



## **Policies and Procedures V16.0, 03.2024**

---

Norwescon  
100 Andover Park West #150-165  
Tukwila, WA 98188

[www.norwescon.org](http://www.norwescon.org)

[info@norwescon.org](mailto:info@norwescon.org)

# Table of Contents

Policies and Procedures V16.0, 03.2024..... 1

General Information ..... 7

Definitions.....7

Stages and Structure .....8

    Post-Con Turnover .....8

    Timeline .....9

Exec Team and ConCom Voting.....9

Executive Team Responsibilities..... 10

    E-mails..... 11

    CAN-SPAM Compliance..... 11

    Hiring ConCom Members..... 12

    Recruitment / Training / Leadership..... 12

    Confidentiality of Information ..... 12

    Onions and Roses..... 13

    Conflict Resolution ..... 13

Chair..... 15

    Chair's Responsibilities ..... 15

    Memorabilia Archive..... 15

    Special Badges ..... 16

    Charitable Donations..... 16

    Elections ..... 16

    Definitions..... 16

    Voter Eligibility..... 16

    Candidate Eligibility / Nominations..... 17

Bylaw Changes ..... 17

Ballots and Voting..... 17

Quorum Determination ..... 18

Vote Counting..... 18

Ties..... 19

Re-Elections..... 19

Lifetime Membership..... 19

Selection..... 19

Master List..... 19

Transferring Registration .....20

“No Show ”.....20

Death .....20

Invitations to Attend Convention or Event  
.....20

Chair Meetings .....20

Convention Committee Meetings.....20

Executive Team Meetings.....20

Disruptive Behavior During Meetings ....21

Resume Meeting .....21

Public Relations.....22

Social Media .....22

Vice Chair.....22

Hotel .....22

ADA Hotel Rooms .....22

Guest of Honor Guest Room Check-In.....	22	Contracts .....	29
Staff Room Block.....	22	Purchase Cards.....	29
Suite Reservations .....	23	Equipment/Archives at Individual’s Homes	29
Convention Tee Shirts.....	23	Insurance.....	30
Secretary.....	24	Lines of Credit (and Account s with Businesses).....	30
Document Availability .....	24	Lost Norwescon Checks .....	30
Google Suite.....	24	Music .....	30
Email Services.....	24	Valid Forms of Payment to Norwescon .	31
Google Groups .....	24	Photocopies/Printing .....	31
U.S. Mail Services.....	24	Prepayment.....	31
Voicemail Services.....	25	Reimbursements, Check Requests .....	31
Meeting Notices.....	25	Reimbursements, Deadline.....	31
Note Taking.....	26	Staff Rates.....	32
Minutes Preparation .....	26	Capping Policy.....	32
Action Items.....	27	Annual Storage Unit Inventory .....	32
Staff Listings.....	27	Membership Services (“Member Services”)	32
Organizational Chart (“Org Chart”) .....	27	Art Show.....	32
Business.....	28	Definitions.....	32
Advisors.....	28	Artwork for Display .....	33
Financial Archives .....	28	Display Space .....	33
Authorized Signatures.....	28	Definitions .....	33
Budget .....	28	Mail-in Art .....	34
Cash Advance .....	28	Purchasing Art.....	34
Check Return .....	28		

Abandoned Art Bids.....	35	Refund of Membership.....	46
Print Shop.....	35	Replacement Badge Policy.....	46
General Rules .....	36	Membership Upgrade (At Con).....	46
Awards.....	37	No Shows .....	46
From panel of judges .....	37	Capping Policy .....	46
From People’s choice .....	37	Selling Memberships at Other Conventions or Events.....	47
Other Art Show Notes .....	38	Disposition of Leftover Badge Blanks & Holders .....	47
Acceptance Criteria for showing in the Art Show .....	38	Publications.....	47
Art Show Fees .....	38	Mission Statement.....	47
Art show Cancelations and Payment.....	38	Information Network.....	48
Club Tables .....	39	Business Cards .....	48
Dealers’ Room (Vending Policy).....	40	Deadlines.....	48
Membership.....	41	Editing.....	49
Membership Includes:.....	41	Photographers and Photographs.....	49
Term of Membership .....	41	Website.....	50
Convention Badge.....	41	Website Links .....	50
General Rates .....	42	Guide to Members.....	51
Staff Rates for Convention Committee Members.....	42	Pocket Program.....	51
Members Under Age 18.....	42	Souvenir Program Book.....	52
Hotel Employees Attending the Convention .....	42	Advertising Space .....	53
Membership Check In .....	42	Press Pass .....	53
Transfer of Membership .....	45	Convention Services.....	53
		Convention Services Director’s Responsibilities .....	53

Annual Storage Unit Inventory .....	55	GoH Quantity: .....	63
Onions and Roses Panel at the Convention .....	55	Honorarium.....	64
Big Block Meeting.....	55	Reporting to the Committee .....	64
Event Summary Meeting.....	56	General Programming Procedure .....	64
Major Emergencies .....	56	Stage One: Pro Invitations .....	64
Room Parties.....	57	Stage Two: Content Generation .....	64
Safety .....	57	Stage Three: Scheduling.....	65
Safety Feed .....	57	Stage Management.....	65
Violations (Code of Conduct, Harassment) .....	58	Guest of Honor Liaison(s) .....	65
Safety Documentation.....	58	Personnel .....	66
Lost & Found .....	58	Expectations.....	66
IT Department .....	59	ConCom Members .....	66
AV/Site Services Department .....	59	All Volunteers.....	66
Programming.....	59	Convention Lounge .....	66
Programming Director’s Responsibilities .....	59	Job Descriptions.....	66
Attending Pro Policy .....	60	Recruitment / Training / Leadership.....	67
Gift Baskets .....	61	Removal of a Convention Committee Member .....	67
Guests of Honor .....	61	Volunteers .....	67
Selection Committee .....	61	Check-In for Walk In Volunteers .....	67
Letters of Invitation .....	62	Teen Volunteers .....	67
Selection Criteria.....	62	Volunteers with Children .....	68
GoH Qualifications: .....	62	Volunteer Rewards .....	68
		Special Events .....	69

Definition.....69

What Makes An Event A Special Event.69

Convention Theme .....70

Examples of Special Events .....70

Permanent Special Events.....70

Guests of Honor .....70

Long Term Planning.....71

Video of the Masquerade .....71

Revision History .....71

Addenda .....74

    Sample Check Request Form.....74

    Filling Out a Request for Check Form ...74

    Check Request Form Sections: .....74

    General Equipment Agreement .....76

    Equipment Loan to Norwescon ConCom  
Members.....80

    ConCom Equipment Loan Form Field  
Descriptions and.....82

    Instructions .....82

    Norwescon Borrowing Equipment /  
Property .....83

## 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: Chair of Norwescon

ConCom: Convention Committee

Exec Team, Execs: Executive Team

Vice-Chair: Vice-Chair of Norwescon

GoH: Guest of Honor

Volunteer: A convention member who volunteers time at the convention

ConCom Member, Staff Member: A volunteer who meets the criteria for a staff membership and who has registered as staff for the current year

Exec Team Member, Exec: 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).

