



# HANDBOOK

As Updated by the Executive Committee 2022

"Any reference in this Handbook to words "he, his, or himself" is understood to mean "he/she, his/her, himself/herself"."

This Handbook shall not be amended, repealed,  
or altered, in whole or in part,  
except by a majority vote of the Executive Committee.

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# WORLD CLOWN ASSOCIATION HANDBOOK

This Handbook has been compiled to give direction to the officers and directors of the World Clown Association. It lists a variety of duties and responsibilities for each officer and director but it is not meant to be a total listing of all that is required. Each officer and director should strive for excellence in their position, go beyond what is expected and show a vision and ability in their position that will truly reflect the purpose of the World Clown Association as shown in the Bylaws:

**PURPOSE:** “The World Clown Association exists to serve the needs of member clowns, to serve the needs of local affiliate clown alleys, and to promote the art of clowning throughout the world.”

The Officers and directors of the World Clown Association are a team and each year’s success will be measured by the communication and information that helps the Association progress to a higher level of professionalism in the art of clowning.

This Handbook is to be used in conjunction with the Bylaws, Convention Manual, Publications Handbook, Jr. Joey Handbook, President’s Handbook, Scholarship Handbook, Competition Rules and Guidelines, and other written directives of the Association. The Bylaws and the WCA Handbook are reviewed and updated each year by the Immediate Past President (odd years) or the President-Elect (even years).

The sectional handbooks of the Association should be reviewed by their primary officer or official each year and changes in procedure reflecting the current working of that branch of WCA should be written by the primary officer or official to be reviewed, approved, and updated each year at the Executive Committee Mid-term Meeting.

The WCA Handbook is to be used in conjunction primarily with the WCA Bylaws which list the following information under the section Article IX. Committees and Officers

## Section 1. Composition of Executive Committee:

The Executive Committee of the Association shall consist of the President, President-Elect (even years), Vice President, Immediate Past President (odd years), Treasurer, Education Director, Alley Director, and Marketing Director.

## Section 2. Powers and Duties of Executive Committee and President

The Executive Committee shall have supervision and control of the day-to-day affairs of the Association, shall determine its policies or changes therein within the limits of the Bylaws, shall actively prosecute the objectives of the Association, and shall have discretion in disbursement of its operating funds. The President shall occupy the highest Official's office and highest Executive's office within the Association. The President shall oversee all functions and activities of the Association. The Executive Committee shall receive free Convention registration during their term if finances are available to do so.

## Section 3. Composition of Board of Directors:

The Board of Directors of the Association shall consist of the Executive Committee, the Clown Ministry Director, Awards Director, Caring Clown Director, Jr. Joey Director and Regional Directors.

## **EXECUTIVE COMMITTEE OFFICERS – ELECTED**

**PRESIDENT** – Refer to the President’s Manual for further discussion and clarification on presiding over this office.

How Elected: President-Elect is voted into office by electronic and mail-in ballots every other year in even years, and then automatically assumes the office of President the following year. President serves for a 2-year term.

Reporting Responsibilities:

1. Quarterly Report to the Board of Directors
2. Works with Past President and President-Elect to submit a proposed ballot at the Mid-term Meeting of members running for office, for the approval of the Executive Committee.
3. Submit quarterly reports to the business manager for distribution to the officers at the Mid-term and Annual Board Meetings.
4. Report to the General Membership at the General Membership Meeting

Bi-Annual (every two years) Duties:

1. Appoint Treasurer, Jr. Joey Director,
2. Appoint Committee Heads for the following Committees: Convention Committee-current, Convention Committee-future site, Scholarship Committee, Publications Committee, Election Committee, Clown of the Year Committee, Lifetime Achievement Committee, and Business Services Committee.

Annual Duties:

1. Chair the General Membership Meeting
2. Appoint a Sergeant at Arms before every General Membership Meeting
3. At his discretion, may present, to a deserving member “The President’s Humanitarian Award”.

Semi-Annual (twice a year) Duties:

1. Preside at the Board of Director’s Meeting and the Executive Meetings
2. Prepare Agenda for the Mid-term, Executive Committee, and General Membership Meetings

Quarterly Duties:

1. Provide a Quarterly Report to the Board of Directors
2. Receive and Review Reports from all Officers and Directors
3. Receive and Review Reports from the Convention Committee

Ongoing Duties:

1. Serve as a member of the Executive Committee by assisting in the day to day business and administration of the organization and submit quarterly reports to the Business Manager for the Board of Directors.
2. Chair the Executive Committee
3. Communicate matters to the membership or to the Board as may, in his opinion, tend to promote the welfare and increase the duties as are necessarily incident to the office of President.
4. Vote on matters coming before the Board of Directors or the General Membership meeting if his vote affects the outcome.
5. Serves a two-year term of office and shall not be elected to the office of President-Elect for a period of two years following the expiration of his term of office, but may be elected to the office of President-Elect after that time.
6. Approve all checks over \$250.
7. Write a President’s Article for each issue of Clowning Around magazine.
8. Works with the Publication Committee in regards to the Clowning Around magazine cover.
9. Oversee financial reports regularly.
10. Be a model representative in terms of public relations and public exposure in all opportunities.
11. As needed or requested, may serve as an advisor to officers/officials within their area of governance and/or liaison to others as shown on the current Organization Chart.a

## **IMMEDIATE PAST PRESIDENT**

### **How Elected or Appointed:**

1. The current President automatically succeeds to Immediate Past President at the conclusion of his term of President and serves a one year term in the odd-numbered years.

