement
Itemized list of expenditures including:
Dates of purchase
Retailers' Name, Address, and Phone Number
Amount of expenditure including tax
Approval by signature of appropriate Executive Team Member

There shall be no exceptions.

REIMBURSEMENTS, DEADLINE

POLICY: If no request for a reimbursement is received by the Norwescon financial books closing date, no reimbursement shall be given. Any exceptions shall be at the discretion of the Business Manager.

STAFF RATES

The staff rate is available to people listed on the organizational list and to other people who are designated as staff by the exec team member in charge of their department. The Registration and Business Departments shall verify the eligibility of persons who request the staff rate.

CAPPING POLICY

POLICY: Prior to the convention the Exec Team may set a maximum attendance level for the current convention (the "cap"). During the convention it may become necessary to evaluate the cap set by the Exec Team, to be able to raise or lower the cap based on such things as membership registration, availability of membership supplies, convention/hotel resources, or other events occurring during the convention.

The Membership Services Department (Registration), the Business Manager and Convention Services Director, with oversight by the Chair and/or Vice-Chair, shall meet to assess set levels previously agreed to. If there is time, this decision may be handled at the regularly scheduled nightly meeting, but if this isn't possible it may occur as necessary. Various needs such as the safety and enjoyment of the attendees, the available resources of the Convention and Hotel, and the conventions economic considerations must be balanced.

The final decision for modifying the attendance cap shall fall to the Business Manager and Convention Services Director who must concur on the decision.

If a deadlock occurs, the Chair shall act as mediator and, if necessary, make the final decision.

ANNUAL STORAGE UNIT INVENTORY

POLICY: Each year the Business Department and Convention Services Department shall update the inventory of the storage units.

Membership Services

ART SHOW

DEFINITIONS

Original Art is any piece designed and created exclusively by the artist.

Fine Art or Hand-Colored Print is a piece created using a method by which the artist has made the plate(s) or screen(s) and pulled the prints primarily by hand. Some examples: woodcut, block prints, etching, dry point, engraving, serigraphs (silk-screening) and lithographs (not to be confused with litho-prints).

Giclée fine art high resolution inkjet prints. The word giclée has come to be associated with a number of types of inkjet printing including processes that use fade-resistant, archival inks, and archival substrates primarily produced on Epson, HP and other large-format printers.

Mechanical reproductions (e.g. laser prints, inkjet, etc) can be either limited or open editions.

ART WORK FOR DISPLAY

POLICY: We accept original art, fine art prints, hand-colored prints and Giclée prints (see definitions above) for display.

Limited Edition Prints of 1000 or less are allowed, but only one copy may be displayed for sale, and it must be numbered and identified as a print.

Computer art and Photographs may be entered if they are limited editions of 1000 or less and multiple copies of the same image may not be displayed.

All entries must be of a science fiction, fantasy or of fannish interest.

All art must be display-ready and clearly labeled with its title and the artist's name.

Flat art should be matted and or framed with a suitable hanging device attached. The art show is not responsible for damage caused to art by inappropriate hanging devices.

Pieces may be submitted as Bid, Bid and Direct Sale, Direct Sale only or NFS (Not For Sale).

DISPLAY SPACE**Definitions**

Panels are 4' x 6', available hanging space for art is 4' x 4 ½'.

Table spaces are 2 ½' x 3'.

Floor Space is 2 ½' x 3'.

POLICY: Reservations must be accompanied with full payment.

Reserved panels and table space shall be held no later than 10:00 a.m. Friday of the convention unless prior arrangements have been made with the Art Show management. Failure to contact the convention shall result in forfeit of space fee.

The deadline to cancel space in the art show and receive a refund is the Friday before the convention; no refunds will be issued after this time.

After the artist has been approved the artist must pay for their space by logging into their Norwescon account where they may pay for both their membership and art show fees.

The deadline for the artist payment to be received is one month before the start of Norwescon, if payment is not received the artist's reservation will be canceled. Artists accepted during the last month must pay for their space by the Friday before the convention. Artists accepted during the week of Norwescon must pay for their space at registration before they will be allowed to hang their art.

MAIL – IN ART

POLICY: Mail-in artwork is limited to Non-attending artists.

PROCEDURE: Art may be sent via UPS, Federal Express, or US Mail.

Items must arrive in a reusable container, with appropriate packaging materials, a return address label, a check for the amount for return postage or shipping, and insurance (if requested). Any information regarding return insurance or carrier to be used for return shipping should also be provided.

The Norwescon mailing address for the artwork shall be included in a later mailing if the mail-in line on the artists registration form is checked.

Norwescon assumes no responsibility for artwork during shipping. However, every attempt shall be made to make sure that artwork is properly packed.

Norwescon anticipates having all mail-in art returned within three weeks of the close of the convention.

Due to the additional handling required for mail-in art, there shall be a fee charged.

The Norwescon mailing address for the artwork will be posted on our website and snapshot flyer.

Mail-in art is limited to 25 pieces and 50 print shop entries.

PURCHASING ART

POLICY: Sales will be by written bid, direct sales or voice auction, be aware that any valid written bid disallows direct sale.

All art may be entered NFS (Not For Sale).

Four written bids will put a piece into the auction.

If no higher bid is received at auction, the artwork will be deemed purchased by the last listed bidder on the bid sheet

All artwork (not in the print shop) will have a bid tag issued listing the art control number, artist's name, title of the work, media used, minimum bid/direct sale price.

All artwork in the print shop will have a bid tag issued listing the art control number, artist's name, title of the work, media used and direct sale price.

Art on display may be picked up on Sunday (direct sale items may be taken at time of purchase by one day members) and print shop items are taken at time of sale.

Bidding and direct sale are available on Friday and Saturday of the show. Art may be purchased at direct sale prices only on Sunday.

Multiple copies of prints may be sold through the Print Shop (see below).

Abandoned Art Bids

If a bid is abandoned, the artist will be given the option to either take the piece home or leave it with Norwescon to attempt to complete the sale. We will start with the high bid and work our way down. If after 30 days, we are not able to complete the sale, the piece will be shipped back to the artist. Norwescon will handle the shipping charges; however, Norwescon is not responsible for art after it has been dropped off at the shipping location. The artist check will also be delayed until this has been resolved. The customer will still be charged sales tax, and the art show will take its normal commission. Abandoned art from mail-in artists will be sent back with the rest of their unsold art.

PRINT SHOP

POLICY: Print shop space shall be available for all artists who have reserved panel or table space.

Each artist will be limited to 50 pieces with a maximum of 10 of each item. Any exceptions to this are at the discretion of the art show director.

For each different print placed in the Print Shop, there may be a representation of it on the panel or table space. The display copy must meet the display artwork criteria.

Each copy must have a Print Shop Tag.

All art should be wrapped for protection.

If additional copies for the Print Shop are unable to be matted or shrink-wrapped some sort of sturdy folder with the Artists name and Print titles on it should be provided. The folder should be large enough so that the edges and corners of the prints are not exposed to being dog-eared.

GENERAL RULES

POLICY: The art show will be open to the general public and will be viewed by people of all ages. All entries must be of a science fiction, fantasy or of fannish interest.

The art show management reserves the right to refuse or remove artwork for administrative reasons. As a general rule regarding content we will allow what is considered "tasteful nudes" (light R). NC-17 (such as

genitalia or extreme violence) is not allowed. If you are in doubt about any piece contact the art show director. Their judgment is final on all matters

U.S. Copyright and Trademark laws must be complied with. Copyright characters (other than your own) may be displayed but must be marked NFS (Not For Sale) unless proof of copyright holder's permission is provided. As a general guideline Artists should use the 29% alteration rule of the original source material.

Owners, artists or artists' agents may enter artwork in the art show. Agents will be asked to provide written authorization from the artist(s) they represent.

Norwescon allows previously purchased art to be entered for resale by owner on a limited basis at the discretion of the Art Show Management. The entry rules, panel fees and sales commission are the same as for an original art entry.

All art must be display-ready and clearly labeled with its title and the artist's name. Flat art should be matted and or framed with a suitable hanging device attached. The art show is not responsible for damage caused to art by inappropriate hanging devices.

We recommend that small three-dimensional artwork (such as jewelry) be in a lockable, closed display case. (If you wish to lock the case a key will need to be given to art show for access.) Small items without a case should be securely fastened to a larger display board or device. Norwescon is not responsible for theft or damage of small pieces displayed without these precautions. Display cases cannot exceed the size of the space you have rented.

Once a piece of art is entered in the show, it may not be withdrawn nor may the conditions of the sale be altered except by permission of the art show management.

Early checkout must be arranged with the Art Show Director.

Sales tax will be charged on sales as required by law.

In the event that an artist makes more than the current IRS reporting threshold required by law, Norwescon reserves the right to withhold their check until appropriate information is received, as required by the IRS.

Non convention members will be allowed direct sale and print shop purchases only.

Any artwork left after the close of artist pickup time (without previous arrangements) will be considered abandoned and become the property of Norwescon.

Norwescon does not provide insurance coverage for art entered in the show. Artists should ensure that their own insurance will cover art while it is at the show.

The Art Show accepts US cash, traveler's checks and credit cards for the purchase of artwork.

Norwescon will attempt to have all checks issued within six weeks of the close of the convention.

Any exceptions to the policies are at the sole discretion of the art show managers.

PURCHASING ART

POLICY: Sales shall be by written bid, direct sales or voice auction. Any valid written bid disallows direct sales.

All art may be entered NFS (Not for Sale).

Four written bids shall put a piece in the auction.

If no higher bid is received at auction, the artwork shall be deemed purchased by the last listed bidder on the bid sheet.

All artwork, excluding the print shop, shall have a bid sheet issued listing the artist's name, title of the work, media used, minimum bid/direct sale price, artist number, and art control number.

Bidding shall close at the time specified by the Art Show Manager. This time shall be published in information sent to the artists and made publicly available to convention members.

The artwork in the print shop shall not carry bid sheets, but shall be sold at any time during the operating hours of the show at direct sale only.