**POLICY: Contract Signing Authority:** The Chair, Vice-Chair, Business Director, 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 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 Monday following the published dates of the convention when moving out of the hotel and the storage of all Norwescon properties has been completed.

## Post-Con Turnover

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

**POLICY: Mailbox Turnover:** After the announcement of the newly elected officers, the Secretary must ensure that someone continues to pick up the mail or accept all forwards from the mailbox during the summer months. If immediate arrangements for mail handling cannot be made, the keys to the mailbox shall be turned over to either the newly elected Chair or Vice-Chair and the mail forwarding address shall be updated as soon as possible.

**POLICY: 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. – remove this from website 425.243.4692

**POLICY: Document Turnover:** After new Execs are appointed, any outgoing Exec shall turn over all documents to either their replacement or to the incoming Chair and Vice-Chair no later than 7 days prior to the Exec Retreat

**POLICY: Web Password Turnover:** The Publications Director or their designee shall maintain a list of the login and password information for all online accounts and services (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.

**POLICY: Bank Accounts Turnover:** The bank accounts shall be turned over to the new Business Director and/or Treasurer as soon as possible after the new Business Director and/or Treasurer has been appointed. The outgoing Business Director shall have full access to the accounts until the books are closed for the convention year.

---



**POLICY: Purchase Card Turnover:** All Purchase cards shall be turned over to the new Business Director as soon as they have been appointed. The cards shall be reviewed and reissued at the discretion of the Business Director.

**POLICY: Computer and System Codes and Passwords Turnover:** A copy of all computer and system codes and passwords for Norwescon-owned computers shall be submitted to the Business Director 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 Director by the last regularly scheduled ConCom meeting before the convention.

**POLICY: Storage Unit Access Codes and Keys Turnover:** A copy of all necessary access codes and keys shall be kept by the 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.

The timeline shall be available online and updated as needed.

## **Exec Team and ConCom Voting**

**POLICY: Voting by Proxy for Exec Team:** There is no proxy voting for Executive Team Members. All items that come to vote during official Executive or ConCom Meetings are on a majority vote of the Executive Team Members present.

**POLICY: 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 Chair - Elections).

**POLICY: Ties for Convention Committee Votes:** In the case of a tie, a revote will be taken. If there is still a tie, the Executive Team shall vote on the issue.

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

**POLICY: Executive Team voting by Email:** Any member of the current Exec Team can propose a motion for voting by email.

**PROCEDURE:** The exec proposing the motion must send an email to [norwescon-exec@googlegroups.com](mailto:norwescon-exec@googlegroups.com). The subject line must start with the word "MOTION". The body of the email must include the specific wording of the motion 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 Exec Team may then respond 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, another Exec 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" beginning 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 and end time of voting, which shall be no more than 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 voting 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.

As further defined under Secretary: Minutes Preparation, meeting minutes approval votes may be called by the Secretary without requiring a second.

## Executive Team Responsibilities

**POLICY: Conflict of Interest** A potential conflict of interest arises when Norwescon contemplates entering into a transaction with an entity in which a member of its Exec Team, or their immediate family, has a financial interest. "Financial interest" means that the Exec Team member, or their immediate family, is an owner, investor, contractor, or employee of the entity in question.

When this situation arises:

- The Exec Team member(s) must disclose the existence and nature of the financial interest to the other members of the Exec Team.
- After answering any questions that arise, the Exec Team member(s) with a financial interest must leave the room while the transaction is discussed and voted on. The remaining members of the Exec 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 Exec Team may approve the transaction by a majority vote of the remaining Exec Team members.
- The minutes of the Exec Team meeting should reflect the name of the Exec Team member(s) involved, the nature of this potential conflict of interest, and whether this policy was observed.

## **E-mails**

**POLICY:** When conducting business on behalf of the convention, the use of assigned convention email aliases is encouraged (for example: chair@norwescon.org). ConCom members with assigned convention email aliases are expected to publicize convention email aliases rather than their own personal addresses in order to receive messages.

**POLICY:** All convention email aliases shall have at least two addresses to forward to: a primary and a secondary.

The primary is expected to respond to the email. Email should be read daily and responded to within 48 hours. 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.

## **CAN-SPAM Compliance**

**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 administering the list is responsible for the following two actions:
  - a. Removing the individual from the 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 Exec who will then send the request to all of the other Execs on the Executive Team. The Execs will then send the request to their departments that have contact lists (Dealers' Room, Art Show, Registration, eNewsletter, Art in Action, Games, etc.).
3. Documentation of these requests will be saved by the Publications Director and passed along to the Chair at the post-con meeting.

Exec Team members shall subscribe to the official Norwescon Exec Google Group and the Norwescon ConCom Google Group.

## **Hiring ConCom Members**

**POLICY:** It shall be each Exec Team member's duty when hiring and onboarding an individual for a position to advise them of the need for the Secretary to have their contact information and about our information publishing policy (see Confidentiality of Information).

It is the responsibility of the hiring Exec Team member to ensure that their staff register as staff 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.

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

## **Recruitment / Training / Leadership**

**POLICY:** Everyone in a leadership position 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**

**POLICY:** Norwescon shall not supply information contained in the organizational chart, the membership database, the pro/panelist database, or the committee directory to other parties without the consent of the ConCom member(s) involved.

**POLICY:** Norwescon shall not rent, share, disclose, or sell its ConCom member information to outside parties.

**POLICY:** Norwescon shall not rent, share, disclose, or sell its membership information to outside parties.

Any third-party services used by Norwescon shall be opt-in and shall have the ability to opt-out. No ConCom or general membership information will be provided to any other party.

## **Onions and Roses**

**POLICY:** The Secretary shall collect Onions and Roses (comments regarding concerns or compliments from the convention membership) from the Onion and Roses panel and other methods as deemed appropriate (physical survey forms, email, web forms, social media, etc.). A compiled report shall be provided to the Exec Team no later than the Exec Team Summer Retreat/Planning Meeting.

It is the responsibility of the Exec Team to review the compiled Onions and Roses report and present it to the ConCom.

## **Conflict Resolution**

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

### **POLICY: Anti-Racism Statement**

Because inequality and bias pervade our culture, it is not enough to passively avoid discrimination. To uplift marginalized voices in our community and advance equity and justice, we must be antiracist. To combat inequality, we commit to the following:

- We affirm that Black lives matter, Indigenous lives matter, and the lives of people of color matter.
- We will take actions that support and uplift marginalized voices in our community and advance a more equitable and just society and ask our members to do the same.
- We will actively recruit diverse voices to participate in the convention and other educational activities and the planning of the convention and those activities, and then empower, not tokenize, those voices.
- We will critically examine our history, traditions, and privileges and question how they impact all members of our community.
- We will consider how Norwescon's educational activities and charitable giving can be

leveraged to advance the principles described in this statement.