### **Reporting Responsibilities:**

1. Serve as a member of the Executive Committee by assisting in the day to day business and administration of the organization and submit quarterly reports to the current President and Business Manager for the Board of Directors.
2. Fill in the office of President in the absence of the President until it can be filled by the President or President Elect.
3. Submit quarterly reports to the business manager for distribution to the officers at the Mid-term and Annual Board Meetings.
4. Submit a proposed ballot at the Mid-term Meeting of members running for office, for the approval of the Executive Committee.
5. Oversee the other officials under the Organizational Chart
6. By-law and Handbook Committee reports to this office (in odd numbered years).
7. Nominating Committee reports to this office (in odd numbered years).

### **Annual Duties:**

1. Attend the General Membership Meeting.
2. Chair the Nominating Committee (in odd numbered years).
3. Chair the By-law and Handbook Committee (in odd numbered years).
4. Update the President's Manual

### **Quarterly Duties:**

1. Attend the Executive Committee and Board Meetings.
2. Submit reports for the Mid-term and General Membership Meeting

### **Ongoing Duties:**

1. Serve as a member of the Executive Committee by assisting in the day to day business and administration of the organization and submit quarterly reports to the current President for the Board of Directors.
2. Provide advice and guidance to the current President.
3. Perform other duties as assigned by the current President.
4. Write an educational article for each issue of Clowning Around.
5. Be a model representative in terms of public relations and public exposure in all opportunities.
6. As needed or requested, may serve as an advisor to officers/officials within their area of governance and/or liaison to others as shown on the current Organization Chart.

## **PRESIDENT-ELECT**

**How Elected:** President-Elect is voted into office by electronic or mail-in ballot for a one-year term in even-numbered years, and then automatically assumes the office of President the following year. Filling the unexpired term as President shall not prevent the President-Elect from the automatic assumption of the office of President.

### **Reporting Duties:**

1. Serve as a member of the Executive Committee by assisting in the day to day business and administration of the organization and submit quarterly reports to the current President for the Board of Directors.
2. Submit quarterly reports to the business manager for distribution to the officers at the Mid-term and Annual Board Meetings.
3. Oversee other officials under the Organizational Chart
4. Submit a proposed ballot at the Mid-term Meeting of members running for office, for the approval of the Executive Committee.
5. By-law and Handbook Committee reports to this office (in even numbered years).
6. Nominating Committee reports to this office (in even numbered years).

#### Annual Duties:

1. Chair the Nominating Committee (in even-numbered years) and report to the current President
2. Chair the By-Law and Handbook Committee (in even-numbered years) and report to the current President

#### Quarterly Duties:

1. Attend the Executive Committee and Board Meetings
2. Submit quarterly reports for the Mid-term and General Membership Meeting

#### Ongoing Duties:

1. Preside at meetings of the Association and the Board of Directors in the absence of the current President.
2. Fill the unexpired term as President in the event that the office of President is vacated.
3. Perform other duties as assigned by the current President.
4. Write an educational article for each issue of Clowning Around.
5. Be a model representative in terms of public relations and public exposure in all opportunities.
6. As needed or requested, may serve as an advisor to officers/officials within their area of governance and/or liaison to others as shown on the current Organization Chart.

### **VICE PRESIDENT**

How Elected: Is voted into office by electronic or mail-in ballot every other year in even numbered years.

#### Reporting Duties:

1. Serve as a member of the Executive Committee by assisting in the day to day business and administration of the organization and submit quarterly reports to the current President for the Board of Directors.
2. Submit quarterly reports to the business manager for distribution to the officers at the Mid-term and Annual Board Meetings.
3. Receive and review monthly reports of the activities of the Convention Committees as the liaison between the Convention Committees and the Executive Committee, including, but not limited to, reports from the Awards Director, the Education Director, the Marketing Director, and the Convention Committee Chair.
4. Receive and review reports of the local Host Alley for the Convention if there is one.

#### Annual Duties:

1. Oversee the other officials under the Organizational Chart.

#### Quarterly Duties:

1. Attend the Executive Committee and Board Meetings
2. Submit reports for the Mid-term and General Membership Meeting

#### Ongoing Duties:

1. Serve as the liaison on the Convention Committees to the Executive Committee and communicates information as necessary.
2. Write an educational article for each issue of Clowning Around.
3. Be a model representative in terms of public relations and public exposure in all opportunities.
4. As needed or requested, may serve as an advisor to officers/officials within their area of governance and/or liaison to others as shown on the current Organization Chart.
5. Approve or deny requests for use of the World Clown Association logo in order to protect the trademark and integrity of same. May consult with Executive Committee

### **EDUCATION DIRECTOR**

How Elected: Voted into office by electronic or mail-in ballot every other year in odd years.

#### Reporting Duties:

1. Serve as a member of the Executive Committee by assisting in the day to day business and administration of the organization and submit quarterly reports to the current President for the Board of Directors.
2. Submit a quarterly report to the Business Manager for distribution to the officers at the mid-term and annual Board Meetings.