AWARDS

POLICY: A panel of judges, selected by Norwescon Art Show Manager(s), will determine winners of various awards and/or ribbons.

The winners will also be recognized in the Norwescon Post Con report.

There may also be awards/ribbons presented based on the votes of Norwescon attendees.

Awards may consist of but not limited to:

From panel of judges

- Best in Show
- 1st to 3rd place
- Best Color
- Best Black & White
- Best Mixed Media
- Best 3D
- Best Textile
- Best Jewelry
- GoH Pick

From Peoples choice

Best of Show
Best Science Fiction
Best Humor
Best Fantasy
Best Horror
Best 3D/ Best Jewelry

OTHER ART SHOW NOTES

POLICY: The Art Show accepts US cash and credit cards for the purchase of artwork.

Norwescon shall attempt to have all checks issued within six weeks of the close of the convention.

ACCEPTANCE CRITERIA FOR SHOWING IN THE ART SHOW

POLICY: Artists are accepted on a first come, first serve basis, however, art must comply with our genre rules, and we do reserve the right to reject an artist's application.

The Norwescon Art Show uses a juried acceptance procedure for artists new to the show or who have not shown with us in the last 5 years. Norwescon reserves the right to waive the Jury process for invited artists and recognized industry professionals.

Artists may submit images for consideration by sending a URL to images on the artist's website or by submitting 5 representative images as JPEG files to artshow@norwescon.org along with a short bio to tell us a little something about yourself.

The Norwescon art shows mission is to support the artistic community and the jury process is not meant to be exclusionary, but to help bring in the best artists in the various categories and age groups in order to improve the art show experience for both our artists and attending membership.

Art Show Fees:

Norwescon charges a flat fee per panel and table space.

Norwescon collects a commission on all sales in the art show.

There are additional fees for mail-in art and use of the print shop.

Please see website and snapshot flyer for current fees and sales commission information

Art show cancelations and payment:

The deadline for artist payment to be received is one month before the start of Norwescon, if payment is not received the artist's reservation will be canceled. Artists accepted during the last month must pay for their space by the Friday before the convention. Artists accepted during the week of Norwescon must pay for their space at registration before they will be allowed to hang their art.

Payment is accepted via the artists login at the Norwescon web site.

Cancelations - The deadline to cancel space in the art show and receive a refund is the Friday before the convention; no refunds will be issued after this time.

CLUB AND CORPORATE TABLES

POLICY: Norwescon offers free table space to science, science fiction, fantasy, writing, and fan organizations that are owned and operated by fans whose activities are of direct interest to the fannish community. These tables, known as "Club Tables," are located in the hotel convention lobby and at other designated areas throughout the hotel.

POLICY: A limited amount of table space is made available to companies wishing to promote products that are of interest to the fannish community. These tables, known as "Corporate Tables," are a subset of the tables available for clubs.

PROCEDURE: Tables should be requested at least 4 weeks before the convention and shall be assigned by a designated "Club/Corporate Table Liaison" before the convention.

Because the convention contracts with the hotel for the use of all public areas, tables must be requested through the convention. Clubs, organizations, and businesses may not use these tables or any other space in the public areas of the hotel without first receiving permission from the Club or Corporate Table Liaison, or the Hotel Liaison.

There is a limited amount of tables and each organization is limited to a half table (more space may be allocated if space is available).

Club Table Liaison assigns tables but groups may request to be placed in a specific area.

The Club or Corporate Table Liaison, with guidance of the Exec Team, must first approve any item that cannot sit on the tabletop or within the limits of the table space. Any items restricted by other policies or rules of the convention are similarly restricted.

The group or company that the table is assigned to may not sublet, sell, or assign the table space. Sharing of table space is permitted (and encouraged) with permission from the Club or Corporate Table Liaison.

Persons tending Club Table space must have a valid and current Norwescon membership badge prominently worn.

Persons tending Corporate Tables must have a valid convention membership badge prominently worn, and are requested to obtain their convention membership in product trade: One such membership shall be requested per half table, and shall be granted in compensation for donation of company's original product. Such memberships are considered to be free of charge, but the company must donate product whose fair-market-value is equal to or greater than the at-the-door membership rate. All product donated shall be used as awards for volunteers.

No goods, services, or products may be sold at a Club or Corporate Table, although promotional merchandise may be given away. Exception is made for the sale of memberships to clubs and conventions, fanzines published by the organization, and merchandise bearing the organizations logo to raise funds for said group.

No goods, services, or products may be sold at a Club or Corporate Table, nor may a Corporate Table take orders for delivery at a later time, although promotional merchandise may be given away.

The Chair can request Club Tables for groups or organizations who shall add to the convention or membership experience. If the request comes after the normal deadline, the Club Table Liaison shall try their best to find space for these tables.

The Club Table Liaison has authority to refuse any group, implementing this policy with the guidance of the Exec Team.

Violators of these rules shall lose the table for that year and may be refused a table in following years.

DEALERS' ROOM (VENDING POLICY)

POLICY: Vendors apply for space in the Dealers' Room. They may have one or two tables. Additional tables may be granted if there is trouble filling the Dealers' Room.

A membership is included with each table.

If a vendor is not selected for the Dealers' Room, they may request to be put on a waiting list.

The subletting of tables is prohibited.

Unauthorized use of copyrighted and/or licensed material is prohibited.

Anyone needing electricity should bring their own extension cord. Vendors need to run extension cords and secure it with gaffers tape. Vendors should use electrical strips with circuit breakers, avoid using zip-cord extension cords, and avoid using multi-outlets that don't have a circuit breaker (e.g. Cube-tab).

If a display is blocking a security camera, emergency exits, or aisle ways the vendor involved shall be asked to adjust the display.

Vendors should check in at the Dealers' Room for unloading instructions.

It is mandatory that vendors be set up by the scheduled opening time and remain set up until Sunday at closing. Anyone not set up shall forfeit his or her table(s) without prior arrangements.

If for any reason a vendor must cancel their table(s), refunds shall be given until 30 days prior to the convention, provided the dealer's membership is resold. Cancellations shall be filled by category.

A Washington State business license is required. Proof is required prior to the convention.

The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arriving out of injury or damage to Exhibitors displays, equipment and other property brought upon the premises of the (DoubleTree Hotel Seattle Airport) and shall indemnify and hold harmless the (DoubleTree Hotel Seattle Airport), its agents, services, and employees from any and all such losses, damages and claims. (NOTE, ABOVE AND BELOW CLAUSES ALTERED TO REFLECT EXACT WORDING FROM HOTEL CONTRACT. "(DOUBLETREE SEATTLE AIRPORT)" USED IN CONTEXT IN PLACE OF "CONVENTION SITE" AND "EMPLOYEES".)

The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arriving out of injury or damage to Exhibitor's displays, equipment and other property brought upon the premises of the convention site and shall indemnify and hold harmless Norwescon staff, Con Com and volunteers from any and all such losses, damages and claims.

Norwescon does not provide security during the set-up, tear-down and open hours of the Dealers' Room. Norwescon shall provide adequate security for the Dealers' Room after it is closed and empty. Norwescon shall provide crowd control as needed.

Some tables are allowed outside the Dealers' Room, at the discretion of the Exec Team.

The Chair may request that a table(s) be reserved for the business purposes of Norwescon, but the request must be made prior to the normal dealers' deadline. Any requests after the deadline shall be filled if available.

MEMBERSHIP

MEMBERSHIP INCLUDES

POLICY: Membership includes the right to attend the convention and receive a convention badge, program book, pocket program book, PR Alpha (for last year's members), Progress Report (for Pre-Registered Members), and Post-Con Report (for all current members).

TERM OF MEMBERSHIP

POLICY: A paid full weekend membership is valid from when the member checks in until the close of the convention weekend.

A day membership is valid from when the member checks in on that day until the opening of Registration on the following day, or (for Sunday memberships) until the close of the convention weekend. Day memberships may only be purchased after the opening of Registration on the day to which they apply.

CONVENTION BADGE

POLICY: Every member receives a convention badge.

The badge artwork is to be determined by Membership Services Director, Registration Manager and Chair. They shall work with Publications Director in selecting artwork preferably by the artist GOH. As much as possible, the imprinting of names should not interfere with the artwork.

GENERAL RATES

POLICY: The Exec Team shall set appropriate membership rates by the September ConCom meeting. Any additional rates shall be set later as appropriate.

STAFF RATES FOR CONVENTION COMMITTEE MEMBERS

POLICY: All ConCom members who attend and work at Norwescon must have a convention membership while they are on site. Anyone found on site without a membership shall not be able to work or attend the convention until the situation has been rectified.

Convention Committee membership rates (Staff Rates) are defined as the cost of admission for Staff that has been set by the Exec Team during the current year. NWSFS discounts do not apply to the Staff Rates.

The staff rate is available to people listed on the organizational list and to other people who are designated as staff by the Exec Team member in charge of their department. The Registration and Business Departments shall verify the eligibility of persons who request the staff rate.

As a general rule the price for the Staff Rate is only available up to the last meeting prior to the convention. Any exceptions shall be on a case-by-case basis and must be approved by the Chair.

MEMBERS UNDER 18

POLICY: A minor as defined by the State of Washington must have a parent/legal guardian/individual designated by the parent or legal guardian who is on-site when the minor is on-site.

Minors must have a permission slip on file with Registration signed by a parent or legal guardian. In the event that the parent or legal guardian will not be on-site during the convention the parent or guardian must designate a person who will be on-site and is responsible for the minor. This person must be A MEMBER OF THE CONVENTION.

HOTEL EMPLOYEES ATTENDING THE CONVENTION

POLICY: Hotel employees may attend the convention for no charge. They may use their hotel employee badge as a pass. Convention Services or the Hotel Liaison shall provide the hotel's convention services office with a few copies of our program book and pocket program.

MEMBERSHIP CHECK IN

POLICY: Registration logs member's real name, mailing address, and date of birth. If the member is pre-registered, Registration shall verify the information with the member.

Members must show legal photo identification.