- We welcome dialogue about these principles and being held accountable when we fall short of them.

As a volunteer organization, we are strongest when all hands come together constructively to improve our community.

### **POLICY: Code of Conduct**

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

To help ensure an enjoyable experience for all, we expect you to abide by the following guidelines. Norwescon will take appropriate action to enforce our code of conduct at all of our meetings and events.

- Be respectful of others. This includes the members, program participants, volunteers, convention staff, and venue staff.
- Do not display potentially offensive images or symbols in public spaces, or in your background in the case of virtual participation. This includes images which are sexually graphic, or which carry connotations that are historically or racially offensive, including bigoted iconography or symbolism.
- Do not record any convention content without prior permission from Norwescon.
- Keep all content appropriate for all ages unless you are participating in an area or activity explicitly labelled as 18+.
- Comply with applicable laws, regulations, and the policies of Norwescon as described in the Membership Guide.
- Commit to behavior that uplifts marginalized voices in our community and advances a more equitable, just society.

### **POLICY: Harassment Policy**

Norwescon members, volunteers, and convention staff have the right to be free from harassment in all convention contexts, in person and online, throughout the year. We do not tolerate harassment of any kind, nor discrimination based on age, race, class, gender, gender expression, sexual orientation, religion, ethnicity, national origin, or disability.

Harassment is behavior which focuses unwelcome attention on a person or group and inappropriately crosses reasonable social boundaries or continues after a showing of disinterest or a request to stop. An explicit “no” or “stop” is not required.

You are an active participant in upholding this community standard. As a member, staff, or volunteer, you accept the responsibility to respect others and maintain safety. When you feel safe and comfortable doing so, please call out inappropriate behavior and remind others of our community expectation of respectful behavior.

## Chair

### Chair's Responsibilities

The Chair must consider themselves 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 appearances at minimum to the opening and closing ceremonies, P.K. Dick Awards, Onions and Roses panel, 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 to discuss and come to an agreement about the Vice-Chair’s role and responsibilities during the convention. It is recommended that the Vice-Chair be included when possible in decisions arising from unforeseen events.

### Memorabilia Archive

**POLICY:** Norwescon shall maintain a memorabilia archive.

**PROCEDURE:** Departments that have items to be placed in the archives should contact the convention historian after each convention. Examples of items to be archived include the program book, pocket program, name tag samples, progress reports, post-convention report, web page printouts, Masquerade video, and names of any award winners from the Art Show, Philip K. Dick Award, Lifetime Memberships, Masquerade, Games, etc.

## **Special Badges**

**POLICY:** Norwescon may create special badges as necessary, including gold/silver name badges, back hall passes, press passes, etc.

**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 or Silver Name Badges may be created for the Exec Team and those designated by the Chair and/or Vice-Chair. Badges shall be either gold or silver and shall include the designee's name, their position/title, and "Norwescon". Badges to be re-used annually listing only a title and "Norwescon" but without an individual designee's name may be made at the discretion of an Exec team member.

## **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(s) 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:** ConCom members may opt-in to voting during the staff registration process. A valid email address must be included with staff registration to guarantee the opportunity to vote.

ConCom members must complete registration as staff not less than 28 days prior to the start of



the current convention to guarantee voting privileges. ConCom members who have registered to vote who do not meet any or all of these criteria may be removed from the eligible voters list.

### **Candidate Eligibility / Nominations**

**POLICY:** All candidates for all positions must have held a position on the Norwescon ConCom within the past five years.

Nominations open at the second-to-last ConCom meeting before the start of the current convention provided this meeting is at least 30 days before the convention starts. Nominations close at the last ConCom meeting before the start of the current convention provided that it takes place at least 10 days before the convention starts. Nominations may be made at ConCom meetings or by email to the Election Committee. All nominations must have a second.

Candidates may make an optional two-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.

### **Bylaw Changes**

A bylaw change may be proposed by any ConCom member. To be considered on the ballot, a bylaw change must be proposed in writing before the first opening of nominations. The exec team may waive this requirement by majority vote. The elections chair may assist a member in writing a bylaw change in a format so that voters can easily understand the change being proposed.

### **Ballots and Voting**

**POLICY:** Voting is conducted online using a secure voting system or in person at the convention or post-convention meeting. Ballots should be emailed to all eligible voters at least 30 days prior to the election date but must be emailed no later than 21 days prior to the election date.

If the ballots cannot be emailed 21 days prior to the election date (due to meeting schedules or other factors) the Election Committee Chairman shall propose to the Exec 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 Exec Team, the modification will apply to the current convention only.

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 must include:

- General Election information
- Candidates' statements, email addresses, and phone numbers
- An individualized link to a secure online voting system.

Physical ballots provided at the convention must include:

- General Election information
- Candidates' statements, email addresses, and phone numbers
- Ballots
- Blank ballot security envelope

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 Chair who shall then recruit two assistants.

Polls should close at the end of the post-convention meeting. The Election Committee Chair determines when and where the Elections Committee shall count the votes. The votes should be counted following the Post-Con Meeting and the winners announced at the social following the post-convention meeting.

### **Quorum Determination**

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

### **Vote Counting**

**PROCEDURE:** Physical 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. Once reconciled, tallies of physical ballots are combined with the tallies of all electronic votes to determine the result. 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**

**POLICY: Ties for Elected Roles:** If there is a tie in any race, a coin flip or other random mechanism will be used to decide the winner.

### **Re-Elections**

**POLICY:** 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 Bylaws, Section Two.

**POLICY:** 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 Bylaws, Section Two.

**PROCEDURE:** In both cases, candidates will be asked for revised or additional candidate statements if they wish to supply them. The re-vote is conducted electronically only. Ballots must be emailed within 17 calendar days from the invalid election or tie. The deadline for closing online voting 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 the winner announced. This process is repeated until there is a quorum and a winner.

See Addendums for sample election forms.

## **Lifetime Membership**

### **Selection**

**POLICY:** A Lifetime 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 notable 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 Lifetime Members and make it available upon request with the approval of the Chair.

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

### **Transferring Registration**

**POLICY:** Lifetime Memberships are not transferable.

### **"No Show"**

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

### **Death**

**POLICY:** When a Lifetime 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 provided the registration system supports this functionality.

### **Invitations to Attend Convention or Event**

**POLICY:** Invitation letters from the Chair to Lifetime 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:** If held separately from the monthly ConCom meeting, 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:** Exec Team Work Sessions are closed. Exceptions may be made by the Chair.

### **Disruptive Behavior During Meetings**

**POLICY:** Disruptive behavior is not allowed at meetings. 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 non-convention- 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 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 Exec, 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 Exec 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 Exec 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 or guardian 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 Exec who handles the situation. If the Exec 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 Exec will be designated to handle the situation.

### **Resume Meeting**

**EXPLANATION:** A Resume Meeting with hotel staff is a business meeting 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.