#### Annual Duties:

1. Oversee other officials under the Organizational Chart
2. Provide lecturers, performers and educational supply dealers for the Annual Convention in coordination with the Convention Committee.
3. Serve as a member of the Convention Committee
  - A. Fill in lecturer and performer slots in development of the schedule.
  - B. Work with convention committee to assign the areas for classrooms, educational supply dealers rooms, and performances and determine the seating arrangements to be passed on to the hotel for setup
  - C. Negotiate contracts with lecturers, performers, and educational supply dealers as outlined in the Convention Manual. Preference will be given to suppliers who are actively supporting the World Clown Association as demonstrated by, but not limited to, advertising in 'Clowning Around', lecturing or performing without fees, or other forms of tangible support.
  - D. Place a request in the contracts with the educational supply dealers for optional donations to the scholarship fundraiser.
  - E. Prepare a spreadsheet tracking lecturers and performers, class titles, fees paid, and contact information for future use. Include educational supply dealers who lecture or trade space for a lecture or performance, items for sale, fees paid, and contact information for future use
  - F. During the convention, coordinate the opening and locking of the educational supply dealers areas
  - G. Work with the Current Convention Committee Chair to provide a Photographer for the annual convention.
  - H. Collect W9s when applicable. A copy of signed contracts and W9s will be sent to the treasurer.
3. Maintain any educational material owned by the Association for the benefit of the general membership.

#### Quarterly Duties:

1. Attend the Mid-term, Board, and General Membership Meetings, and any other meetings that may be called for the Executive Committee.

#### Ongoing Duties:

1. Write an educational article for each issue of Clowning Around.
2. Develop a resource directory of lecturers and performers for the use of member alleys.
3. Respond to questions about clown education from the general membership.
4. Be a model representative in terms of public relations and public exposure in all opportunities.
5. As needed or requested, may serve as an advisor to officers/officials within their area of governance and/or liaison to others as shown on the current Organization Chart.
6. To serve as a member of the Website Committee.

### **MARKETING DIRECTOR**

#### How Elected:

1. Voted into office by electronic or mail-in ballot every other year in odd years.

#### Reporting Duties:

1. Serve as a member of the Executive Committee by assisting in the day to day business and administration of the organization and submit quarterly reports to the current President for the Board of Directors.
2. Submit a quarterly report to the Business Manager for distribution to the officers at the mid-term and annual Board Meetings.
3. Oversee other officials under the Organizational Chart

#### Ongoing Duties:

1. Develop and apply methods to increase membership.
2. Update forms and applications related to membership
3. Promote public relations via the media, writing press releases, ads, and handling informational distribution.
4. Coordinate with other clown-related organizations, events, and activities.

5. Promote International Clown Week events (August 1-7 each year) for the Association.
6. Develop membership retention materials.
7. Explore advertising with other regional clown organizations and annual events, checking on type of publication the organization has, the cost for advertising, number of issues each year and dates to have copy in for each issue, making recommendations to the Executive Committee where the Association should be advertising.
8. Decide how many World Clown Association membership flyers and convention registration forms to send for goody bags for regional conventions and clown-related events. Get the contact to assure they will be included; then get them printed and sent.
9. Work with the Future convention Committee to prepare the convention registration flyer for the following convention in time each year to be distributed at the current year's convention.
10. Develop press releases for media in the area surrounding the convention site with information about the convention and contact information.
11. Develop press releases for all members attending the convention to be given them to promote their clowning and World Clown Association upon their return home.
12. Work with Alley Director and Membership Director on specific targeted areas according to regions by marketing WCA at annual regional conventions such as Texas Clown Association (TCA), Southeast Clown Convention (SECA), Midwest Round-Up Convention, Etc..
13. Write an educational article for each issue of Clowning Around.
14. Be a model representative in terms of public relations and public exposure in all opportunities.
15. Chair the Web Site Committee and oversee the WCA Web Site.
16. Oversee Social Media Committee
17. Work directly with the webmaster on financial aspects of the web site. Report to the Executive Committee for approvals.
18. Provide the webmaster updates, additions, and corrections to the website, confirming the accuracy of all information after it is posted.
19. Design and prepare a new membership brochure for use with the membership renewals in April and update for membership recruiting throughout the year as necessary.
20. Develop the membership brochures in English, Spanish, and other languages as requested by the Executive Committee.
21. Ensure a list of winners, their titles and photos is provided directly from the Awards Director to the Webmaster for posting on the website and social media.
22. As soon as possible following the convention secure a list of winners, their title and photos from the Awards Director, and provide to the webmaster for posting on the website, Facebook and CA Magazine.
23. As needed or requested, may serve as an advisor to officers/officials within their area of governance and/or liaison to others as shown on the current Organization Chart.
24. Proactively seek new advertisers for the Clowning Around magazine.
25. Coordinate with other Clown organizations or promoters to trade advertisements based on a compatible monetary value and report this to the Treasurer.

## **ALLEY DIRECTOR**

How Elected:

Voted into office by electronic or mail-in ballot every other year in even years

Reporting Duties:

1. Serve as a member of the Executive Committee by assisting in the day to day business and administration of the organization and submit quarterly reports to the current President for the Board of Directors.
2. Submit a quarterly report to the Business Manager for distribution to the officers at the mid-term and annual Board Meetings.

