

STANDING RULES AND POLICIES of THE WASHINGTON SCIENCE FICTION ASSOCIATION, INC.

Compiled 27 August 2009

AWARDS

The WSFA Small Press Award

WSFA will have a continuing policy of making awards for literary merit in one or more categories, normally annually.

WSFA will establish a standing Committee on Literary Awards (the Committee) to administer all literary awards made by WSFA. Members of the Committee will be nominated by the Trustees and elected by the WSFA membership at the time of WSFA's annual election for a term of 2 years in accordance with WSFA election procedures. When the Committee is first established, 5 members will be elected and the Trustees will determine their terms of office prior to their election. Subsequently, 2 members will be elected in even numbers years and 3 members will be elected in odd numbered years. Vacancies between elections will be filled by special elections. Members will be indefinitely reelectable.

The members of the Committee will elect one of their number as chair for a period of one year. The chair shall be indefinitely reelectable.

The Committee will supervise all aspects of award nomination and selection including the narrowing of a pool of nominees to a short list of best qualified candidates, and publicizing awards and honors.

The Committee may enlist the assistance of volunteers and experts to discharge its duties. No one shall receive monetary compensation without the approval of the club. The Committee may bestow professional recognition by publicizing contributions.

WSFA will present the WSFA Small Press Award (the Award) for best literary merit in the category of short form fiction published by a small press in a given calendar year, normally annually. Nominees or candidates for this Award will be works of imaginative literature, e.g. science fiction, fantasy, horror, speculative fiction or like literature, and not persons. Nominees must be published during the award year, i.e. 1 January through 31 December of the year preceding the presentation of the award, and must be either published in English or translated into English. Nominee word count must be fewer than 17,501 words. Nominees must be published by a small press, i.e. a hard copy print or web publication house releasing from 3 to 25 titles per year. Publications released or sponsored by a large press, or by a press that publishes only a single author's work, or by a press composed of only one person, are not eligible for this Award. Works whose author is not alive at the time of the nomination will not be eligible for this Award.

The following persons and/or publishers may nominate works for the WSFA Small Press Award: Any small press may nominate up to 3 works, not limited to its own

publications. Any author published in a small press during the award year may nominate 1 work, not limited to his or her own work. Any member of WSFA in good standing may nominate 1 work. A nomination made by an author or a WSFA member will not be effective unless the publisher agrees to submit a copy of the work. Such a submission will not count against the publisher's own limit of 3 nominations. If a work's publisher declines to provide a copy of the nominated work, that nomination will be ignored and the nominating party will be eligible to make a substitute nomination.

Nominations will be made to the Committee in the format that they specify. Submission of a nomination constitutes consent to the procedures prescribed by WSFA and its Committee on Literary Awards.

The Committee will construct a short list of not more than 10 best qualified candidates by evaluation of the nominees by a panel of readers. The Committee will establish its own pool of readers and procedures for the evaluation process. Authors' names will be removed from the nominated works prior to the evaluation process including final selection so that the Award will be based on literary merit rather than the personal qualities of the author or publisher.

The final selection of the WSFA Small Press Award will be made by a vote of the membership of WSFA from the short list of candidates.

The WSFA Small Press Award will normally be presented to the work's author or publisher in conjunction with a convention sponsored by WSFA. However, the Committee shall have the right to choose other venues or means of presentation.

CONVENTIONS

Conventions Hosted by WSFA Generally

All conventions hosted by WSFA will be managed in accordance with the requirements of WSFA's Articles of Incorporation, Bylaws, Standing Rules and good financial management principles. See Article I Section B of the WSFA Bylaws.

The Chairperson of Capclave or any other convention, in his own person or through officers he designates, shall deliver two written and oral reports per month at the First and Third Friday regular meetings. Reports will be of two types: milestone reports presented three times a year and tracking reports presented at each business meeting when milestone reports are not made. The Chairperson will provide copies of all reports to the WSFA Treasurer for review and incorporation into the club accounts, and to the WSFA Secretary for incorporation into the club records. In addition, the convention treasurer or other financial officers will provide to the WSFA Treasurer any and all information this officer shall deem necessary to maintain complete financial records with due regard to his responsibilities of good faith and due diligence. Copies of these reports will be made available for review upon request to all club members in good standing with the proviso that financial information or other data which would tend to adversely affect the competitive position of WSFA in negotiations or other business activities may not be shared outside the club without the expressed consent of the Board of Directors or the committee of the whole.

The milestone reports shall be made as follows: during the First Friday meeting in January the Chairperson will present a budget of anticipated and estimated expenses

and revenues, and the signed hotel contract; during the First Friday meeting in August the Chairperson will present a balance sheet showing actual expenditures and income to date; and during the First Friday meeting in December the Chairperson will present a final balance sheet showing actual expenditures and revenues, and describing the disposition of profits and losses.