## **Public Relations**

The Chair shall oversee, either directly or through an assigned committee, all public relations outreach for the convention.

## **Social Media**

The social media department shall maintain and monitor online social media community accounts (including, but not limited to, Twitter, Facebook, and others as deemed appropriate) while regularly posting updates for the community's members and responding to inquiries and comments in a timely fashion.

## **Vice Chair**

### **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-in to their guest room.

**PROCEDURE:** The Norwescon Programming Director shall assist Guests of Honor 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 will reserve ("blocks") a section of the hotel for ConCom members who need to have a sleeping room close to the convention space. ConCom members are required to make their own hotel reservation before requesting a staff room. All staff room requests, including those for specific rooms, 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 ensures the hotel has a record of the credit card used to guarantee the reservation).

ConCom members should provide the Hotel Liaison with their hotel reservation confirmation number when requesting placement in the convention staff block. The Hotel Liaison will confirm their placement and provide the ConCom member with their assigned room.

ConCom members who have been placed in the reserved section may not appear on the records of the hotel registration desk until after the Resume Meeting with the hotel. This meeting takes place one or two weeks prior to the convention. (ConCom members are asked to avoid calling the hotel reservation desk to confirm their 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 reservations 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 or organizations who wish to reserve a suite must submit a request to the Norwescon Hotel Liaison through the Suite Request Form on the website. Other ConCom members receiving such requests must refer the individual or /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 or 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.

### **Convention Tee Shirts**

**POLICY:** Norwescon may allow an independent contractor or vendor to use Norwescon's name and may act as an intermediary between the vendor and the Artist GoH concerning

---

tee shirt art.

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

## 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 Secretary. The Secretary shall make meeting minutes available electronically via the designated online location or by request after the minutes have been approved.

### Google Suite

#### Email Services

The GSuite administrator manages all @norwescon.org individual, departmental, and other email addresses. Individual addresses are assigned to one person and act as a standard email address; departmental and other email addresses are special-purpose Google Groups that can be accessed by multiple authorized users.

**info@norwescon.org:** During the convention, the information (general inquiries) email alias should be checked daily by a member of the Secretary Team, Chair, or Vice-Chair.

#### Google Groups

The Secretary team GSuite administrator manages the norwescon, norwescon-concom, and norwescon-exec Google Groups/mailling lists.

- norwescon: Open membership, general purpose conversation.
- norwescon-concom: Restricted to ConCom members, used for ConCom announcements and discussion. All ConCom members are added to this group by default, they may unsubscribe if they wish (though it is not encouraged). This is the primary "mailling list" for distributing information to the ConCom members.
- norwescon-exec: Restricted to Exec Team members, used for Exec Team communication. All Exec Team members are required to be part of this group.

### U.S. Mail Services



**POLICY:** The mail is picked up at least once a week until three months prior to the convention and twice a week during the three months prior to the convention, continuing until the Norwescon books close. Mail may also be forwarded to the Mail Services staff person if the mailbox provider offers this as an option.

**PROCEDURE:** Mail is logged and scanned (excepting junk mail) and distributed. Scans may be distributed via email upon receipt. Originals should be distributed at the next ConCom meeting at the latest. Mail is logged electronically on the appropriate Google Drive and made available to Secretary, Chair, and Vice Chair.

Checks should not be scanned before distributing to the Business department unless care is taken to obscure confidential information, such as bank account numbers. Any accompanying documentation should be scanned and distributed accordingly.

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, shall be shredded and recycled or deleted if electronic.

## **Voicemail Services**

**POLICY:** If Norwescon has a voicemail account, then the voicemail is checked at least once a week until three months prior to the convention and 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 all calls received shall be kept electronically for the purpose of tracking utilization. It shall be made available to the Secretary once per month, and to the Chair and Vice-Chair upon request.

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

## **Meeting Notices**

**POLICY:** Meeting notices shall be sent via email no later than 10 calendar days prior to the meeting in question.

Meeting notices shall include the following information:

- Date and time(s) of the meeting(s)
- Location(s) of the meeting(s), including 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 send the meeting notices unless other arrangements are made with the Chair and Vice-Chair. Meeting notices are to be posted to the website, sent to the e-newsletter mailing list, and sent to the 'norwescon' and 'norwescon-concom' mailing lists.

Notices should also be posted to Norwescon social media accounts, as well as any other outlets where the message would be of interest. The desire is to show transparency by distributing the message as widely as possible.

## **Note Taking**

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

## **Minutes Preparation**

**POLICY:** If held as separate meetings, Exec Team minutes and Convention Committee minutes shall be prepared as two separate documents.

Minutes shall include date, time, and location of meeting, Exec attendance, 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 and shall be considered "Confidential" unless deemed otherwise.

Minutes shall be prepared within five business days after the meeting in question whenever possible. They are then sent to the Exec 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 Execs 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 email. Exec Team members who do not respond with an approval or rejection email 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 via the designated online location. Hard copies shall be provided on request.

## **Action Items**

**POLICY:** The Secretary may 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 five business days after the meeting. If appropriate, items should be added to the Timeline.

## **Staff Listings**

### **Organizational Chart (“Org Chart”)**

**POLICY:** Names shall be added to the Organizational Chart via the onboarding process. The Executive Team member or their designate will fill out the onboarding form as they hire staff members, which will include information such as volunteer name, job title, email address, and to which aliases and/or google groups they will need to be added. The Secretary and Google Admin will work together to onboard the volunteer, which will include:

- adding their name to the Organizational Chart
- sending a welcome email
- adding them to appropriate email lists, aliases, and Google groups
- providing them with Discord access instructions, and
- access to the staff registration kiosk

If the person wishes to vote they should opt-in during registration. Committee members must register as staff by the conclusion of the ConCom meeting scheduled closest to but not less than 28 days prior to the start of the current convention. Special consideration to this policy can be made on a case-by-case basis by the relevant Exec.

Information to be included on the Exec version of the Organizational Chart shall include position, name, and email address. The list shall also include the general contact phone, email, and address for Norwescon, and a “current as of” date. Personal contact information will not be made public and will only be made available to the Exec Team and to those ConCom members with a valid need as determined by their Exec. At a minimum, email address should appear on the Exec Team version of the organizational Chart.

Information to be included on the ConCom version of the Organizational Chart shall include position, name, and the appropriate departmental Norwescon email address. The list shall also include the general contact phone, email, and address for Norwescon, and. It shall also include

a “current as of” date.

## **Business**

### **Advisors**

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

### **Financial Archives**

**POLICY:** The Business Department Exec or their designee 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 Norwescon storage units.

**PROCEDURE:** Export the membership list every year and retain the lists in perpetuity.

### **Authorized Signatures**

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

**POLICY: Contract Signing Authority:** The Chair, Vice-Chair, Business Director, 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.

### **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.

### **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 Director 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 convention resources, including, but not limited to, funds, time, equipment and use of the convention's name.