3. The Alley Committee is chaired by Alley Director. Reports from this chairperson should be required at least on a quarterly basis. This committee should publish an Alley Newsletter at least quarterly or write articles for the magazine *Clowning Around*. It should contain information for Alley leadership to provide guidance with educational and operational items. The committee will be responsible for obtaining Alley information in order to determine an Alley of the Year. An award will be presented to those members at the alley members at the annual convention

#### Ongoing Duties:

1. Act as liaison to the alleys of the World Clown Association
2. Attend the Executive Committee Meeting, Board Meeting and General Membership Meeting at the annual convention.
3. Oversee other officials under the Organizational Chart.
4. Receive and review reports from the Regional Directors on regional and national Clown conventions or training programs and submit this data for publication in the World Clown Association media.
5. Work with the Regional Directors to maintain a regional resource directory listing clown events, educational suppliers and activities from each region that will be an ongoing resource for the association members.
6. Work with the Business Manager to oversee and distribute all alley registration and renewals to and from each alley
7. Coordinate and distribute alley packets to new alleys.
8. Provide ongoing educational resources to new and renewed alleys.
9. Sign new alley charters
10. Oversee the printing and upkeep of the Alley Manual.
11. Handle questions or concerns from the alleys
12. Chair and oversee the Alley of the Year Committee
13. Distribute recognition awards to alleys applying for Alley of the Year.
14. Arrange for and present the Alley of the Year Award with the President which is procured by the Business Manager
15. Communicate with Regional Directors regarding potential new alleys in each region.
16. Follow up on alley non-renewals and share the information with the appropriate Regional Director for their assistance.
17. Encourage Regional Directors to develop new alleys in each region.
18. Contribute an article for each issue of *Clowning Around* dealing with alleys.
19. Be a model representative in terms of public relations and public exposure in all opportunities.
20. As needed or requested, may serve as an advisor to officers/officials within their area of governance and/or liaison to others as shown on the current Organization Chart.

#### ALLEY OF THE YEAR COMMITTEE

1. The Alley Director, who then appoints the committee members for the purpose of choosing the Alley of the Year.

#### Reporting Duties:

1. The Alley Director will report to the President and Business Manager of WCA as requested but not less than quarterly.

#### Duties of the Chairperson:

1. Submit any recommended changes to the Alley of the Year Award program to the Executive Committee for approval.
2. Maintain and follow the Alley of the Year Manual for the Applications due each year on January 31, as follows:
  - A. The Alley must be a current WCA Alley in good standing
  - B. What impact has your Alley had in your community?
    - a. Nursing home/Veterans visits
    - b. Hospital/Hospice work
    - c. Civic groups

- d. Parades, walks, public events
- e. Schools (all ages)
- f. Holidays/Festivals
- g. Libraries
- h. Other
- C. Clown Education
  - a. Clown classes
  - b. Scholarships available for clowns from Alley money
  - c. Alley lectures/Seminars
  - d. Number of educational activities offered to the Alley
  - e. Recruiting new members
  - f. Alley morale and participation
  - g. Alley material available to members (books, videos, etc.)
- D. Conventions
  - a. Attending and participating members
  - b. Sponsoring/Hosting
  - c. Presentations
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- F. Alley Participation in International Clown Week
- G. Total number of current WCA members
- H. Why our Alley should be ALLEY OF THE YEAR.

## **EXECUTIVE COMMITTEE OFFICERS - APPOINTED**

### **TREASURER**

How Appointed: Appointed by the current President with the approval of the Executive Committee

Reporting Duties:

1. Monthly financial reports to the Executive Committee.
2. Financial Report to the General Membership at the General Membership meeting.
3. Report preparation of annual tax returns as required by law.
4. Prepare year-end financial report to be published in Clowning Around.

Annual Duties:

1. Select and hire a CPA firm to annually compile the financial records and prepare any tax returns.

Quarterly Duties:

1. Attend the Executive Committee, Board and General Membership Meetings.
2. Submit reports for the Mid-term and General Membership Meeting.

Ongoing Duties:

1. Serve as a member of the Executive Committee by assisting in the day to day business and administration of the organization and submit quarterly reports to the current President for the Board of Directors.
2. Attend the Mid-term Meeting and General Membership Meeting
3. Reconcile bank statements within 10 days of their receipt.
4. Provide a copy of the financial statement to each member of the Executive Committee within 30 days of receipt of bank statements.
5. Arrange payment of all normal and regular monthly bills of \$250 or less by their authorization only. Payments over \$250 require approval of both President and Treasurer.
6. Prepare and submit IRS Form 1099 to those associations or publishers with whom we trade advertisement.
7. Co-chair the Legal and Insurance Committee with the Business Manager.
8. May write educational articles for Clowning Around.
9. Be a model representative in terms of public relations and public exposure in all opportunities.

10. As needed or requested, may serve as an advisor to officers/officials within their area of governance and/or liaison to others as shown on the current Organization Chart.

## **LEGAL AND INSURANCE COMMITTEE**

### **How Appointed:**

1. Appointed by the current President, as needed, with the approval of the Executive Committee. Co-Chaired by the Treasurer and Business Manager

### **Reporting Duties:**

1. Reports as necessary to the President, with copies to the Treasurer and Business Manager, whenever matters of insurance or of a legal nature are required.