Members agree to abide by the rules and guidelines when they register. The text of the rules and guidelines shall be printed in the Publications Membership Guide, and on the website and is defined as follows:

CHILD & TEEN RULES: The Norwescon convention committee welcomes young and future fans. Please refer to the pocket program guide for information about programming for children, tweens and teens. A minor as defined by the State of Washington must have a parent/legal guardian/individual designated by the parent or legal guardian who is on-site when the minor is on-site.

Minors must have a permission slip on file with Registration signed by a parent or legal guardian. In the event that the parent or legal guardian will not be on-site during the convention the parent or guardian must designate a person who will be on-site and is responsible for the minor. This person must be A MEMBER OF THE CONVENTION.

WEAPONS POLICY

1. WE RESERVE THE RIGHT TO INSPECT AND REJECT ANY WEAPON AT ANY TIME.
2. VIOLATION OF THIS POLICY IN PART OR IN WHOLE MAY LEAD TO YOUR REMOVAL FROM THE CONVENTION BY CONVENTION EXECUTIVE STAFF AND FROM THE HOTEL BY HOTEL SECURITY OR LOCAL AUTHORITIES.
3. This policy includes all real and replicated weapons of any type that may be construed as a projectile weapon or any extension of the human hand.
4. Peacebonding will be available next to the Information Table during open registration hours and in the Security Office when the Peacebonding table is closed.
5. Peacebonding is required on all weapons worn/carried on the hotel property including parking areas and indoor spaces. The only type of peacebonding allowed is that provided by the convention. Fashion coordinated substitutes are not sufficient.
 - a. NO unsheathed weapon allowed in ANY public space (unless approved in advance for Masquerade or programming event in which bonding ties will be removed for such an event and replaced immediately afterward).
 - i. All bladed/pointed weapons will be appropriately covered in all public areas and function spaces. This includes but is not limited to: Daggers, Swords, Pikes, Axes, and Polearms, be they made of steel, plastic or any other hard material.
 - ii. Polearms, Spears, Staves and other such weapons shall be kept upright at all times and have weapon heads sheathed and bonded. The ends of said weapons must never project more than 12" from the bearer's body.
 - b. Some weapons are not allowed at all: Tazers and batons, real guns, pepper spray, crossbows, slingshots, pellet guns, water pistols, blowguns, catapults, or any type of functioning projectile weapon.

SPECIAL CONSIDERATION FOR THE FOLLOWING:

- i. "Airsoft-style" or "Nerf-style" weapons:
 1. At NO time is ammo allowed, on person, in weapon or in magazine.
 2. Empty magazines are NOT allowed in the weapon, but allowed on the belt or in a pouch for costume purposes (again NO ammo allowed).
- ii. Bows (again, crossbows are NOT allowed):

1. Arrows must be proven to be secured in such a manner as to be unable to be removed from their container and be secured by Peacebonding the same as all other weapons.
- c. Any obvious appearing toy “side arms” such as Disruptors, Phasers, Laser Tag pistols/rifles, laser pointers, or any other item that can project/ emit light or sound shall be peacebonded and remain in an appropriate holster at all times or held in an appropriate manner. Exemptions must be authorized by qualified Security personnel.
6. Special consideration will be granted by the Convention Services Executive or a select designee by said Executive to Merchants or Dealers who display or show for the purpose of sale. Any weapons removed from Dealers Room will fall under above guidelines.
7. No weapons are allowed in the Lounges and Restaurants open to the public.
8. This policy complies with hotel policy and local, state, and federal laws.
9. THERE WILL BE NO APPEAL TO ANY VIOLATION OF THESE RULES.
10. This policy supersedes all previous versions.

PARTIES: Guest rooms in Wing 5b and suites will be available for social events. A “social event” is a reception or open house type event held in a guest room in Wing 5b or a hotel suite. Food and beverages may be served in compliance with hotel, state and local regulations. Maximum occupancy guidelines will be enforced. Service of alcohol must be in accordance with Washington State Liquor Control Board provisions. A special occasion license or banquet permit must be obtained and posted in the suite. Events that do not qualify for a special license or permit must not serve alcohol. Alcohol service times must be in accordance with state regulations. Social Event guidelines will be posted on the Norwescon web site by October prior to the convention.

SMOKING: Washington State law states that smoking is prohibited within a presumptively reasonable minimum distance of twenty-five feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited so as to ensure that tobacco smoke does not enter the area through entrances, exits, open windows, or other means. Smoking areas at the hotel are clearly marked.

ANIMALS: Service animals only are allowed in Norwescon function space. Contact the hotel for their rules about animals in the guest rooms and public hotel areas.

FLYERS: Flyers may be posted only on the paper or cloth covered kiosks that we have provided. Check at the Information Table for locations. Do not attach anything to walls, windows, or doors. The hotel and/or the convention will remove any flyers found in unauthorized places.

TRANSFER OF MEMBERSHIP

POLICY: A paid full weekend membership to Norwescon is transferable. It may be transferred to the following year, or it may be transferred to someone else.

A member may transfer their membership to another person by submitting a written request, specifying the name and address of both parties and signed by both parties. There shall be a downloadable form for requesting a transfer of membership on the website.

If the new member is a minor, the transfer must be accompanied by the same minor permission slip used for new memberships. This form shall also be available on the website.

A member may transfer their membership to the following year by submitting a written, signed request to Norwescon, no later than 30 days following the convention for which the membership was issued. There shall be a downloadable form for requesting a rollover of membership to the next convention on the website.

If a membership goes unused the year it is issued, and a transfer is not issued during the following year, it is forfeit.

REFUND OF MEMBERSHIP

POLICY: As a general rule, memberships at Norwescon are not refundable. However, exceptions are granted on a case-by-case basis. Approval is by the Membership Services Director or Chair and one other Executive Team member in coordination with the Head of Registration.

If a convention badge was issued, it must be returned before a refund shall be considered.

Refunds will be issued in the same manner the payment was received, and may take 6 to 8 weeks after the convention.

PERMANENT MEMBERSHIP NUMBERS

POLICY: Only Lifetime Members may receive a permanent badge number.

REPLACEMENT BADGE POLICY

POLICY: There shall be a replacement fee for lost badges.

If a member loses their badge, they shall be encouraged to search everywhere before a new one is issued.

To allow members to search throughout convention space, the Head of Registration may issue a two hour temporary pass.

If a replacement badge is purchased, and the member locates the original badge, a refund for the replacement fee can be issued. The member needs to bring both badges and the receipt for the replacement to the Registration Department Head. The timing and form of the refund shall be in accordance with the Refund of Membership policy.

MEMBERSHIP UPGRADE (AT THE CON)

POLICY: A partial membership (such as one-day, or press passes) may be upgraded to a full membership. The member pays the difference and surrenders the original badge for replacement.

No SHOWS

POLICY: Members who are a “no show” may request to have their convention badge, program book, and pocket program mailed to them (if there are any “goodies” left, they may be included at the discretion of the Registration Department Head), or they may request to roll their membership over to the following year, in accordance with the Transfer of Membership Policy.

CAPPING POLICY

POLICY: Prior to the convention the Exec Team may set a maximum attendance level for the current convention (the “cap”). During the convention it may become necessary to evaluate the cap set by the Exec Team, to be able to raise or lower the cap based on such things as membership registration, availability of membership supplies, convention/hotel resources, or other events occurring during the convention.

The Membership Services Department (Registration), the Business Manager and Convention Services Director, with oversight by the Chair and/or Vice-Chair, shall meet to assess set levels previously agreed to. If there is time, this decision may be handled at the regularly scheduled nightly meeting, but if this isn’t possible it may occur as necessary. Various needs such as the safety and enjoyment of the attendees, the available resources of the Convention and Hotel, and the conventions economic considerations must be balanced.

The final decision for modifying the attendance cap shall fall to the Business Manager and Convention Services Director who must concur on the decision.

If a deadlock occurs, the Chair shall act as mediator and, if necessary, make the final decision.

SELLING MEMBERSHIPS AT OTHER CONVENTIONS

POLICY: Any Exec Team member or Registration Team Lead may take memberships.

Anyone appointed by the Chair, Vice-Chair, Business Manager, or Membership Services Director is approved to take memberships.

The preferred method of payment for memberships, when taken at other conventions, is by check. This is for the protection of both the member and Norwescon. If a check is not possible, cash may be accepted. When a cash transaction is taken a receipt shall be produced that shall contain the printed name and signature of the Norwescon official taking the membership(s) and the name(s) of the person(s) receiving the membership(s). The member(s) shall receive the original copy while Norwescon shall keep the carbon copy of the receipt.

Within three (3) days after the convention where the membership(s) is taken, the Norwescon official taking the membership(s) must send an e-mail to the Business Director and Membership Services Director informing them of the type and number of memberships taken at the convention.

As soon after the event as possible, the person taking the membership(s) must submit the membership(s) and funds to the Business Manager. In many cases, this shall occur at the next Norwescon meeting. Under no circumstances are the funds or membership(s) to be mailed.

Publications

MISSION STATEMENT

The purpose of all Norwescon publications is to inform the membership/potential membership of events and activities taking place at the upcoming or past Norwescon and in the fannish community as well as to manage the flow of information from Norwescon to the public. Anything that does not comply with this stated purpose may be omitted or included at the discretion of the Publications Director.

PUBLICATIONS SHOULD BE TREATED AS A 13+ MONTH RESPONSIBILITY BEGINNING IN JULY AND TERMINATING AT THE END OF AUGUST THE FOLLOWING YEAR. IN THE EVENT OF A CHANGE IN DIRECTORSHIP FOLLOWING THE ELECTIONS, THE INCOMING DIRECTOR SHALL HAVE THE OPTION OF UTILIZING THE MATERIALS CREATED BY THE PREVIOUS PUBLICATIONS DEPARTMENT OR USING DIFFERENT MATERIALS. UNTIL INFORMED OF A CHANGE IN PUBLICATIONS DIRECTOR BY THE INCOMING CHAIR/VICE-CHAIR THE DIRECTOR SHALL CONTINUE TO PERFORM THE ONGOING PROMOTIONAL ACTIVITIES. TO FACILITATE ANY NECESSARY TRANSITION AND CONTINUITY OF EFFORT T THE PUBLICATIONS DIRECTOR (OR HIS/HER DESIGNEE) SHALL MAINTAIN A LIST OF THE LOG IN AND PASSWORD INFORMATION FOR THE WEBSITE, E-NEWSLETTER, SOCIAL MEDIA SITES, ETC. THIS LIST WILL BE PROVIDED TO THE CHAIR AND VICE-CHAIR AS SOON AS POSSIBLE AFTER THE ELECTION. INFORMATION NETWORK

POLICY: The Publications department will develop and manage an Information Network both electronic and non-electronic.