**POLICY:** The Business Director must review all contracts and concur with them prior to signing. If the Business Director 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 Director 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 Director's 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.

## **Purchase Cards**

**POLICY:** When using a purchase 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 purchase 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 purchase cards, please contact the Business Director for assistance.

All purchase cards shall be returned to the Business Department on or before the post-con meeting. The business department shall keep a log of the outstanding cards in order to facilitate this.

## **Equipment/Archives at Individual's Homes**

**POLICY:** The Business Director 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. 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 Chair shall sign a contract concerning the rental/loan of the equipment, including a detailed list of the items. 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 appropriate general liability, event, automobile, and board insurance, as well as applicable riders as needed, with amounts to be determined by the business director.

## **Lines of Credit (and Accounts with Businesses)**

**POLICY:** Norwescon currently has accounts open at various vendors (such as Costco and FedEx). Only an Exec Team member may approve the opening of an account at a vendor and only after approval from the Business Director (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 may 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 (up to four weeks prior to the convention), money orders, and electronic payment via PayPal (prior to the Convention) or credit cards (at the convention).

Checks are not accepted as a form of payment at the convention, even during the Pre-Registration for the following convention on Sunday. 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 FedEx for copy needs. When copies are made and charged to the FedEx account, the department that the copies are made for and the reason code must be noted on the FedEx 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, the charges should be itemized. Items that are charged to the FedEx 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
- Name of Payee
- Address of Payee
- Approval by the Exec in charge of that Department's Budget

There shall be no exceptions.

## **Reimbursements, Deadline**

**POLICY:** If no request for 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 Director.

## **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 Director, and the 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 convention’s economic considerations must be balanced.

The final decision for modifying the attendance cap shall fall to the Business Director 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 (“Member 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** is 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.

### **Artwork 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.

Digital 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 science fiction, fantasy, or 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).

AI: Norwescon will not accept artwork into the Art Show that comprises anything that was created using text to image AI generators, or was created using any compiler or generator that relies on the use of other artists' images without the express permission of that artist.

### **Display Space**

#### **Definitions**

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

Table spaces are 2 ½' × 3'.

Floor Space is 2 ½' × 3'.

**POLICY:** Reservations must be accompanied with full payment.

**PROCEDURE:** Reserved panels and table space shall be held no later than 10 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 artist's 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 five 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. Any valid written bid disallows direct sale.

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

**PROCEDURE:** The final bid wins the item, up to the fifth bid, which ends the bidding, wins the item.

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, and 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 to one-day members may be taken at the time of purchase. Print shop items are taken at the 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**

**POLICY:** 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 the art after it has been dropped off at the shipping location. The artist's 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.

**PROCEDURE:** 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 artist's 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 science fiction, fantasy, or 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. Copyrighted characters (other than your own) may be displayed but must be marked NFS (Not For Sale) unless proof of the copyright holder's permission is provided. ... ADD AI CLAUSE HERE

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 the artist wishes to lock the case a key will need to be given to the Art Show). 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 and credit cards for the purchase of artwork.

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

Any exceptions to the policies are at the sole discretion of the Art Show managers.

### **Awards**

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

The winners will be recognized to the membership at large.

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

Awards may consist of but are 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 People's choice**

- Best of Show
- Best Science Fiction

Best Humor  
Best Fantasy  
Best Horror  
Best 3D/ Best Jewelry

## **Other Art Show Notes**

### **Acceptance Criteria for showing in the Art Show**

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

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

The Art Show's 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 the website and snapshot flyer for current fees and sales commission information

### **Art show Cancellations 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 artist's login at the Norwescon web site. Checks are not an acceptable form of payment at the Convention.

**Cancellations:** 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 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 four weeks before the convention and shall be assigned by a designated "Club 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 Table Liaison or the Hotel Liaison.

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

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

The Club Table Liaison, with guidance from 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 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.

**POLICY:** 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

organization's logo to raise funds for said group. Nor take orders at a different time.

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 their 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.



**NOTE: THE FOLLOWING CLAUSES REFLECT THE EXACT WORDING FROM THE 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 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.

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 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 choose to receive a convention badge, program book, pocket program book, and any convention related updates distributed throughout the year.

### **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.

### **Convention Badge**

**POLICY:** Every member receives a convention badge. A convention badge is only valid when it shows a name (or fan name) and membership number.

**PROCEDURE:** 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.

The staff rate is available to people listed on the organizational chart and to other people who are designated as staff by the Exec Team member in charge of their department.

### **Members Under Age 18**

**POLICY:** A minor as defined by the State of Washington must have a parent, legal guardian, or 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 may provide the hotel's convention services office with a few copies of our program book and pocket program.

### **Membership Check In**

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

Members must be able to show legal photo identification if requested by ConCom or hotel staff.

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, or 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.

### **POLICY: 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 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 body.
4. THE FOLLOWING ARE NOT ALLOWED AT ALL IN CONVENTION OR HOTEL SPACE: Tasers, stun-guns, batons, real guns (including but not limited to hand-guns, pistols, rifles, shot-guns, black-powder loaded, semi-auto or full-automatic weapons, other); pepper spray, crossbows, slingshots, pellet guns, water pistols, blowguns, catapults, or any type of functioning projectile weapon.
5. Peacebonding will be available next to the Information Table during open registration hours and in the Security Office when the Peacebonding table is closed.
6. 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 weapons are 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. SPECIAL CONSIDERATION FOR THE FOLLOWING:
      - i. "Nerf-style" weapons:
        1. At NO time is ammo allowed, on person, in weapon, or in the magazine of such weapons (except during Convention-hosted/programmed Nerf Game events and only within the designated space for such programmed event).
        2. Empty magazines are NOT allowed to be carried in the weapon but are 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, sonic screwdrivers, laser pointers, or any other item that can project/emit light or sound shall be Peacebonded; and shall 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 may be granted by the Convention Services Executive or a select designee of said Executive to merchants or dealers who display or show for the purpose of sale. Any weapons removed from the Dealers' Room will fall under the above guidelines.
  7. No weapons (real or replica) are allowed in the hotel's public lounges and restaurants.
  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 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.

**PROCEDURE:** 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 may be 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.

## **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 the convention space, the Head of Registration may assign a staff member to accompany the member to search for their badge.

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 Con)**

**POLICY:** A partial membership (such as one-day, or press pass) 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 roll their membership over to the following year, in accordance with the Transfer of Membership Policy. The request must arrive within 30 days of the end of the convention.

## **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 Director, 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 convention's economic considerations must be balanced.

The final decision for modifying the attendance cap shall fall to the Business Director 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 or Events**

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

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

The preferred method of payment for memberships when taken at other conventions is electronically via PayPal. This is for the protection of both the member and Norwescon.

### **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 post-con 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.

## **Publications**

### **Mission Statement**

The purpose of all Norwescon publications is to inform the potential and existing members of events and activities related to 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 or Vice-Chair the Director shall continue to perform the ongoing promotional activities.

