

## **POLICIES**

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### **Introduction**

Clay Fest is an annual, non-juried ceramics-only show and sale put on by Local Clay to provide its members with a venue to showcase and sell their work.

### **Definitions**

**Steering Committee:** the group, consisting of all current Clay Fest Committee Chairs, that runs Clay Fest. All Steering Committee Members must be members in good standing of Local Clay.

**Chair:** unless otherwise noted, the term "Chair" refers to a Clay Fest Steering Committee Chair.

**Quorum:** those members of the Steering Committee present at any regularly scheduled Clay Fest meeting, with a minimum of five required.

**Voting:** voting approval or rejection is done by a simple majority of the meeting's quorum.

**Notification:** notice shall be deemed delivered when deposited in the US mail or transmitted electronically, as indicated in the member's Local Clay membership application preferences, to the address specified on their application.

**Member in good standing:** a person is considered a member in good standing if their annual Local Clay dues are paid at the time the determination is necessary (e.g: notifications).

**Member:** Local Clay recognizes Shared Memberships (multiple potters sharing a household having a single Local Clay membership); therefore, in these Policies, the term "member" refers to a single member or a shared membership.

### **Chair Positions**

Chair positions are NOT permanent. Clay Fest encourages turnover in order to generate new ideas and to give others an opportunity to participate in running the show and to learn new skills.

### **Specifics**

1. The Clay Fest Chairperson is elected by a majority vote of the members present at the annual January Local Clay meeting. The Clay Fest Chairperson will serve a one year term; however, there is no limitation on the number of terms he/she may serve.

2. The Local Clay Treasurer shall serve as treasurer of Clay Fest. The Local Clay Treasurer is elected by a majority vote of the members present at the annual January Local Clay meeting, per the Local Clay By-laws.

3. Other Chairs may remain in their current position for a period of three years. After three years, the position must be opened up to the general Local Clay Membership.

4. A Chair may continue in the same position for more than three years if there are no interested or qualified applicants/candidates. This continuation is on a year-to-year basis, in order to allow for new candidates to apply for Chair positions.

5. If there are interested applicants/candidates, a Chair may not reapply for their current position, unless the Steering Committee votes that none of the candidates are capable of fulfilling the requirements of the

open Chair position.

6. A Chair may hold a Trainee and Chair position simultaneously.

7. Nothing prevents a Chair from applying for another open Chair position.

8. A Steering Committee member may hold more than one position simultaneously, but will have only one vote.

### **Selection Process**

1. Open Chair positions must be announced at a general meeting of Local Clay, or by email or US mail (as indicated on the members' Local Clay membership form preferences) and may be posted in the monthly OPA newsletter or other appropriate places.

2. People interested in being a Chair are encouraged to first spend a year as a Trainee (see below).

3. A person desiring to be Chair, who has not completed a Trainee position, is encouraged to submit a letter of interest and list of qualifications to the Clay Fest Chairperson.

4. Trainees who have completed one year working with the Chair will be moved into the Chair position, unless the Steering Committee votes that the Trainee is not capable of fulfilling the requirements of the position. Chair candidates are encouraged to be present at the Steering Committee meeting at which open positions are to be filled. The candidate may be asked to present their interest and qualifications, and answer any questions.

5. All qualified candidates for Chair positions are sorted in reverse order of the number of points they have, and the qualified candidate with the least number of points will be selected for the opening. If more than one candidate has the same number of points, the most qualified of these applicants will be selected by majority vote of the Steering Committee.

### **Benefits**

1. All Chairs (current and former) with points, who properly submit an application by the stated deadline, are guaranteed a booth space.

2. Current Chairs are eligible for a 5 percentage-point reduction in the show's commission rate, as long as they complete the tasks specific to their Committee. Chairs who do not attend at least two of the scheduled meetings will not be eligible for any reduction in the show's commission. One member can receive a maximum of 5% reduction in the show's commission, even if that member holds more than one Chair position.

3. Chairs will select their booth locations before other participants select their booth locations (see Booth Space Allocation).

4. Clay Fest Chairperson will select his/her booth first.

### **Trainee Positions**

Trainee positions allow individuals an opportunity to learn the tasks and responsibilities of a Chair, and the functioning of the Steering Committee. Openings for Trainee positions must occur during the third year of a Chair's tenure; however, openings may occur whenever a Chair decides not to continue on to the following year's show.

### **Specifics**

1. Trainee Positions are for one year.

2. Trainees are encouraged to attend all Steering Committee meetings during their internship. Trainees attend as observers, and do not vote on motions that are on the floor.

3. Trainees are not guaranteed booth space in Clay Fest. Trainees must submit a completed show

application by the specified deadline to be considered.

4. Trainees do not receive a reduction in the show's commission.

### **Selection Process**

1. The need for a Trainee must be announced at a general meeting of Local Clay, or by email or US Mail (as indicated on the members' Local Clay membership form preferences) and may be posted in the monthly OPA newsletter or other appropriate places.

2. To apply for a Trainee positions, interested individuals must notify the current Clay Fest Chairperson, and are encouraged to submit a letter of interest and qualifications.

3. All Trainee candidates will be interviewed by the current Chair in order to ensure they understand the scope of the position and determine if they have the necessary skills.

4. Trainee candidates are encouraged to be present at the Steering Committee meeting at which open positions are to be filled. The candidate may be asked to present their interest and qualifications, and answer any questions.

5. All qualified candidates for Trainee positions are sorted in reverse order of the number of points they have, and the qualified candidate with the least number of points will be selected for the opening. If more than one candidate has the same number of points, the current Chair will recommend the most qualified of these applicants to be selected for the opening.