PROCEDURE: The department will assign individuals to monitor and distribute information in the following ways: 1) create and maintain a website (see also Website, General) which is active and informative and also includes message boards or a comparable method by which member and potential member interaction is encouraged and monitored; 2) maintain and monitor online community accounts such as Twitter, Facebook, etc. while regularly posting updates for the community's members and responding to inquiries and comments in a timely fashion; 3) distribute announcements via online groups such as the Norwescon ConCom Google Group; 4) distribute a monthly electronic newsletter containing informative articles and features as well as links to information and resources on the website; 5) monitor fandom groups (including Norwescon General Google Group) communities and organizations which have potential to provide valuable feedback about Norwescon, positive or negative, in order to be aware of Norwescon's public image and address concerns as they arise. 6) Maintain a list of log in and password information for the Website and Social Media sites to be included in the Publications Director's master login in and password list.

CONVENTION T-SHIRTS

POLICY: Norwescon may allow an independent contractor / vendor to use Norwescon's name and may act as an intermediary between the vendor and the Artist GoH concerning T-shirt art.

Norwescon ConCom may make suggestions for the image and the ConCom approves the final design.

BUSINESS CARDS

ConCom members may need to have business cards to conduct business with various organizations.

POLICY: Since a business card is an official document from the convention, the Chair shall authorize the creation and use of Norwescon business cards on a case-by-case basis. Norwescon business cards shall all have a uniform look and feel.

DEADLINES

POLICY: Each year deadlines shall be set by the Publications Department for the current year's publications and made available to the ConCom at least 20 weeks in advance of the convention date.

Deadlines may be changed at the discretion of the Publications Director.

Any changes to deadlines must be communicated to the ConCom at the next meeting after the change has been made.

EDITING

POLICY: It is the job of the Editor to review articles for spelling, punctuation, grammar, and content.

Any editorial changes, with the exception of punctuation and spelling, shall be communicated to the author of the article. Said changes must be agreed upon between the two parties. If an impasse occurs the Chair and/or Vice-Chair shall resolve the issue. In the event that an item is submitted to Publications after the published due date for said item, the Publications Director may elect to publish it without editorial change/review at his/her discretion.

PROMOTIONAL MATERIALS

POLICY: Promotional materials printed shall contain the month and year printed.

PHOTOGRAPHERS AND PHOTOGRAPHS

POLICY: Norwescon shall have an official Photography department as part of the Publications department. Photographs may be included in the printed material of the convention at the discretion of the Publications Director and should be limited to images which promote the convention.

Procedure: Photographers representing the convention as a photographer are staff members. They should do so in a courteous manner. They must also wear identifying badge to indicate their official status.

Photographers representing the convention are granted non-exclusive right for publication of all photos taken per procedure manual.

Public areas are defined as any area which a non convention member can freely enter. Public convention areas are defined as any area (including panels) that is accessible by the members.

Attendees of the convention are considered to have given permission to have their photos taken in large group settings (especially if they are in costume or performing in convention or public areas). This clause shall be included in the rules and guidelines that are published in the Guide to Members. Photographers must comply with any posted or announced restrictions about photographing guests, members or performers.

Photography Guidelines:

1. Please be respectful; make sure your subject knows that you are taking their picture and does not mind having their picture taken.
2. Keep hallways clear.
3. No photography in the Art Show.
4. No photography during Friday's Fannish Fetish Fashion Show.
5. No flash photography during Saturday's Masquerade.
6. Let staff direct the post-Masquerade photo area.

WEBSITE, GENERAL

POLICY: Norwescon shall have a website. The website shall have the latest information possible about the upcoming convention. If current year information is not available an initial page template will be used. The Publications Director is responsible for creating/maintaining initial page templates for use during the transition period of a convention year.

PROCEDURE: The website shall include: Rules for attending the convention, membership form that can be printed out, minor permission slip, forms for membership transfers and rollovers, information on how to reserve a room at the hotel and how to get there, an application to reserve a table in the Dealers' Room that can be printed out, meeting dates and locations, a listing of e-mail addresses to contact various departments, a link to sign up for the general Norwescon Google Group mailing list, and general announcements. At times, there shall be additions to the website such as a ride/room sharing board, and any pages relating to the dissemination of official Norwescon information shall be created by the Webmaster using input from ConCom members. During the transition/turnover months the Webmaster shall continue to maintain the Norwescon Website. The Website will transition from year to year on May 1st. The transition website shall include the following pages: about, contacts, membership, volunteer, hotel. On June 1st of each year the current year's Website (including Artist GoH artwork) shall be launched. In the event that the artist GoH information is not available on June 1st the Publications

Director shall, in conjunction with the Programming Director and Chair/Vice-Chair, determine a theme for the convention Website.

WEBSITE LINKS

POLICY: Norwescon shall link to web pages of Guests of Honor, when information is provided.

Norwescon may link to web pages of attending panelists, merchants who have been accepted to the Dealers' Room, and Art Show artists, when information is provided.

If any Norwescon trademarks or copyrighted material are referenced on the site, Norwescon shall request the site properly attribute ownership to Norwescon.

Norwescon reserves the right to ask for the link to be removed if Norwescon deems the site or usage of trademarked or copyrighted material to be inappropriate for any reason.

WEBSITE, RIDE AND ROOM SHARE

PROCEDURE: Norwescon, at its discretion, shall provide a Ride and Room Sharing site on its website. This site is only for the individual use of fans looking to share rides or room space at the convention. No Norwescon ConCom, staff, volunteers, or employees shall facilitate in matching or finding individual rides or roommates. If Norwescon ConCom, staff, volunteers, or employees use this service, it is as private individuals and not as agents of Norwescon. Norwescon shall be held harmless in the event that a problem of any kind occurs as a result of using this service.

GUIDE TO MEMBERS

POLICY: Norwescon shall publish rules and guidelines for participation at the current year's convention to present expectations for behavior at the convention, along with general convention services. This information may be part of the pocket program, part of the program book, or a separate publication.

PROCEDURE: Rules and policies included shall be some or all of the following: Animals, badge replacement, curfew, flier posting, returned checks, parties, and weapons.

A history of the convention shall be included.

An explanation of membership shall be included.

General convention overview information included shall be some or all of the following: Artists Alley, Art Show, Charitable Events, and Masquerade.

Information about available convention services included shall be some or all of the following: cloak room, offices, daily `zine, library, information table, peace bonding, lost & found, young & future fans, volunteers, voodoo message board, and photos.

Attendees of the convention are considered to have given permission to have their photos taken in large group settings (especially if they are in costume or performing in convention or public areas). This clause shall be included in the rules and guidelines that are published in the Guide to Members and also be posted at Registration. Photographers must comply with any posted or announced restrictions about photographing guests, members or performers.

Information about the hotel shall be included.

A publication date and version shall be included.

Rules and guidelines shall also be available to members on the web site from the membership page, and are as noted in the Membership Services section. The following sections shall be included:

CHILD & TEEN RULES

WEAPONS POLICYPARTIES

SMOKING

ANIMALS

FLYERS

POCKET PROGRAM

POLICY: The Pocket Program shall contain basic information about the current year's convention. The primary purpose of the Pocket Program is to provide information; hence it should be organized in such a way as to make it easy for the layperson to find items (e.g. the font has to be big enough to read, etc.).

Convention Events and Panels shall be listed in brief.

A Programming Grid shall be included.

General hours of operation of various convention functions shall be included.

The Artist GoH shall be given the option of supplying the cover art.

A map of the convention space shall be included.

Advertising shall not be included in the Pocket Program.

PROGRAM BOOK

POLICY: The Program Book shall contain comprehensive information about the current year's convention. The primary purpose of the program book is to provide information, hence it should be

organized in such a way to make it easy for the layperson to find items (e.g. you need a table of contents, etc.).

Convention Events and Panels shall be listed in detail, including the names of participants and moderators. The listing can be included in the program book or in a supplemental publication such as the Pocket Program.

A biography of the GoHs shall be included.

General panel participants shall have bios included in the Program Book, assuming that they meet the submission deadline.

The Artist GoH is to be supported in his/her work by the inclusion of at least 4 pages of items of his/her choice. These pieces shall be placed in a “gallery” format.

The current year’s ConCom shall be listed by name and position, a picture of the ConCom should be included.

An “In Memoriam” section shall be included.

A list of the current year’s pre-registered members shall be included.

A list of participating dealers may be included.

A list of presenting Artists in the Art Show may be included.

Advertising shall be permitted at the discretion of the Publications Director and should not exceed 10% of the total page count.

A “thank you” article shall be included to highlight special contributions of members and friends made to the current year’s convention.

ADVERTISING SPACE

See Advertising Space – NWSFS/SFN section

POST CON REPORT

POLICY: The Post Con Report shall contain information about the past year’s convention. The primary purpose of the Post Con Report is to provide information and sustain interest in future attendance of the convention.

PROCEDURE: The Post Con Report will be published by the Publications Director for the convention year of the report. In the event of the Director’s unavailability the Chair and/or Vice-Chair shall make arrangements for the publication of this item. The PostCon report is included in the budget of the subsequent convention year.

CONTENT: Each member of the Exec Team shall be given the opportunity to submit an article. The deadline for this submission shall be included in the master list of deadlines provided to the committee. Articles received after the submission deadline may be included at the discretion of the Publications Director.