The tracking reports will consist of the following key metrics:

1. Total expenses anticipated or expenses to date.
2. Total revenue anticipated or revenue to date.
3. Total profit/loss anticipated or profit/loss to date
4. Total paid memberships to break even or paid memberships to date.

Notwithstanding these requirements, convention chairpersons are encouraged to provide additional information concerning the management, problems, and opportunities that each convention may present. These requirements shall become part of the club standing rules for all conventions in 2011 and beyond.

After the negotiation of the hotel contract, but prior to signing, on behalf of the club any convention chair and his/her representative will present the draft contract to the Board of Directors for discussion and approval. Upon approval, the contract will be signed by the Capclave Chair or his or her representative and by a designated representative of the Board of Directors, and the Chairman and Board will deliver a joint report to the club at the next regular meeting.

Capclave

Capclave is authorized to maintain a dedicated WSFA financial account to provide ready money for Capclave-unique expenses. This account will be controlled by the WSFA Treasurer or his designee. The account will not exceed four thousand dollars (\$4,000.00) without the approval of the Treasurer and the Convention Chairman. The membership may elect to change the amount held in the dedicated Capclave account, including abolishing the separate account, by majority vote. Notwithstanding the dedicated account, Capclave will have the right to request additional funds from the WSFA general account for convention expenses. Such requests will be reported to the membership for approval at the next business meeting. Upon conclusion of each year's Capclave, all bills and accounts receivable will be settled and a final accounting of that year's convention will be rendered to the club as expeditiously as possible. All fund surplus to the needs of Capclave will automatically and expeditiously be transferred to the WSFA general account unless the membership grants an exception. All funds remaining in the dedicated account will then be made available for subsequent years' Capclaves. All Capclave account transactions will be reported to the Treasurer and incorporated into overall club financial management and reports.

All Capclave workers will be comped free membership in the following year's Capclave provided (1) the club votes to approve the policy on a year by year basis and (2) the member requests reimbursement for his or her membership from the Treasurer. Money equal to their membership fee will be advanced to the con by the club.

GENERAL POLICIES

Courtesy

Uninvited inappropriate physical contact is not welcome.

It is the official policy of WSFA that meetings are at the invitation of the host and hostess. Their word goes in their abodes.

There will be no screaming at the Entertainment Committee Chair about movie parties. [“Entertainment” was “Activities” in the original. Merger of the Entertainment and Activities Committees made the policy applicable to the Entertainment Chair.]

PUBLICATIONS

General Publications Policies

All WSFA publications will be produced by standing subcommittees of the Publications Committee, and that one of these subcommittees will be WSFA Press.

The website, the WSFA list, and the Journal are all part of the Secretary’s purview.

The WSFA List

The club will obtain and use 2 Yahoo lists until such time as we decide to set up our own email lists. One list will be for announcements (moderated) and the other for general discussion (not moderated except as required by the listmaster, assigned to the Secretary). Initial moderators will include the Secretary, President and webmasters.

The WSFA List will be maintained by a member of the club.

The WSFA Journal

The WSFA Journal is the newsletter and journal of record for WSFA, and prints material which is generally of interest to the paid (Charter/Life) membership of WSFA. This includes but is not limited to club minutes and other records; fanac; reviews of scientific, science fiction and fantasy (S/SF/F) literature; features on S/SF/F authors; humor pieces; and occasional SF/F short stories.

Factual and opinion articles on subjects of interest to WSFA members are encouraged. Personal attacks are not acceptable and will be edited or rejected. Criticisms of policies and behaviors are acceptable. The *Journal* will offer targets of criticism or their representatives an opportunity to reply in a manner comparable to the original criticism. We do not guarantee pre-approval of any material. All material is subject to editing to fit space and suitability requirements.

Political opinion features must be related to subjects of general interest to WSFA members.

Comments, compliments and complaints may be made to *The WSFA Journal* Editor in Chief. Challenges and appeals should be made first to the Editor, and appealed if necessary to the Publications Committee and to the Executive Board of WSFA.

The WSFA Press

WSFA has a formal policy of publishing not more than one book each year, but this policy will be adjusted by changing circumstances.

All WSFA Publications will be produced by standing subcommittees of the Publications Committee, and that one of these subcommittees will be WSFA Press.

WSFA Press will be funded separately from the general expenses of the club; and WSFA Press will meet a goal of being financially self-supporting in the near future.

The WSFA Website

WSFA will maintain a Worldwide Web site on the Internet to publicize the club and its activities, for members to post information, and to enable club members to make use of the site for fannish activities.