**POLICY:** To facilitate any necessary transition and continuity of effort, the Publications Director (or their designee) shall maintain a list of the login 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 the electronic and non-electronic media presence of Norwescon.

**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; 2) distribute announcements via online groups such as the Norwescon ConCom Google Group; 3) distribute a monthly electronic newsletter containing informative articles and features as well as links to information and resources on the website; 4) monitor fandom groups (including Norwescon General Google Group) communities and organizations which have the 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; 5) maintain a list of login and password information for the website and social media sites to be included in the Publications Director's master login and password list.

## **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 individual Execs shall authorize the creation and use of Norwescon business cards on a case-by-case basis for their department. 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 basic grammar, 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 or review at their discretion.

## **Photographers and Photographs**

**POLICY:** Norwescon shall have an official Photography department as part of the Publications department. Photographs may be included in printed or electronic promotional 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. All attendees have the right to request that their photo not be taken, or to request to be removed from photos published online following the convention. 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 any events restricted to ages 18 and above without the permission of the event organizer and performers.
5. No flash photography during Saturday's Masquerade.
6. Let staff direct the post-Masquerade photo area.

## **Website**

**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 or their designee 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 and registration information and links, minor permission slip, forms for membership transfers and rollovers, information on how to reserve a room at the hotel and how to get there, Dealers' Room information and registration form, meeting dates and locations, a listing of email addresses to contact various departments, a link to sign up for the general Norwescon Google Group mailing list, and general announcements. Other information and pages may be added as deemed necessary. 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 website. The website will transition from year to year after one month following the close of the current year and no later than July 1st; preliminary information on the upcoming year may be posted in the interim. 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 or 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, Art Show artists, and Art in Action participants, when information is provided.

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

Norwescon reserves the right to ask for links to the convention website to be removed if Norwescon

---

deems the site or usage of trademarked or copyrighted material to be inappropriate for any reason.

## **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. The definitive version will be available on the website.

**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: Art in Action, 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, information table, Peacebonding, lost & found, young & future fans, volunteers, 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.

The following Rules, Policies, and guidelines set forth in the Membership Services section of this manual shall also be made available to members on the Norwescon website. In the event of a conflict between the web-site and this manual, the Policies set forth in this manual shall prevail:

CHILD & TEEN RULES  
WEAPONS POLICY  
PARTIES  
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.

## **Souvenir Program Book**

**POLICY:** The Souvenir Program Book shall contain comprehensive information about the current year's convention. As the primary purpose of the program book is to provide information, it should be organized in such a way to make it easy for the layperson to find items (e.g. a table of contents, etc.).

Biographies of the GoHs shall be included.

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

The Artist GoH is to be supported in their work by the inclusion of at least four pages of items of their choice. These pieces shall be placed in a "gallery" format.

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

An "In Memoriam" section 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 that members and friends have made to the current year’s convention.

### **Advertising Space**

Advertising in the souvenir program book shall be available for purchase in full page, half page, quarter page, and business card sized increments. Advertising swaps with other conventions and related events may be approved on a case-by-case basis by the Publications Exec. All advertising content must be suitable for all ages, and the Publications Exec reserves the right to reject any ad for any reason. Requests to purchase ads must be submitted to the Publications department by the deadline date listed in the convention timeline to be considered for publication in the current year's program book.

### **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 Exec. Arrangements must be made a minimum of one month in advance of the convention to allow verification of publication and credentials.

The press shall be given a press packet if available, 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**

**POLICY:** The Convention Services director must consider themselves 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.

The Convention Services Director shall have nightly meetings (aka: "midnight meetings" and not necessarily held at midnight) with key staff during the convention. These meetings are to report on the activities of their departments and keep the Convention Services Director informed. Whoever is invited to these meetings is at the discretion of the Convention Services Director. The Chair, Vice-Chair, Programming Director, and Special Events Director 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 "Business - Authorized Signatures") and have been pre-designated to do so with the hotel. It is suggested that the Business Director 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 is not 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 a 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 their 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 Chair **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 Chair to remove and/or revoke a member or attendee's membership.

---

There may 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 law enforcement. 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. If the Convention Services Director, for any reasons, is unavailable the Convention Services Manager on Duty and/or designated 2nd can act in their proxy; however all attempts to wake, reach and/or communicate with the Convention Service Director (and designated 2nd if applicable) must be made before the determination proxy is granted.

## **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, Special Events Director, Member 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. All notes taken by the scribes shall be given to the Secretary for inclusion in the final Onions and Roses report.

## **Big Block Meeting**

**POLICY:** The Big Block Meeting is held at least five 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. The Big Block Meeting may alternately be included as a portion of the Exec Retreat meeting rather than scheduled as a separate meeting.

**PROCEDURE:** The results of the Big Block Meeting shall be shared with Layouts, Logistics/Transportation, Site Services/AV, the executive team and posted to the ConCom

shared drive as a reference for the committee as a whole.

## **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 room layouts shall be provided to the hotel. Other binders shall be distributed as needed.

**PROCEDURE:** The Convention Services Director will ensure that the date of the Event Summary meeting is added to the timeline and a save-the-date notice is sent out to the attendees as soon as possible after the date is determined. At least 24 hours before the meeting the Convention Services Director will share the Event Summary Sheets, Master Grid, Master Schedule, and any other materials with the attendees.

During the meeting, the grid, schedule, and event summary sheets will be reviewed to ensure that they are in alignment. Programming and Special Events will be responsible for tracking their own items for revision. The grid, schedule, and event summary sheets will be provided to publications for editing within a week after the meeting. Updates will be made in Convivious and then the schedule and event summary sheets will be exported again and provided to Publications within a week of the meeting. After delivery of the schedule, all subsequent changes will be recorded on the available track changes document created by the Programming Exec and available to all relevant parties.

## **Major Emergencies**

**POLICY:** If a major emergency occurs at the hotel during Norwescon, the Safety Department shall interface with the hotel and emergency personnel and give assistance as requested.

When informed of an emergency, Safety shall immediately contact the Convention Services Director or their designee in the Director's absence and request the Director attend to the emergency.

In an emergency, the Convention Services Director shall coordinate with the Hotel Manager on duty and emergency personnel.

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



The Chair and/or Vice Chair shall be informed of the outcome of all emergencies as soon as conveniently possible.

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

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

If serving alcohol, the hosts are responsible for checking 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 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 Safety Department must be aware of the current hotel policies regarding parties.

## **Safety**

The safety department provides staff, volunteer, and member support via Dispatch, Discord, Safety Ambassadors, and Peacebonding as well as managing Code of Conduct or other complaints.

**POLICY:** Before 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. This training covers the usage of necessary communications equipment, the information found in the membership guide, and the layout of the hotel.