Information about current year's GoHs shall be included.

A timeline for membership purchase shall be included.

Advertising shall be permitted at the discretion of the Publications Director and should not exceed 20% of the total page count.

The Post-Con Report shall contain a final budget report.

PRESS PASS

POLICY: Norwescon may provide approved members of the press with a special membership pass.

PROCEDURE: Press shall be admitted at no charge for up to one day at the discretion of the Public Relations Department Head. An appropriate Press Pass shall be issued with identification as an editorial employee of a recognized or approved publication.

Freelance reporters are required to provide a letter from an editor of such a publication indicating they are on assignment to be eligible for a Press Pass. Freelance writers, who are not on a specific assignment, must purchase a membership.

Fan Press for amateur publications and fannish news websites may be given a one-day membership at the discretion of the Publications Department Head. Arrangements must be made in advance of the convention to allow verification of publication and credentials.

The press shall be given a press packet, press badge and may request an escort from the Publications Department if one is available. Certain press may be required to have an escort during their stay at Norwescon. The Publications Department shall decide this on a case-by-case basis.

Convention Services

CONVENTION SERVICES DIRECTOR'S RESPONSIBILITIES

The Convention Services director must consider him/herself on 24-hour duty. The Convention Services Director is strongly advised against the use of any substances that would cause intoxication and should use discretion if doing so. The Convention Services Director should not appear publicly intoxicated at any time. If they do so they may be removed from duty at the discretion of the Chair. In the case that the Convention Services Director is unable to perform their duties, the Convention Services Assistant (the second), or another department member appointed by the Convention Services Director, shall assume all responsibilities as outlined in the policy, with the approval of the Chair.

Norwescon on-site operational activities fall to the responsibility of the Convention Services Director, who acts as the operations head of the convention and represents the stage manager in the theater model.

The Convention Services Director shall have nightly meetings (aka: “midnight meetings”) with key staff during the convention. These meetings are to report on the activities of their departments and keep the Convention Services Director informed. Who is invited to these meetings is at the discretion of the Convention Services Director. The Chair, Programming Director, and Vice-Chair shall be invited but may decline as they see fit. Times for these meetings may vary but should occur later in the evening. If a nightly meeting is not or cannot be called due to circumstances it must be with the agreement of the Chair. Any other convention meetings are at the discretion of the Convention Services Director, with the agreement of the Chair.

The Convention Services Director is responsible for the daily meeting with the Hotel. The purpose of these meetings is to go over the daily charges to the hotel, sign off on charges, and to discuss any issues as necessary. The Vice-Chair should also meet with the hotel during these meetings. The Convention Services Director may appoint a proxy in their place but one of these persons must be able to sign the contract (see “Structure during the Convention”) and have been pre-designated to do so with the hotel. It is suggested that the Business Manager or Chair be an alternate. If the Convention Services Director is not present, any issues arising from these meetings must be reported to them as soon as possible. The Convention Services Director shall inform the Chair and/or Programming Director of issues that may arise. Contact with the Hotel may not be limited to just this meeting and is at the discretion of the Convention Services Director.

The Convention Services Director cannot make changes to the programming track without the express approval of the Programming Director and/or the Chair. If there is a disagreement, the Chair shall act as mediator and may make the final decision.

Any issues pertaining to invited guests of Norwescon must be discussed with the Programming Director. No invited guest of Norwescon may be removed from the convention without the express approval of the Chair.

The Convention Services Director may revoke a member or attendee’s membership at his or her discretion for violation of Norwescon **policy** or upon the advice or direction from the Hotel or law enforcement personnel. The Convention Services Director must submit a written report to the Chairman, **within 24 hours of the incident**. In cases of refund eligibility the Member Services Director must also be informed.

This **policy** is not intended to conflict with or otherwise change, update, and/or revoke the ability of the Chairman to remove and/or revoke a member or attendee’s membership.

There shall be circumstances where immediate action must be taken in the removal of an invited guest or member/attendee when advice or direction comes from the Hotel or Police. In such cases, the Convention Services Director must act accordingly and the Chair must be informed as soon as possible. This is the only exception to the removal of guests or attendees.

ANNUAL STORAGE UNIT INVENTORY

POLICY: Each year the Business Department and Convention Services Department shall update the inventory of the storage units.

ONIONS AND ROSES PANEL AT THE CONVENTION

POLICY: On the last day of the convention, a panel shall be held for the purpose of hearing comments from the convention membership.

PROCEDURE: The session/panel shall be planned and run by the Convention Services Director and/or Chair. The panel participants shall consist of the Chair, Programming Director, Convention Services Director, Hotel Liaison, and two scribes. A representative of the hotel shall be invited to participate as well. The Exec Team members are encouraged to attend.

It is the responsibility of the Exec Team to review the notes of the Onions and Roses panels and present them to the ConCom.

BIG BLOCK MEETING

POLICY: The Big Block Meeting is held in at least 5 months prior to the start of each Norwescon. The purpose of the meeting is to assign static rooms and establish times for transitions between complicated room sets. The attendees must include the Convention Services Director (as host), Programming Director, Special Events Director and Membership Services Director. If a room change is proposed that shall affect a department (such as Personnel for Volunteers Room, or Membership Services for the Dealers' Room), the Exec Team member of that department must be consulted prior to making the change(s). The Convention Services Director shall ensure that other Exec Team members are contacted and agree with the change(s). If such a change is known ahead of the meeting, the affected Exec Team member shall be given the option to attend the Big Block Meeting.

EVENT SUMMARY MEETING

POLICY: The event summary meeting (Big Bad Book Meeting) is designed to coordinate the events and panels including the technical needs of the convention.

The meeting is chaired by the Convention Services Director.

The meeting date is typically 6-8 weeks from the convention. This is coordinated with Programming, Special Events and Publications.

One binder of the event summary sheets shall be provided to the hotel. Other binders shall be distributed as needed.

EMERGENCIES

POLICY: If an emergency occurs at the hotel during Norwescon, the Site Services Department shall interface with the hotel and emergency personnel and give assistance as requested.

When informed of an emergency, Site Services shall immediately contact the Convention Services Director or the Directors designee in the Directors absence, and request the Director attend to the emergency.

In an emergency, the Convention Services Director shall coordinate with emergency personnel.

In an emergency, ConCom staff shall not be expected to endanger themselves in dealing with said emergency.

The Chair shall be informed of the outcome of all emergencies as soon as conveniently possible.

GIFT BASKETS

POLICY: Norwescon's Convention Services Department may give gift baskets (flower arrangements, candy, etc) to various hotel departments at the beginning of the convention and candy refills during the convention. Hotel departments may include: Engineering, Operators, Housemen, Banquets, Front Desk, Housekeeping, Sales/Convention Services, and General Manager.

ROOM PARTIES

POLICY: Open parties must be registered at the Convention Office. Any open party that is not registered shall be subject to closure.

A host or hostess, who shall remain sober, must be listed for the party at the Convention Office, and must remain at the party. That person is responsible for the party and any incidents that occur there. If the party is serving alcohol, the host or hostess must be 21 or older.

Parties are restricted to the party areas. No alcohol may leave these areas.

If serving alcohol, the hosts and hostesses are responsible to check ID. Alcohol must be monitored. Persons under 21 may not have access to alcohol.

Noise must abate at 1 a.m. After that point, the host/hostess of the party must be sure the noise level stays within their rooms. Parties that do not reduce the noise level are subject to closure. The Site Services Department must be aware of the current hotel policies regarding parties.

SITE SERVICES

POLICY: Prior to volunteering for one of these positions, volunteers must have taken either the extended training prior to the con or the abbreviated training at the con.

CLOAK ROOM AND LOST & FOUND

POLICY: Norwescon shall operate a Lost and Found department.

PROCEDURE: The Lost & Found is located in 7108, Convention Security. If you lose something during the convention, be sure to check both with the convention's Lost & Found, and with the hotel. If it does not turn up right away, check back on Sunday afternoon; sometimes things take a little while to be discovered and filter in.

Unclaimed articles left in the Cloak Room after 4 p.m. on Sunday, will go into the hotel's Lost & Found, or will go home with Norwescon's Lost & Found Manager. Determination of which location items will be placed will depend on their nature; luggage and like items with the hotel's Lost & Found, miscellaneous objects and small items with the Norwescon Lost & Found. Again, be sure to check with both the convention and the hotel's Lost & Found departments for items that you may have misplaced during the convention.

After the convention, inquiries about lost items can be made to info@norwescon.org or 100 Andover Park W, Suite 150, Tukwila, WA 98188. Inquiries should also be made with the hotel. Lost items will be kept until July 1 of the convention year. After that date, any unclaimed items will be auctioned at the Volunteer Picnic, with the proceeds going to the Northwest Science Fiction Society (NWSFS).

Programming

PROGRAMMING DIRECTOR'S RESPONSIBILITIES

The Programming Director must consider him/herself on 24-hour duty. The Programming Director is strongly advised against the use of any substances that would cause intoxication and should use discretion if doing so. The Programming Director should not appear publicly intoxicated at any time. If they do so they may be removed from duty at the discretion of the Chair. In the case that the Programming Director is unable to perform their duties the Assistant Programming Director shall assume all responsibilities as outlined in this policy with the approval of the Chair.

The Programming Director's primary responsibilities are to see to the hospitality of the Guests of Honor and other attending professional guests. In addition, they monitor the programming tracks and the track leaders.

If changes in programming paneling occur, such as time, space usage or panel participants, the Programming Director and/or his designee must inform the Convention Services Director. Though changes to programming during the event are the responsibility of the Programming Director, the Convention Services Director must concur with those changes before they are made. If a deadlock occurs, the Chair shall act as a mediator and, if necessary, make the final decision.

ATTENDING PRO POLICY

POLICY: Norwescon shall sponsor memberships for contributing professionals and participants.

A Pro should have the following attributes:

- Expert in their field
- Engaging and charismatic speaker
- Shows up when they said they would
- Conducts their interaction with the Programming department with as little hassle as possible

Honored Professional: This is for the exceptional pro that is not selected as a GoH. For example, if J.K. Rowling or Frank Frazetta decided to accept an invitation to Norwescon, we would offer them a free membership and one additional free membership.