## ADDITIONAL ELECTED BOARD OF DIRECTORS

### AWARDS DIRECTOR

How Elected:

1. Voted into office by electronic or mail-in ballot semi-annually in even years.

Reporting Duties:

1. Submit periodic reports to the current Vice President for the Board of Directors.
2. Submit a quarterly report to the Business Manager for distribution to the officers at the mid-term and annual Board Meetings.

Annual Duties:

1. Oversee all competitions at the annual convention.
2. Assemble a panel of judges for each competition and provide them with the guidelines for judging each individual category.
3. Make the competition rules and guidelines available to all competitors via on-line and program.
4. Propose any changes to the competition rules for review and approval of the Executive Committee by the midterm meeting, in order to apply at the following convention.
5. Any changes in the competition rules must be published on line and in 'Clowning Around' magazine at least 90 days prior to the competition.
6. Arrange for the Master of Ceremonies or Announcers for the required competitions.

Organize and submit the list to the Business Manager for all award medals for the competitions and other medals including the Clown of The Year Award, Lifetime Achievement Award, Publication Award and any other awards of the Association. Business Manager will procure the listed awards.

After an individual has been selected, an appropriate award should be prepared. In the past, Joan's Trophies, Attention: Crystal, 508 N.E. Jefferson Street, Peoria, Illinois, 61613 has been used for obtaining this award. The telephone number is (309) 674-6500 FAX number is (309) 674-3290. We have an account number with this company. Although as President you can select any company to prepare the trophy, it might be more advantageous to use this company. The reason being that the plaques would be standard for all recipients.

Prior to ordering the trophy, a gold medallion should be obtained from the Competition Director. All excess awards are in the Competition Director's possession. The medallion is used as part of the award and should be forwarded to the company who will be preparing it. If for any reason a gold medallion is not available, allow sufficient time to have one prepared. The medallion is the same one used for awards of first place at competitions. A black ribbon with Clown of the Year will be embroidered.

It is your responsibility to insure the award is obtained and available for presentation at the annual awards banquet. This prestigious award should recognize the contributions the selected individual has made to the **World Clown Association** and clowning. It's important to have the award presented before his or her peers.

Work with the Business Manager to prepare and provide all score sheets and competition sign-up materials. All Score sheets and competition sign-up materials are to be given to and retained by the Business Manager for one year.

7. Make arrangements for timing and scoring of all competitions, including a visual timer and timekeeper, runners, backstage personnel, tally keepers, and sound technician.
8. Present the awards with the President and provide assistance for the presentation of slides at the Annual Awards Banquet.
9. Coordinate with the Education Director to ensure competitor photos are taken for use at the Awards Banquet.

10. Awards Director is responsible to receive the list of all winner information and photos and provide to the Editor of Clowning Around and the Marketing Director.
11. Develop a judges training program.
12. Write an educational article for each issue of Clowning Around.
13. Directly oversees 'Legacy of Laughter' award and works with the executive committee to determine the appropriate recipient, and maintains and follows the Legacy of laughter guidelines, as follows:
  - a. This award shall be awarded to a person who has shown, over many years, the ability to make people smile, laugh, have empathy and shed a tear on occasion through their antics and abilities in their clown character.
  - b. This award shall be awarded to a person whose exemplary clowning skills have entertained generations through any of many different clown venues. Their understanding of the Art of Clowning has been evident through many years of providing laughter with their excellent use of humor, skills, and physical comedy.
  - c. This award shall not be given twice in a lifetime.
  - d. Award can be presented to a living person or posthumously.
  - e. This award to be given to an individual with a 3rd party nomination, not to be self nominated.
  - f. This is not an annual award. The winner of this award will be decided by the Executive Committee and need not be awarded each year; it shall be given to the individual at the annual convention or at a special presentation chosen by the Executive Committee.
  - g. This award will not be monetary
  - h. This award may include a medal and/or plaque to commemorate the event.
  - i. This award should be awarded whether or not the person has been a part of WCA in a leadership capacity on the organization's board of directors or any other capacity .It should be based on the work/entertainment that clown has done and the impact it has had on the public and fellow performers.

#### On Going Duties:

1. Serve as a member of the Convention Committee and Website Committee.
2. Be a model representative in terms of public relations and public exposure in all opportunities.
3. As needed or requested, may serve as an advisor to officers/officials within their area of governance and/or liaison to others as shown on the current Organization Chart.

### **CLOWN MINISTRY DIRECTOR**

How Elected: Voted into office by electronic or mail-in ballot every other year in even years.

#### Reporting Duties:

1. Submit a quarterly report to the Education Director and Business Manager for distribution to the officers at the mid-term and annual Board Meetings.

#### Annual Duties:

1. Prepare a Clown Ministry Worship Service at the annual convention that educates our members in techniques of using clown arts and skills to minister within their own religious denominations or persuasion (clown skits, mime, music, magic effects, artist, poems, stories, etc).
2. Be prepared to give invocations as necessary at the Annual Convention suitable to all faiths: Annual Board Meeting, Annual General Membership Meeting, and Annual Awards Banquet.
3. Provide a Memorial Tribute at the Annual Convention for those members who have died during the previous year.
4. Teach classes on gospel clowning and non-denominational clown ministry concepts at the annual convention at the request of the Education Director.