## **Safety Feed**

**POLICY:** Norwescon publishes a safety feed to our public Discord channel. This feed is also embedded on our website. Outside of the specific dates of the convention this feed will only see activity if a formal complaint is filed. If no activity happens during a convention day, a post outlining "nothing to report" shall be used as a place setter. During the convention, this feed will list formal complaints, safety deliverables, and "no activity" periods. No PII (personally identifiable information) shall be released on the safety feed. For example:

- mm/dd/yy formal complaint filed regarding offensive language at the holiday party (#####)
- mm/dd/yy holiday party complaint resolved (#####)
- mm/dd/yy nothing to report for Wednesday of the convention
- mm/dd/yy Safety escorted member to member's car as requested
- mm/dd/yy Safety and Hotel responded to a noise complaint in wing 5B, warning issued

- mm/dd/yy nothing to report for Sunday of the convention, see you next year!

## **Violations (Code of Conduct, Harassment)**

**POLICY:** Harassment or other violations of the Code of Conduct can be made to [report@norwescon.org](mailto:report@norwescon.org), at the convention office, or to any staff member.

**PROCEDURE:** Once formally reported, the following will occur:

- **Formal report** – when a report is submitted the receiving staff member determines if the complainant would like to file a formal report. If so, the Norwescon Safety and Conduct Team form for that year is filled out. A post is made to the safety feed that includes the date of the event and a brief description of what happened. E.G. mm/dd/yy complaint filed regarding language usage in a panel.
- **Information gathered** – A safety interviewer is assigned, and they fill in any gaps in the report plus gather additional information regarding the restorative desires of the complainant if appropriate. Both the complainant and the respondent will have an equal opportunity to be heard.
- **Details provided to deciding body** – An anonymized report is provided to the Code of Conduct team (Chair, Vice Chair, , other relevant executive, and/or other appointed members) who reviews it and provides a determination. If anyone on the Code of Conduct Team is conflicted out, they shall not shall serve on the committee for the relevant complaint. Results could be no action taken, warning, restoration, and/or exclusion depending on the nature of the report.
- **Decision provided to the respondent(s)** – respondents receive the determination.
- **Limited report published to safety feed** (date, brief description, action)

The amount of time to proceed through the reporting process will vary depending on the nature of the complaint and the available information.

**POLICY:** It is not necessary to file a formal complaint to receive support. In every case, Norwescon will make all reasonable efforts to ensure the preservation of privacy to the extent provided under applicable law.

## **Safety Documentation**

**POLICY:** Norwescon maintains an Adverse Actions list which is a list of members that have had adverse findings, including but not limited to Code of Conduct violations. This list is maintained by the safety records administrator and is accessible by the current year executive team and lead advocate. A master list of formal complaints, their resolution, and any involved parties is kept in the Convention Services Confidential Drive. This list is accessible by the Code of Conduct team and records administrator.

## **Lost & Found**

**POLICY:** Norwescon shall operate a Lost and Found department.

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

Unclaimed articles left in the Lost & Found or Cloak Room after 4 p.m. on Sunday, will go into the hotel's Lost & Found

After the convention, inquiries about lost items can be made with the hotel.

## **IT Department**

The Norwescon IT department provides computers, printers, and internet access in support of the convention.

**POLICY:** All provided systems are the property of Norwescon and are only to be used for Norwescon's business.

In the event that system replacement is necessary, appropriate security measures will be followed to ensure the data is securely destroyed.

## **AV/Site Services Department**

The AV/Site Services Department is responsible for sound, lighting, and video for Norwescon. They also provide large format media in support of programs (e.g. easels, whiteboards, large pads of paper with markers). Streaming of programs to Twitch and/or YouTube is managed by this department in accordance with the schedule provided as part of the Event Summary Meeting.

**POLICY:** Norwescon maintains ownership and archival copies of the streamed content. It may be made viewable online on Norwescon channels after the event with the initial consent of the participants.

## **Programming**

### **Programming Director's Responsibilities**

**POLICY:** The Programming Director must consider themselves 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 oversee the creation of the schedule of panel programming and to see to the hospitality of the Guests of Honor and other attending professional guests.

If major changes in programming paneling occur, such as time, space usage, or panel participants, the Programming Director and/or their designee must inform the Convention Services Director.

## **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 say they will
- 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 John Scalzi or Boris Vallejo decided to accept an invitation to Norwescon, we would offer them a free membership and one additional free membership.

**PROCEDURE:** 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.

### **POLICY: Pros**

**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 if there is one, and invitations to pro-only events. Their photo and bio may be included in the Souvenir Program Book, Guidebook, 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:** A Day Pass Pro is 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 Souvenir Program Book and Guidebook, space permitting.

**Philip K. Dick Award Nominee:** Any of the Phillip K. Dick Award nominees that come to Norwescon shall receive their membership, a membership for an accompanying guest, and one night's accommodations. If they choose to participate in programming, they will be offered a reading slot and space on panels as appropriate.

## **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 for the convention following the upcoming year (i.e. the committee that was elected after Norwescon 25 selected the guests for Norwescon 27).

**INPUT:** Input to the Guest of Honor Selection Committee is accepted from all ConCom and general members.

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", Norwescon 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 the end of November. 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, and Spotlight Publisher. Other Guests, such as Fan GoH, 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, when possible, by January 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 Souvenir Program Book and Guidebook, use of their name in publicity, and other pertinent details).

**RESPONSE:** Each guest candidate shall be given a minimum of two weeks, but no more than four weeks, to respond to the invitation. If they have not responded in four 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.

**THEME:** Every 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:**

**POLICY:** 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 Spotlight 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 of Honor 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 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.

**Spotlight Publisher:** Each year Norwescon may choose to invite a publishing house of science fiction or fantasy to be the Norwescon Spotlight 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 Spotlight Publisher is also

offered one free page of advertising in the Souvenir Program Book. Norwescon does not always have a Spotlight Publisher.

**Toastmaster:** Norwescon may choose to invite an individual who is known to the science fiction and fantasy community and who is 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 Phillip K. Dick Award nominees are and about the books nominated.

## **General Programming Procedure**

### **Stage One: Pro Invitations**

During Stage One, the Program Director decides on which content areas (tracks) will be included in that year's convention, and in what quantity (number of panel hours). Track leads are hired. Track leads should be knowledgeable about the people and subject matter. Track leads are given access to a comprehensive list of people who have expressed interest in being panelists, along with the list of panelists from the previous few years. Track leads are also encouraged to recruit. Track leads then submit a ranked list of potential invitees to the Program Director. The Program Director or their designee then sends invitation emails to people selected to be panelists. As panelists decline, alternates are invited.

### **Stage Two: Content Generation**

During stage two, track leads confer with the invited panelists who have accepted, view the panel suggestions sent in through our webform, and look for ideas in other places. At the end of the content generation period, they submit to the program director a list of panel topics and descriptions roughly 50% larger than the number of hours allotted to their track. The Programming Director reviews those panel topics, and when satisfied, publishes the entire list of



panels to all the accepted panelists. Panelists then choose around ten panels they would like to be on.