The name of this category shall not be advertised and shall be used at the discretion of the Programming Director.

Anyone attending as an Honored Professional may be advertised as coming to the convention.

An Honored Professional should be well-known and have made a significant contribution in their field.

A small gift basket, or other special acknowledgement, may be presented. It shall be offered on an individual case-by-case basis.

Attending Pro: Attending Pros receive a free membership for themselves and one additional Guest of Pro membership at a reduced rate. Additionally, they receive a "panelist" ribbon for their badge (or other marker to indicate their status as a panelist), access to the Green Room, and invitations to pro-only events. Their photo and bio may be included in the Program Book, and they may be listed on the Norwescon Website. In return, Pros are asked to be on no less than four hours of panel programming, with the goal of six to eight hours.

Attending Pro and Guest of Pro memberships are extended for a specific convention only, and may not be carried forward to the next year.

Guest of Pro memberships are only valid when the Attending Pro to whom the guest membership was extended attends the convention.

Attending Pro memberships are not transferable. Guest of Pro memberships may be transferred to another individual by notifying the Programming Director in writing prior to the convention.

Day Pass Pro: An attending pro who will only be on one or two hours of panels. A Day-Pass Pro will receive a free one-day membership for the day of their panel(s), which can be upgraded to a full weekend membership as any other reduced-rate membership. All other privileges and restrictions of being a pro apply.

Panel Participant: This is for the person who will be attending the convention by purchasing their own regular membership, and will participate on panels. This category includes staff members who participate on panels.

This person shall receive a "panelist" ribbon for their badge (or other marker to indicate their status as a panelist), have access to the Green Room, and be invited to pro-only events.

They may be included in the Program Book, space permitting.

P.K. Dick Award Nominee - Any of the PK Dick nominees that come to Norwescon shall receive their membership, a membership for a spouse, and one night's accommodations.

GIFT BASKETS

POLICY: Norwescon's Programming Department shall give individual GoH Gift Baskets filled with items appropriate for each guest (flowers, candy, etc). These baskets shall be delivered by Guest Relations prior to GoH check-in.

GUESTS OF HONOR

SELECTION COMMITTEE

PURPOSE - The Guest of Honor Selection Committee, which is elected before June 1, is charged with the selection of guests and theme for the convention following the upcoming year. (i.e.: The committee that is elected after Norwescon 25 selects the Guests for Norwescon 27.)

INPUT - Input to the Guest of Honor Selection Committee is accepted from all ConCom and general members, etc.

Additionally, guests that are invited but decline for the specific year may be secured for subsequent conventions at this time. (i.e. If an Author says "I can't this year", we can then ask "How about next year?"

PROCEDURE: Each member of the Guest of Honor Selection Committee shall compile and submit a list of potential guests to all other members of the Selection Committee by November 15. The Committee shall meet, in a manner unanimously agreed upon by the committee, to discuss and rank a minimum of three candidates for the positions of Writer GoH, Artist GoH, Science GoH, Fan GoH, and Spotlitged Publisher. Other Guests, such as Special Guest or Toastmaster, may also be considered. All sincere efforts must be made to secure a person for that position. If guests are to be substituted or additional ranking must be done, the Guest of Honor Selection Committee must meet again.

CONFIDENTIALITY - GoH Selection Meetings are closed and the list is kept secret. This is due to respect, privacy, security, professionalism, and flexibility.

LETTERS OF INVITATION

POLICY: Letters to the first-ranked candidate for each of the positions shall be sent by February 1 of the year prior to the convention. Each letter must contain the calendar year of the convention that they are being invited for and information as to what is being offered to each Guest (type of airfare for how

many people, how many hotel room nights, shipping of artwork, that an article and photo of them shall be published in the program book, use of their name in publicity, and other pertinent details).

RESPONSE - Each guest candidate shall be given a minimum of 2 weeks, but no more than 4 weeks, to respond to the invitation. If they have not responded in 4 weeks, further efforts shall be made to contact that person. If the candidate turns down the offer or does not respond, the next-ranked candidate shall be sent a letter offering that guest position. Every effort shall be made to have each guest position filled one week prior to the prior convention so that they may be announced at the appropriate time and disseminated through convention publications. This notification should be done prior to Closing Ceremonies (announcing Guests for NORWESCON 26 at NORWESCON 25) or earlier if possible.

LETTER OF AGREEMENT

After the candidate has accepted to be a Guest of Honor, they shall be sent a letter of agreement via U.S. Mail that includes the calendar year of the convention and the terms as stated in the invitation letter.

THEME - All effort should be made to coordinate the theme with the Writer GoH. The Guest of Honor Selection Committee may decide to rank the Writer GoH candidates to match the theme, or to choose the theme after the Writer GoH has accepted the position.

SELECTION CRITERIA

GOH QUALIFICATIONS:

Each nominee for a GoH category must meet the following requirements in order to be considered by the GoH Selection Committee. Two people may share a position if those two people are known for their combined work.

No person may be installed in the same category more than once within a ten year period, with the exception of the Spotlighted Publisher.

Whereas a person may be eligible and fill more than one category in subsequent years, no person shall hold two Guest of Honor positions in one year nor shall they be a Guest of Honor, including Special Guest or Toastmaster, more than twice.

GOH QUANTITY:

Norwescon must have a Writer Guest of Honor and an Artist Guest of Honor each year.

Norwescon shall have no less than three and no more than five Guests, including Special Guest and Toastmaster, each year.

The Exec Team may make an exception for more than five Guest of Honor positions.

Writer GoH - to be nominated for this category, a writer must have been published in the Science Fiction/Fantasy field for a minimum of 10 years. They also must have won a major science fiction or fantasy writing award, such as the Hugo, Nebula, or Philip K. Dick Memorial award etc. Consideration may be given to an author who has gained the New York Times best-selling status multiple times.

Artist GoH - to be nominated for this category, an artist must be recognized in the world Science Fiction/Fantasy art community, have been published (book covers, posters, game cards, etc.) and won a significant science fiction or fantasy art award, such as the Chesley.

Science GoH - to be nominated for this category, a scientist must be recognized in the scientific community, have been published (scientific papers or doctoral thesis) and have meritorious standing in the scientific/academic community. This usually means they have won awards or been awarded a doctorate. Norwescon does not always have a Science Guest of Honor.

Fan GoH -To be nominated for this category, a fan must be recognized as a long-standing contributor to the SF/F world community. This person is usually from an area or community other than the northwest and would be someone who has not usually been able to attend Norwescon in the past. This selection is used to bring well-known fans from other areas of the country to honor them for their contribution to fandom as a whole. Norwescon does not always have a Fan GoH.

Spotlighted Publisher - Each year Norwescon may choose to invite a publishing house of science fiction or fantasy to be the Norwescon Spotlighted Publisher. The publisher shall be requested to select an individual to represent the publishing house at the convention. In addition to airfare, room nights, and memberships that the other Guests are offered, the Spotlighted Publisher is also offered one free page of advertising in the program book. Norwescon does not always have a Spotlighted Publisher.

Toastmaster - Norwescon may choose to invite an individual known to the science fiction and fantasy community and known as a good speaker to act as Toastmaster. Norwescon does not always have a Toastmaster.

Special Guest - The Guest of Honor Selection Committee may choose to invite a Special Guest. The individual should be known within the science fiction and fantasy community for their work in the SF/F field. Norwescon does not always have a Special Guest of Honor. There shall be no more than one Special Guest in any given year. The Exec Team may make an exception for more than one Special Guest position.

HONORARIUM

POLICY: Norwescon shall provide each Guest of Honor with a cash honorarium for the entire weekend. This shall help cover the cost of meals and incidentals the GoH and their guest may incur.

REPORTING TO THE COMMITTEE

POLICY: Committee members are briefed on who the Guests of Honor shall be and why they were selected. They are encouraged to read up on the guests' work before the convention. In addition, they shall be briefed on who the P. K. Dick Memorial Award nominees are, and about the books nominated.

Personnel

EXPECTATIONS

CONCOM MEMBERS

POLICY: It is the responsibility of the hiring Exec Team member to recommend that each ConCom member review the Norwescon Bylaws and Policies/Procedures, and to refer them to the Secretary for the location of the electronic version. It is expected that ConCom members read these within a couple of weeks of joining each year's ConCom.

ALL VOLUNTEERS

POLICIES: All volunteers during the convention must be members of the current convention.

Volunteers must not be under the influence of any substance that shall impair judgment while on duty

Costumes worn on duty are at the discretion of the appropriate Executive and Department head. Costumes worn on duty should not obscure identification of the individual and should be appropriate to the family friendly atmosphere of the work being performed. Costumes must not impede the ability to perform con responsibilities, where "on duty" is defined as being actively engaged in performing official duties and/or representing the Norwescon staff. Executives and Department heads may grant exceptions based on the function being performed.

HOSPITALITY

POLICY: Norwescon's hospitality is dry.

JOB DESCRIPTIONS

POLICY: It is recommended that all ConCom and volunteer positions have job descriptions. Job descriptions should be reviewed and updated by the October ConCom meeting. It is the responsibility of each executive to supply this information for all position in their department to the Personnel director.

RECRUITMENT / TRAINING / LEADERSHIP

POLICY: Everyone in a leadership position, not already addressed in the by-laws, is recommended to have at least one assistant in training to take over that position.

REMOVAL OF A CONVENTION COMMITTEE MEMBER

POLICY: The removal of a ConCom Member must be performed with the utmost discretion and sensitivity to that individual. Cause for such removal may include, but not be limited to, financial malfeasance, deliberate abrogation of the bylaws, flagrant disregard of a member's safety, dereliction of

duty (which may include but not be limited to neglect of job responsibilities) and other major infractions.