#### Ongoing Duties:

1. Write an educational article for each issue of Clowning Around, including such things as inspirational biographies, poems, stories, tricks, routines, caring clown practices and techniques
2. Be on call for members who may wish to talk or have a concern.

3. Be a model representative in terms of public relations and public exposure in all opportunities.
4. Serve as a member of the Website Committee.

## **CARING CLOWN DIRECTOR**

How Elected:

Voted into office by electronic or mail-in ballot every other year in even years.

Reporting Duties:

1. Submit a quarterly report to the Education Director and Business Manager for distribution to the officers at the mid-term and annual Board Meetings.

Duties of the Chairperson:

1. Develop a relationship with caring clowns in all venues such as (but not limited to) hospitals, nursing homes, assisted living facilities, palliative care, Veterans facilities, charity events and fund raisers for special needs, mental facilities, prisons, and other venues that might be suggested by our membership.
2. Develop and maintain a Caring Clown Handbook describing all of the functions of the committee, including a Caring Clown Code of Ethics.
3. Share with the WCA Education Director research and caring clown educational materials appropriate for publications and/or the WCA website.
4. Work cooperatively with the WCA Education Director providing caring clown speaker information for the annual convention's lecture sessions.
5. Write an educational article for each issue of Clowning Around, including such things as inspirational biographies, poems, stories, tricks, routines, caring clown practices and techniques.
6. Serve as a member of the Website Committee.

## **REGIONAL DIRECTORS**

How Elected:

Regional Directors are voted into office every two years by electronic or mail-in ballot on either even or odd years depending on region as listed in By-Laws

Reporting Duties:

1. Submit four reports per year as follows;
  - a. A first and third quarter report on the World Clown Association activities within the region to the Alley Director-
  - b. A comprehensive Mid-Year report on the first 6 months of activities and an Annual Report within the officers region to be given to the Alley Director, President, and Business Manager, dates specified by the Business Office Manager.
2. Procure information on regional and national clown conventions or training programs within his area for publication in Clowning Around.

Annual Duties:

1. Attend the Board of Directors meeting at the annual convention

Quarterly Duties:

1. Submit report on the World Clown Association activities in his region to the Alley Director.

Ongoing Duties

1. Solicit new members.
2. Promote the World Clown Association in his region for both the clown community and general public.
3. Send a welcoming letter to each new member in his area.
4. Work with the Alley Director to maintain a regional resource directory listing clown events, educational suppliers, and activities from his region that will be an ongoing resource for the Association members
5. Submit articles for publication in Clowning Around on a regular basis.  
Articles in the Regional Section should include activities and information from the Regional Director's specific region. Additional articles may be submitted of an educational nature for inclusion in the magazine in other sections.

6. Reside in the area he is representing.
7. Interact with other Regional Directors to assist clowns who are re-locating to another area to help them find an alley.
8. Assist Alley Director in establishing new alleys
9. Work with convention committee and host alleys as needed for convention held in his region.
10. Distribute World Clown Association information and flyers throughout the region: libraries, schools, civic groups, etc.
11. Maintain a list of clown events, educational suppliers, and activities for referral to members in his region.
12. Attend as many clown-related events as possible.
13. Stay informed and be an educational resource to everyone.
14. Follow-up on all inquiries, be responsible, and be accessible.
15. Be a model representative in terms of public relations and public exposure in all opportunities.

Regional Directors (elected by their constituency as follows):

REGION	STATE / COUNTRY
Midwest United States Director	Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, Kentucky
Northeast United States Director	Vermont, Massachusetts, Connecticut, Rhode Island, New Hampshire, Maine, Ohio, Pennsylvania, West Virginia, Virginia, Maryland, New York, New Jersey Delaware, District of Columbia
Northwest United States Director	Alaska, Washington, Oregon, Idaho, Montana, Wyoming, North Dakota, South Dakota, Nebraska
Southeast United States Director	Arkansas, Louisiana, Tennessee, Mississippi, Alabama, Georgia, Florida, North Carolina, South Carolina
Southwest United States Director	Utah, Colorado, Kansas, Oklahoma, Texas, Hawaii, California, Nevada, Arizona, New Mexico
Asian Pacific Director	Japan, Australia, and New Zealand
Canadian Director	Canada
Latin American Director	Mexico and Caribbean Area. Bahamas shall be included in the Caribbean area
South East Asian Director	Malaysia, Thailand, Singapore, Indonesia, Taiwan, Hong Kong, China, and India

## **ADDITIONAL APPOINTED BOARD OF DIRECTORS**

### **JR. JOEY DIRECTOR**

#### **How Appointed:**

Appointed annually by the incoming President with the approval of the Executive Committee

#### **Reporting Duties:**

1. Submit a quarterly report to the Education Director, with a copy to the Business Manager for distribution to the officers at the mid-term and annual Board Meetings.