### **Stage Three: Scheduling**

Track leads and the programming director and one assistant meet, either in person or via conference call to schedule each of the tracks. Placeholders should be put into the grid for each track to ensure that challenges (small rooms, early or late times) and benefits (rooms with media capability, prime times) are distributed evenly amongst the tracks, and not just snapped up by the first track to schedule. Generally, the track lead's objective will be to make the best panel – that is, to have the most suitable panelists for that topic, at the best time of day, in the correct size of the room. A second person prioritizes the panelists' schedules to make sure individuals have meal breaks, do not have more than two panels in a row, and to make sure that panelists have neither too many nor too few panels. A third person is in charge of the grid, and keeping the overall convention in mind – specifically to ensure that topic area conflicts do not happen and to ensure that we are utilizing spaces appropriately (example: making sure that the Harry Potter Costume panel is not at the same time as the Harry Potter Fanfic panel; if a popular panel is scheduled into a smaller room, swap that panel with one that's in a larger room at the same time).

After the panels are scheduled, individual preliminary schedules should be sent to all panelists.

After the Event Summary meeting (Big Bad Book), the entire schedule of programming, including Special Events and other departments' scheduled events (Art Show/Charity Auction, for example) are sent to the Publications Department for editing and inclusion in the program materials. A printable version of the grid is also sent at that time.

As panelists need to revise their schedules or cancel entirely, adjustments are sent to both the convention services team and publications.

### **Stage Management**

Stage Management shall give panelists timely notice that their panel time is ending and open the panel doors at the end of the panels. Stage Management will also put out panel feedback sheets each day in the panel rooms, check that the clocks are reporting the correct time, and assist as necessary with quick set changes, like moving a single table on or off a stage.

### **Guest of Honor Liaison(s)**

GoH Liaisons provide support as needed to our Guests. This may include tasks such as escorting them to their panels, making sure they have appropriate pens for autographs, or simply getting them a beverage when requested. Each guest and their liaison will decide the level of assistance they require.

# Personnel

## Expectations

### ConCom Members

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

### All Volunteers

**POLICY:** All onsite 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.

"On duty" is defined as being actively engaged in performing official duties and/or representing the Norwescon staff.

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, Executives and Department heads may grant exceptions based on the function being performed.

## Convention Lounge

**POLICY:** Norwescon's Convention Lounge is dry (non-alcoholic).

## Job Descriptions

**POLICY:** All ConCom and volunteer positions shall have job descriptions. Job descriptions should be reviewed and updated by the October ConCom meeting. It is the responsibility of each Exec to supply this information for all positions in their department to the Personnel director. Job descriptions can be retained from the prior year if there are no substantial changes to the position.

**PROCEDURE:** The Personnel Exec shall keep a repository of all the job descriptions. Personnel shall keep a master copy of the Org Chart with all the potential jobs listed and each year at the Executive Retreat a copy shall be made and named with the current year to be adjusted for the needs of the current convention. Once this is finalized, this shall be passed to the Secretary for

use during the year.

## **Recruitment / Training / Leadership**

**POLICY:** Everyone in a leadership position not already addressed in the bylaws 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.

**PROCEDURE:** 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.

The appropriate Exec Team member may decide to submit a formal report as outlined in the violations part of the Convention Services section.

## **Volunteers**

### **Check-In for Walk In Volunteers**

**POLICY:** Volunteers need to register at the Volunteers table in the lobby and verify that the Volunteers department has at least their correct name and current convention badge number in order to be eligible for any volunteer prizes.

### **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 three hours a day, Monday-Friday, eight hours a day

- Saturday-Sunday, with a total of 16 hours per week allowed.
- 16-17 year-olds may work four hours a day Monday-Thursday, eight hours a day Friday-Sunday, with a total of 20 hours per week allowed.

Due to child labor restrictions, teenagers are not allowed to do any 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 work 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 appropriate for volunteers who have a child age 12 or under with them: Site Operations, food preparation, tech set-up for the Masquerade & dances, etc. Exceptions may be allowed at the discretion of the supervising 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 46 you work toward a discount for Norwescon 47). 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.

**PROCEDURE:** Volunteers that qualify for a discounted membership shall receive a one-time voucher listing their badge number that allows them to purchase a discounted membership once the rates for the future year have been determined.

LAW (Look, Assure, Walk):

As Norwescon Staff, members and attendees look to us for guidance

Especially in times of crisis, customer service promotes safety; providing good customer service to an attendee or member in crisis makes them feel safe

ConCom are empowered to respond appropriately when someone needs help.

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.

- Listen:  
Let the person reporting the incident tell their story  
Ask clarifying questions as appropriate; tone is important
- Assure:  
If appropriate, concisely summarize what the person has reported to you  
Let the person know you will be connecting them to someone who can help
- Walk:  
Physically walk the reporting person to the Convention Office  
Assures the reporting person gets to the appropriate place  
Shows that you care about the person and their situation

## Special Events

### Definition

**What is a Special Event?** Special Events are 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 to 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 number 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 (examples: Lazer Tag or Casino).
- Events which need special decorations.
- Events which happen multiple times during the convention weekend.
- Events which run more than three hours.
- Events which need a 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.

## **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 recurring events that happen every year, for example:

- Dances
- Masquerade
- Games

**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 of the Masquerade**

**POLICY:** Norwescon may allow an independent contractor or professional company to edit and produce a quality video to sell to interested parties.

**PROCEDURE:** Norwescon staff may work with the editors to ensure 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 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 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 videos 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 25, 2015 Version 13.3 for Norwescon 39 (approved 10/17/15)

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

December 14, 2019 Version 15.0 for Norwescon 43 (2020) (approved 12/14/19)



March 19, 2021 Version 15.1 for Norwescon 43 (2021) (approved 03/26/21)

March 12, 2024, version 16.0 for NORWESCON 46 (approved in stages during the year, specifics can be found in the official ConCom Meeting Minutes)

# 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 2<sup>nd</sup> 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. The “approver” must be the Exec in charge of the budget lines listed or the Chair in the absence of that Exec if necessary.

**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.’, ‘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 description from the Org List, to identify where the purchased items will be used.

**ACCT.:** The account code identifies the budget line item number where the departmental budget will be charged for the purchase. The Exec in charge of that budget line 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. 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).

**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 will give the approval signature. The form is then given to the Business Dept. for a budget review. If there are no questions, the Treasurer will generate the check as the

payment situation dictates. The check will either be delivered to the requestor or mailed to the address on the check request.

**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 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. O 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.

## **General Equipment Agreement**

### NORWESCON LOANING EQUIPMENT / PROPERTY

Agreement for Temporary Use of Norwescon Equipment / Property Between Norwescon  
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



ATTACHMENT  
SCHEDULE OF  
EQUIPMENT

Description	Property Control Number / Serial Number
ADD COLUMN FOR LOCATION	

## 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

## **ConCom Equipment Loan Form Field Descriptions and Instructions**

**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. 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 Norwescon**

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

---

---

---

---

ATTACHMENT  
SCHEDULE OF EQUIPMENT

Description	Property Control Number / Serial Number