The removal of any ConCom member must be reviewed and approved by the appropriate Exec Team member prior to the removal of said member, and in consultation with the Personnel Director. If the Personnel Director is unable to perform this function, due to conflict of interest, the Vice-Chair shall act in their place. If the Vice-Chair is unable to perform this function, due to conflict of interest, other members of the Exec Team may be used.

The ConCom member has the right to appeal the decision to the Chair, who shall then review the circumstances and, with discussion with the appropriate Exec Team member and Personnel Director, come to a final decision.

VOLUNTEERS

CHECK IN FOR WALK IN VOLUNTEERS

POLICY: Volunteers need to register with the Volunteers Office and verify that Volunteers Office has at least their correct name and current convention badge number in order to be eligible for any volunteer prizes. Legal names are requested for check-in. The Personnel Department Director may make exceptions on a case-by-case basis.

TEEN VOLUNTEERS

DEFINITION - Teen Volunteers are volunteers between the ages of 14 and 17.

POLICY: Per Washington State Labor and Industry standards, teenagers are permitted to work the following: 14-15 year-olds may work 3 hours a day M-F, 8 hours a day Sat-Sun, with a total of 16 hours per week allowed. 16-17 year-olds may work 4 hours a day M-Thurs, 8 hours a day F-Sun with a total of 20 hours per week allowed.

Due to child labor restrictions, teenagers are not allowed to do any more of the physically straining or dangerous jobs around the convention.

Jobs should be appropriate to the age/size/skill of the teen.

Teens shall not be allowed to lift or carry large or heavy objects.

Teens should not be working on electrical equipment except under adult supervision.

Teens standing door watch should do so in pairs, with an adult volunteer within eyesight.

VOLUNTEERS WITH CHILDREN

POLICY: Certain jobs are not reasonable for volunteers who have a child age 12 or under child with them: Site Services, food preparation, Tech set-up for the Masquerade & dances. Exceptions may be allowed at the discretion of the appropriate department head.

VOLUNTEER REWARDS

POLICY: Volunteers logging 30 hours of volunteer time from Wednesday through Monday of the convention are eligible for a discounted membership to the next convention (e.g. at Norwescon 31 you work toward a discount for Norwescon 32). Hours that are counted as double for volunteer awards shall be counted as single hours for the purpose of the discount. The discounted membership rate is the minimum staff rate, plus \$5, for that year. This amount cannot be reduced by any other discounts.

This membership is non-transferable.

This membership is available for pre-registration only.

The Personnel Director may propose special membership rates for clubs and groups of volunteers.

Special Events

DEFINITION

What is a Special Event? Events at the convention which require a large amount of resources. These resources may include staff, volunteers, equipment, setup time, space, or money. The Chair, Special Events Director, and Programming Director shall work together to figure out which events belong in special events or programming. If they cannot reach a mutual decision then the Chair has the final decision on which department the event shall be assigned.

What is considered a Special Event may change from year to year. The exact same special events should not happen every year. We should be listening to feedback from our membership on what is popular and be looking for new events to be added each year. If a Special Event is no longer popular it should be retired, until someone can come up with a way to make it “special” again.

WHAT MAKES AN EVENT A SPECIAL EVENT

GUIDELINES - The following guidelines should be used as a reference point for deciding what events should be considered a special event.

- Events which need multiple ConCom/staff members.
- Events which need a large amount of onsite volunteers.
- Events which need a large amount of pre-convention prep time.
- Events which need a large amount of light, sound, or video equipment.
- Events which need specialty equipment. (Example Lazer Tag or Casino)
- Events which need special decorations.
- Events which happen multiple times during the convention weekend.
- Events which run more than 3 hours.
- Events which need large amount of function space for extended periods.
- Events which need unusual room setups by the hotel.
- Events that only happen every couple of years.

CONVENTION THEME

POLICY: Special Events should look to see where they can incorporate the convention's theme into their events. Not every theme shall work for every event, so don't try and force the theme if it doesn't fit.

EXAMPLES OF SPECIAL EVENTS

Casino
Lazer tag
Midnight Movies
Fannish Fashion Shows
Demonstrations

PERMANENT SPECIAL EVENTS

POLICY: Special Events should promote change and not necessarily be the same from year to year. There are some re-occurring events that happen every year, for example:

- Dances
- Masquerade
- Gaming

PROCEDURE: For the permanent events we should look at ways of keeping them innovative. This could be as simple as different decorations, themes, or MCs and DJs.

GUESTS OF HONOR

Special Events normally do not include Guests of Honor.

POLICY: If a Special Event wants to use one of the GoHs, then they need to coordinate with the Programming Director.

LONG TERM PLANNING

PROCEDURE: Looking toward the future: Some Special Events might take more than one year to plan.

As there is no guarantee that the same Special Event Director shall be around when the event is scheduled to happen, the Special Events Director needs to work with the Exec Team so that everyone knows what is planned.

VIDEO TAPE/DVD FOR THE MASQUERADE

POLICY: Norwescon may allow an independent contractor or professional company to edit and produce a quality video and/or DVD, for selling to interested parties.

PROCEDURE: Norwescon staff may work with the editors to insure that the end product is an acceptable representation of Masquerade events. Norwescon shall assist in the advertising and promotion of the selling of the video tape and/or DVD by: placing advertisements in the Daily 'Zine with an order form, placing order form flyers at approved distribution points around the convention area, and/or including an order form flyer(s), or advertisement, in the Post-Con Report and/or website. The producer shall provide one copy of the video and/or DVD, free of charge, for the Norwescon Archives.

Norwescon is not liable for funds collected for any Norwescon masquerade DVDs not delivered on by the independent contractor or professional company.

Revision History

April 11, 2001 Version 1.0 for NORWESCON 24
March 26, 2002 Version 2.0 for NORWESCON 25
April 6, 2003 Version 3.0 for NORWESCON 26
February 7, 2004 Version 4.0 for NORWESCON 27 (approved 02/07/2004)
August 20, 2004 Version 5.0 Interim for NORWESCON 28 (approved 10/09/2004)
March 5, 2005 Version 5.1 for NORWESCON 28 (approved 03/05/2005)
August 3, 2005 Version 5.1.1 Draft for NORWESCON 29
December 13, 2005 Version 5.2 Final “interim” corrections, handed over to Publications
March 20, 2006 Version 5.2.1 Additional policies from January added, Resubmitted to Pubs at their request
March 29, 2006 Version 5.2.2 for NORWESCON 29 (approved 04/01/2006)
October 21, 2006 Version 6.0 for NORWESCON 30 (approved 12/09/2006)
August 11, 2007 Version 7.0 for NORWESCON 31 (approved 12/08/2007)
January 17, 2009 Version 8.0 for NORWESCON 32 (approved 1/17/2009)
August 9, 2009 Version 9.0 for NORWESCON 33 (approved 08/09/2009)
December 9, 2009 Version 9.1 for NORWESCON 33 (approved 12/12/2009)
February 20, 2010 Version 9.2 for NORWESCON 33 (approved 02/20/2010)
March 31, 2010 Version 9.3 for NORWESCON 33 (no vote called)
December 11, 2010 Version 10.0 for NORWESCON 34 (approved 12/11/2010)
July 31, 2011 Version 11.0 for NORWESCON 35 (approved 7/31/2011)
September 17, 2011 Version 11.1 for NORWESCON 35 (approved 9/17/2011)
October 8, 2011 Version 11.2 for NORWESCON 35 (approved 10/8/2011)
January 7, 2012 Version 11.3 for NORWESCON 35 (approved 1/7/2012)
September 4, 2012 Version 12.0 for NORWESCON 36 (approved 9/12/12)
February 23, 2012 Version 12.1 for NORWESCON 36 (approved 2/9/13)
August 23, 2014 Version 13.0 for NORWESCON 38 (approved 8/23/14)
October 11, 2014 Version 13.1 for NORWESCON 38 (approved 8/23/14)
October 18, 2014 Version 13.2 for Norwescon 38 (approved 10/18/14)

October 12, 2016 Version 14.0 for Norwescon 40 (amendments approved 10/12/16)

Addenda

SAMPLE CHECK REQUEST FORM

| REQUEST FOR CHECK | | | | | _____ of _____ |
|--------------------------|--------------|-------------------|-----------|--------|----------------|
| Payable to: _____ | | Date: _____ | | | |
| Address: _____ | | Convention: _____ | | | |
| _____ | | | | | |
| ITEM | DEPT. | REASON | ACCT. | AMOUNT | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Prepared by: | Approved by: | | Check No. | Total | |

Note: Please fill in your department and reason

FILLING OUT A "REQUEST FOR CHECK" FORM

CHECK REQUEST FORM SECTIONS:

____ OF ____: If, for a check, you need more than the five item lines provided to list your purchases, fill out two or more check requests to document your purchases. So we can tell how many request forms should be present to provide a correct total for your check, enter the sequential number of the request on the first blank line, and the total number of requests you filled out on the second blank line. I.e. "2 of 5", would be the 2nd check request of a total of 5 submitted, to receive a check covering all the purchases listed on all 5 of the check requests.

PAYABLE TO: The complete name of the person or company you wish to cash the check. This line must be filled out on each request form if you use more than one form for a check.

ADDRESS: The complete mailing address for the person or company. This needs to be done each time a check request is submitted for the person or company, even though previous checks may have been written for them. When using multiple check request sheets for a single check the address need only be on the first request sheet.

DATE: The date you gave the check request to the Business Department. Note: The check request needs to have an Approval Signature in the "Approved by:" block before it is given to the Business Department. The 'approver' may want to date their signature in the same block if the date the request is given to the Business Department will be different.

CONVENTION: The notation for the current convention, i.e. '28' or 'NWC28'.

ITEM: A short, concise, description of what the dollar amount you entered on the same line represents. If you need to use more than one item line, then the information for the 'Dept.', 'Reason', 'Acct.', and 'Amount' blocks needs to be entered on the last line you used to describe the item. Note: Original receipts must be submitted along with the check requests. If you do not have the original receipts, discuss options with your Department Head before submitting a check request.

DEPT.: The department number from the Org List, or the most specific number listed within the departmental organization, to identify where the purchased items will be used.