#### **Ongoing Duties:**

1. Attend the Board Meeting and General Membership Meeting at the annual convention.
2. Serve as an intermediary between the Jr. Joeys and WCA, recommending to the Board changes for improving the Jr. Joey program.
3. Contribute articles for each issue of Clowning Around dealing with Junior Joey matters.
4. Recruit Junior Joey memberships, alleys, and participation.
5. Reply to inquiries and provide help with problems or questions concerning the Junior Joey's program, membership, alleys, and convention participation.
6. Oversee the Junior Joey scholarships, including selections committee, levels of awards, and raising the scholarship funds.
7. Present the Junior Joey Participation Awards at the banquet.
8. Provide the Junior Joey newsletter.
6. Set up the Junior Joey programs for the convention including: the schedule of lectures, selection of lecturers, space needs and layout, present Competition Awards, letters to parents of participating Juniors, parent introductory letters, on time drawings, and Junior Joey Convention Manuals.
9. Maintain the Junior Joey Director's Manual.
10. Oversee the Junior Joey Program of WCA as set forth in the Jr. Joey Director's Manual.
11. Be a model representative in terms of public relations and public exposure in all opportunities.

**INDEPENDENT CONTRACT PROVIDERS – Business Manager, Editor, Web Design and other paid positions require top bids to discuss and approve.**

**BUSINESS MANAGER**

**How Selected:**

When this position becomes vacant, solicitation for applications for this position will appear in Clowning Around. Applications will be received and reviewed by the Business Services Committee and top recommendations forwarded to the Executive Committee. After evaluation and selection, a contract will be entered into between the chosen applicant and the Executive Committee, signed by the current President of the World Clown Association and the selected applicant. After the first year's contract, additional contracts are ongoing.

**Reporting Duties:**

1. A monthly activity report that reflects significant accomplishments and major activities for the previous month will be sent to the Executive Committee, Regional Directors, and all Appointed Officers. Information to be included, but is not limited to, will be new members, total membership, sales of merchandise, insurance records, and convention records.
1. Collect quarterly reports from officers and directors and distribute them to the Executive Board for review.
2. Make all reports required by law

**Annual Duties:**

1. Make a full report of all matters and business pertaining to his office to the members at the General Membership Meeting.
2. Serve at the Registration Desk at convention
3. Prepare convention badges and tickets for various events.
4. Provide the Awards Director with a list of current World Clown Association members for the convention
5. Work with the Awards Director to procure all award medals for the competitions and other medals including the Clown of The Year Award, Lifetime Achievement Award, Publication Award, Alley of the Year Award, and any other awards of the Association.
6. Attend the Executive Committee Mid-Year Meeting, take minutes, and provide minutes to the entire Board of Directors within 15 days after the conclusion of the meeting.
7. Attend the annual General Membership Meeting, take notes, and provide minutes to the Executive Committee within 15 days following the meeting for their review. The final form is sent within 7 additional days to the Editor of Clowning Around for publication.
8. Send out World Clown Association renewal information to all World Clown Association members as needed.
9. Remind all members and alleys who have not renewed to do so.

**Quarterly Duties:**

1. Keep a complete record of all meetings of the Association and of the Board of Directors.
2. Attend Board meetings, takes minutes, and provide minutes to the entire Board of Directors within 15 days following the meeting.

**Monthly Duties:**

1. Provide information, including but not limited to, regional membership lists to Regional Directors or other members of the World Clown Association Board of Directors as required.
2. Provide to Regional Directors a list of all new members each month.

**Ongoing Duties:**

1. Record votes or actions of the Executive Committee
2. Keep archival copies of books and records of the Association.
3. Sign papers pertaining to the Association as he may be authorized or directed to sign by the Executive Committee or Board of Directors.
4. Keep the corporate seal and affix it to all papers requiring a seal.

5. Keep complete membership, insurance, and convention records.
6. Maintain a photo file of officers and committee heads for the use of the Marketing Director, Editor, and for other projects of the Association
7. Perform such other duties as required of him by the Board of Directors of the Association.
8. Assume responsibility for day to day operations and record keeping of the Association.
9. Ensure that services are provided in a professional, timely and accurate manner in accordance with direction from the current President
10. Collect and respond to all World Clown Association correspondence, telephone, and email requests of members or potential members in a timely and professional manner
11. Serve as Registrar for the annual World Clown Association convention, which includes keeping a record of all attendees, depositing fees, providing a list of attendees as required by the Executive Committee
12. Maintain an office at his expense where all World Clown Association files, records, merchandise, magazines, and supplies will be kept in an appropriate fashion. This office will include a dedicated phone/fax line which will be used for World Clown Association matters and paid for by World Clown Association. A storage facility for archival records will be provided by the World Clown Association
13. Maintain an e-mail address for communication with officers and members, which will be paid for by the World Clown Association
14. Be available by phone during normal business hours. During periods of absence, an answering system will be used for messages.
15. Manage a database consisting of World Clown Association member records on a personal computer and printer system provided by the Association. The data base will maintain all information contained on the World Clown Association Member Application plus insurance information as required to manage the insurance program.
16. Provide a copy of the World Clown Association database to the Treasurer and/or President for audit purposes as required by the World Clown Association Executive Committee.
17. Provide the Editor with a mailing list as needed for WCA publications.
18. Coordinate with the Alley Director to maintain a data base of World Clown Association Alley Affiliates
19. Serve as the liaison with the insurance broker, managing all aspects of the World Clown Association Professional Liability Insurance Program, including processing insurance certificates, additional insured certificates, and other such requests by members of World Clown Association.
20. Provide the insurance company with a monthly list of primary additional insurance members.
21. Provide the Treasurer with a monthly report of insurance sales.
22. Collect and deposit all membership, convention, merchandise, and insurance monies; however, the Business Manager will not engage in selling insurance unless he is a licensed insurance agent.
23. Mail a "New Member Packet" including, but not limited to, a personalized membership card, welcome letter and list of available World Clown Association merchandise to new members.
24. Provide World Clown Association letterhead, magazines, membership labels, merchandise and other materials as required.
25. Perform other duties as assigned by the World Clown Association President
26. Maintain current copies of Bylaws and all World Clown Association Handbooks for distribution to new officers and committee chairs as they assume office.
27. Forward a current membership list to the appointed chair of the Election Committee for use in tabulating ballots.
28. Renew the trademark at the appropriate time.
29. Deposit all monies in a Federally Insured bank account and provide to the WCA Treasurer all bank statements, deposit tickets and credit card records.