### **Benefits**

1. Trainees get to select their booth space before other applicants with zero (0) points.

2. Trainees learn valuable new skills and the ins-and-outs of their committee.

3. Trainees who successfully complete one year in their position are guaranteed to be named Chair the following year. (See Chair - Selection Process - Section 04 above)

### **Points**

1. Current Chairs earn one (1) point for each year that they serve.

2. Current Local Clay Officers and Standing Committee Chairs earn one (1) point for each year they serve.

3. Former Chairs, Local Clay Officers and Standing Committee Chairs lose one (1) point each year after they are no longer a Chair or Officer down to a minimum of (0) zero points.

### **Show Participation**

1. Clay Fest is open to all members of Local Clay. Each applicant must be a member in good standing of Local Clay by the Clay Fest application deadline date.

2. Notification of the availability of show applications will be provided as follows: on a date determined by the Steering Committee, Local Clay Members will be notified of the date of the availability of the Clay Fest application. They will have the option of receiving an application by US mail or transmitted electronically, as indicated on their Local Clay membership application.

3. Each Local Clay member is eligible to make one application to the show. Shared memberships (as provided for in the Local Clay By-laws, Article IV, Section 2.2) will be treated as a single member, eligible for a single booth.

4. A Local Clay member may apply for an individual booth or may share a booth with other Local Clay members; however, each member wishing to participate in the show must submit a separate application and will be required to fulfill Committee Work and Work Shifts.

5. All applications must be postmarked by the deadline date stated on the application to be considered in the first round of booth selection.

6. Clay Fest also has a "Gallery-Only" option for participants. All members of Local Clay are guaranteed space in the Clay Fest Gallery, provided they have submitted a Clay Fest application by the specified deadline.

7. Each member participating in the show gets one vote towards any awards presented.

### **Booth Space Allocation**

1. The show's application will denote the date, time and place of the booth selection meeting. Any applicant who is not present at the booth selection meeting may delegate someone else to select their booth space. If neither the applicant nor a designee is present, show spaces will be drawn at random or assigned (at the discretion of the Steering Committee and/or Registrar) from the pool of available spaces.

2. Booth allocation is done in descending order of the number of points. For each number of points, current Chairs, Local Clay Officers and Standing Committee Chairs select their booth space before former Chairs, Local Clay Officers, and Standing Committee Chairs; then Trainees select their booth space and finally applicants with zero (0) points select their booth space.

3. When two members, each with points, apply for a shared booth space, the applicant with the highest number of points will have those points used in the booth allocation process.

4. The booth allocation process proceeds as follows:

A. Applicants with the highest number of points will be divided into 2 groups, Group (A) being current Chairs, Local Clay Officers and Standing Committee Chairs, and Group (B) being applicants who have points but are not currently Chairs, Local Clay Officers, or Standing Committee Chairs.

B. Applicants in Group (A) will have their names drawn at random. When their name is drawn, they select a booth. When all members of Group (A) have selected booths, the process repeats for Group (B).

C. The process is repeated in descending order of points until all applicants with points have selected their booths.

D. Trainees with zero (0) points will have their names drawn at random to select their booth space.

E. Other Applicants with zero (0) points will have their names drawn at random to select their booth space.

5. During the booth allocation process, the order in which each participant's name is drawn will be recorded.

6. An applicant may choose to accept a booth size which was not their preferred choice, due to the lack of availability of the booth size they had requested.

7. Should the number of applicants exceed the availability of booth spaces, applicants will be placed on a waiting list in sequential order as their names are drawn.

8. In the event a booth space becomes available after the initial booth allocation process, this space will be allocated in the following order:

A. Participants whose preferred choice of booth size matches the available booth space but who accepted an alternative booth size will be contacted in the same order in which their name was drawn, and offered the space; then

B. Applicants on the waiting list will be contacted in sequential order and offered the space.

9. Applicants who applied after the deadline are offered booths only after all other applicants have been offered booths. Late applications are taken in order of date postmarked. If more than one application was postmarked on a given date, the Registrar will determine their order by random draw.

## **Broken Pots**

Clay Fest pays for some types of breakage, and these payments come directly from show's booth fee revenue. This is not an insurance policy, and all payments reduce the operating revenues of the show. There is no guarantee that breakage will be compensated by Clay Fest. Each incident is reviewed by Steering Committee members, and their decision is final.

1. Each participant is responsible for ensuring that (a) all their work in the show can be handled with normal/reasonable care without damage and (b) that their display and/or booth design, assembly, and set-up is stable and can withstand normal/reasonable customer traffic without damage.

2. Clay Fest will only consider payments for losses that occur during posted show "open" hours and that are due to customer handling or accidents during the sales and wrapping process. Clay Fest will not consider any loss between participants and/or their assistants, unless the loss occurred in the performance of official duties, such as wrapping, sales, hosting, or assisting customers to carry or load purchases. Clay Fest will not pay for missing pots or switched or altered tags.

3. Maximum breakage reimbursement is limited to the lesser of either the current reserves in the broken pot fund or \$500 per participating member (not per piece). Payments will be based on tag price, minus Clay Fest commission. If there are multiple participants with breakage, payments to any individual participant will be prorated to the current reserves in the broken pot fund. No payments will be made for pieces priced at less than \$25.

4. Claims: A "broken pot" form must be obtained from the Security/Information booth and filled out during the show. The broken piece must then be turned in to the Security/Information booth with the completed form. Claims made after the show will not be considered. All claims will be paid at the discretion of the Steering Committee, and their decision is final.