REASON: The budget line item number, which identifies where the departmental budget will be charged for the purchase. The Department Head or Business Dept. will make this entry.

ACCT.: The account code identifies, for tax purposes, into which category the purchase belongs. The Department Head or the Business Dept. will make this entry.

AMOUNT: The cost of the item(s) described in the 'ITEM' block(s). This amount will include tax.

PREPARED BY: The name of the person initiating the Check Request, or the person who filled it out. If the signature cannot be read, the person may be asked to print their name along with the signature.

APPROVED BY: Check Requests must be approved by the Exec Team member of the person who prepared the Check Request. In the case of an Exec Team member being the preparer, the Check Request will be approved by the Chair or Vice-Chair. The Treasurer may approve on Check Requests prepared by the Business Manager for budgeted Business Department items. The person signing approval may date their signature in the approval block if the approval date will be different than the date at the top of the form (which identifies when the form is accepted by the Business Department).

CHECK NO.: The preprinted number on the check prepared by the Treasurer or the Business Manager. In the case of a bankcard purchase the entry will be 'ATM'. A money order or cashier check purchase will have the serial number of the money order or cashier check entered here.

TOTAL: The total dollar amount of all purchases for the Check Request or set of multiple Check Requests. In the case of a set of multiple Check Requests, only the last Check Request in the set will have a 'Total' dollar amount entered. No entries of any kind are to be made in the 'Total' blocks of the other Check Requests in the set.

Check Request Paper Flow: The filled out check request, plus original receipt(s), is given to the persons Exec Team member for an approval signature. If an Exec Team member is the requestor, then the Chair or Vice-Chair will give the approval signature. The form is then given to the Business Dept. for a budget review. If there are no questions, either the Business Manager or Treasurer will generate the check from their respective checkbooks as the payment situation dictates. The check will either be delivered to the requestor or mailed to the address on the check request. The white copy of the check request, with attached receipts and check stub, will be kept on file by the Business Manager. The yellow copy with attached check stub will be kept on file by the Treasurer. The pink copy will be given to the Exec Team member whose budget was charged for the purchase, for their records.

Check Request Email Flow: If a check request must be submitted by email, the persons Exec Team Member will always be the requestor of record. All of the required check request information normally put on the check request form will be included in an email that will be sent to the Chair, Vice-Chair, and the Business Dept. Any format may be used for the email: outline or conversational text, as long as all the required information is easily recognized and understandable. Once approved by the Chair, or Vice-Chair in absence of the Chair, a single email containing the original request and the approval will be forwarded to the Business Dept. by the approving person, for a budget review. If there are no questions, the check will be generated and sent out according to the delivery instructions that will have been stated in the email. At the next regular ConCom meeting all the normal paperwork for the transaction will be presented to the Business Dept. They will review against the email for accuracy and distribute the copy sets, with copies of the email added to all three of the regular copy sets.

GENERAL EQUIPMENT AGREEMENT

NORWESCON LOANING EQUIPMENT / PROPERTY

Agreement for Temporary Use of Norwescon Equipment / Property Between the Norwescon Executive Team

and

(Recipient / Borrower)

Loaning department _____ Chart/Organization code _____

In consideration of the recipient / borrower’s agreement to use the equipment for instruction, public service, or another function of its mission to perform service as follows:

Norwescon agrees to temporarily loan recipient / borrower the Norwescon-owned equipment / property identified on the equipment schedule (which includes Norwescon property control number and/or serial number, and description attached hereto and incorporated herein by this reference.

The equipment is loaned for the period, not to exceed from _____ to _____ and such loan shall terminate earlier if Norwescon requires the equipment for its own uses or if recipient institution's stated purpose is completed. The agreement may be extended if both parties agree.

Recipient institution agrees to assume all costs for transporting the equipment to and from Norwescon storage, including shipping insurance. Recipient institution assumes the entire stewardship responsibility and liability arising from the possession and use of said equipment including normal maintenance and insurance.

Upon expiration or termination of this agreement, recipient institution shall return to Norwescon the loaned equipment in its original condition.

This agreement for temporary use of equipment / property is executed as of _____

Norwescon Chair

Representative of the Recipient/Borrower

Print

Print

Sign

Date

Sign

Date

EQUIPMENT LOAN TO NORWESCON CONCOM MEMBERS

Authorization for Temporary Use of Norwescon Equipment

Loaning department: _____

Borrower name: _____

Department: _____

Home address: _____

Home phone: _____

Cellular phone: _____

Location of loaned equipment: _____

Loan term (may not be greater than one year) From _____ to _____

(The Norwescon Executive Team may request return of equipment before the end of loan term if needed.)

Purpose of loan (no personal use): _____

Special conditions: _____

Equipment data

Description: _____

Property Tracking Number or Serial number: _____

I accept responsibility for reasonable care and security of Norwescon property that is in my custody.

Borrower's signature: _____

I approve of this equipment / property loan.

Approver's signature: _____

Loaned equipment was returned in satisfactory condition? _____ Yes _____ No

If no, include details on the back of the form. Department head: forward copies to the NWC Chair and Business Director.

Date returned

Received by

Telephone number

FORM FIELD DESCRIPTIONS AND INSTRUCTIONS

INSTRUCTIONS FOR CONCOM EQUIPMENT LOAN

Loaning department; Chart/Organization code Enter department name and chart/organization code of unit to which equipment has been assigned and that authorizes the temporary off-site use of the equipment. For example: Programming 6000 or Art Show 3300.

Borrower Enter name, department, home address, home telephone and cellular telephone number.

Location of loaned equipment Enter address where equipment will be housed. Enter "home address" if same as home address.

Loan term Enter the beginning and ending dates of the time the equipment will remain in borrower's possession. The loan term must not be more than one year ("permanent," "indefinite," etc., are not allowable loan terms). The term may be extended annually. If extended, enter the new ending period on the form, and have both the borrower and a Norwescon Executive Team representative initial the extension date. All agreements must therefore be reevaluated at least annually.

Purpose of loan Describe how equipment will be used. The purpose must be Norwescon related.

Special conditions Describe any exceptional circumstances or uses that require additional effort or responsibilities on the part of borrower or lender (for example, overseas transportation that would require special insurance coverage).

Equipment data For each item covered by the agreement, enter a description, property tracking number, and or the serial number.

Signature of borrower By signing, the borrower agrees to the conditions of the statement below the signature line.

Signature of loaning unit representative Must be the Norwescon Executive Team member or delegate higher authority than the borrower. By signing, the unit representative indicates that the equipment is not needed by another ConCom member, and that the borrower has a legitimate, Norwescon related purpose for borrowing the equipment.

Date returned, received by, telephone number Enter date the equipment is returned to Norwescon by the borrower. Enter signature and telephone number of the Norwescon Executive Team member acknowledging the return of equipment who has verified that the equipment has been returned in satisfactory condition to Norwescon by the borrower.

Retain form The completed and approved equipment loan to ConCom retained in the Norwescon Business department files until the loaned property is returned. The form may be retained electronically.

When loaning the equipment for more than one year, the loaning unit is required to update the form.

NORWESCON BORROWING EQUIPMENT / PROPERTY

Agreement for Temporary Use of Property Between

_____ (owner)
and
the Norwescon Convention Committee

Norwescon (NWC) agrees to use the equipment for instruction, public service, or another function of its mission to perform service as follows:

_____ agrees to temporarily loan Norwescon the equipment / property identified on the equipment schedule and description attached hereto and incorporated herein by this reference.

The equipment is loaned for the period, not to exceed from _____ to _____ and such loan shall terminate earlier if owner requires the equipment for its own uses or Norwescon’s stated purpose is completed. The agreement may be extended if both parties agree.

Norwescon (NWC) assumes the entire stewardship responsibility and liability arising from the possession and use of said equipment including normal maintenance and insurance.

Upon expiration or termination of this agreement, NWC shall return to the owner the loaned equipment in its original condition.

This agreement for temporary use of equipment / property is executed as of _____

Owner
or representative of the owner

Norwescon Chair
or designated representative

Print

Print

Sign

Date

Sign

Date

SAMPLE ELECTION BALLOT

NORWESCON ## ELECTIONS

CHAIRMAN

<<Candidate #1>>

<<Candidate #2>>

No preference

None of the Above

VICE-CHAIRMAN

<<Candidate #1>>

<<Candidate #2>>

No preference

None of the above

GOH SELECTION COMMITTEE

(Vote two positions)

<<Candidate #1>>

<<Candidate #2>>

<<Candidate #3>>

<<Candidate #4>>

<<Candidate #5>>

<<Candidate #6>>

No preference

None of the Above

SAMPLE ELECTION LETTER TO CONVENTION COMMITTEE

NORWESCON ## ELECTIONS

It is Election time again. This year's candidates are:

CHAIRMAN

<<Candidate 1>>

<<Candidate 2>>

VICE-CHAIRMAN

<<Candidate 1>>

<<Candidate 2>>

GoH SELECTION COMMITTEE

<<Candidate 1>>

<<Candidate 2>>

<<Candidate 3>>

<<Candidate 4>>

<<Candidate 5>>

<<Candidate 6>>

Election schedule:

Absentee <<insert dates>>

In Person <<insert date of Post Con Meeting>>

Candidates have prepared a campaign statement to express their qualifications and goals for Norwescon. In addition there will be an oral presentation with a question and answer period at the Post-Con Meeting on <<insert date>> at <<insert location>>.

The elections will be a secret ballot system in which you may vote by mail or in person.

Absentee ballots will be accepted from <<insert dates>>. They must be in our mailbox by <<insert date>> to be counted. If you are planning to mail in your ballot, please place your ballot in the unmarked letter-sized envelope seal it and mail it to the Election Committee in the SASE provided.

You may also vote at the Post-Con Meeting at the <<insert meeting location>> on <<insert meeting date and time>>. The elections will open after the candidates have finished their statements. After elections close the ballots will be counted and the winners announced.

PLEASE VOTE! If you have any questions please contact <<insert name>> at <<insert phone number>> or <<insert email address>>.