The Past President medallion is made of bronze and has the picture of a clown engraved in black on the front. On the reverse side is the name of the Past President and the year/s served in that position. The engraving can be done at the

same time the medallion is ordered. A special black ribbon will have Past President Embroidered will be ordered. To be ordered by the Awards Director / Business manager

## **EDITOR**

### **How Selected:**

When this position becomes vacant, solicitation for applications for this position will appear in Clowning Around. Applications will be received and reviewed by the Publication Committee and top recommendations forwarded to the Executive Committee. After evaluation and selection, a contract will be entered into between the chosen applicant and the Executive Committee, signed by the current President of the World Clown Association and the selected applicant.

### **Reporting Duties:**

1. Report to the chairman of the Publication Committee.
2. Report monthly to Treasurer and Publication Committee Chair the status of advertising income, delinquent accounts, and any publication problems.

### **Ongoing Duties:**

1. Oversee the publication of Clowning Around as set forth in the Publication Manual.
2. May contribute articles of an editorial nature for publication in the magazine.
3. Maintain a system to insure that payments from advertisers are received by the World Clown Association.
4. Propose changes in advertising rates to the Publications Committee Chair.
5. Prepare and submit IRS Form 1099 to those associations or publishers with whom we trade advertisement, with a copy to the Treasurer.
6. Be familiar with all material contained in the Publication Handbook and, where appropriate, propose necessary changes.
7. Work with Publications Committee Chair, and President to select Clowning Around covers and prepare feature cover articles.
8. Oversee material to be printed giving special attention to withholding articles which are self-serving, or self-promoting or not in the best interest of the WCA.
9. Withhold all ads which are in poor taste or not in the best interest of WCA.
10. Report to the Publications Committee with any withheld items.

## **WEBMASTER**

### **How Selected:**

When this position becomes vacant, solicitation for applications for this position will appear in Clowning Around, Social Media, and NQCA. Applications will be received and reviewed by the Website Committee and top recommendations forwarded to the Executive Committee. After evaluation and selection, a contract will be entered into between the chosen applicant and the Executive Committee, signed by the current President of the World Clown Association and the selected applicant

### **Reporting Duties:**

1. Report to the Website Committee.

### **Ongoing Duties:**

1. Oversee the WCA website Worldclown.com
2. Update, correct, or add posts, pages, and menu items as requested by the Website Committee.
3. Work with the Business Manager on:
  - a. Membership/Insurance pages.
  - b. Any Payment pages.
  - c. Maintain website hosting subscriptions.
4. Ensure all needed updates are completed.
5. Withhold any ads or posts that are in poor taste or not in the best interest of the WCA.

## **DESIGNATED COMMITTEE CHAIRS**

### **NOMINATING COMMITTEE**

#### **How Designated:**

Chaired by the President Elect (in even numbered years) and Immediate Past President (in odd numbered years).

#### **Reporting Duties:**

1. Report to the current President as requested but not less than quarterly.

#### **Ongoing Duties:**

1. Establish a slate of nominees for election, preferably listing 2 candidates for each open office.
2. Report the proposed slate to the Executive Committee at the Mid-term Meeting.
3. Collect biography and photos from each candidate for publication with the ballot in the convention issue of Clowning Around.
4. Prepare pictures and contact information of the Board members to update Clowning Around, Website and Facebook.
5. Send all pictures and contact information to the Business manager to update officer files.

### **BYLAWS AND HANDBOOK COMMITTEE**

#### **How Designated:**

Chaired by the Immediate Past President (in odd numbered years) and President Elect (in even numbered years)

#### **Reporting Duties:**

1. Report to the current President as requested but not less than quarterly.

#### **Ongoing Duties:**

1. Review the Bylaws.
2. Propose changes as specified in Article XII of the Bylaws regarding Amendments.
3. Review the Association Handbook.
4. Recommend Proposed Handbook changes to the Executive Committee for approval and then acceptance by majority vote of the Board of Directors.

## **APPOINTED COMMITTEE CHAIRS AND COMMITTEES**

### **BUSINESS SERVICES COMMITTEE**

#### **How Appointed:**

The current President with the approval of the Executive Committee appoints the Chairperson of the Business Services committee who then appoints the committee members.

#### **Reporting Duties:**

1. The Chairperson will report to the current President as requested but not less than quarterly.

#### **Duties of the Chairperson:**

1. When the position of Business Manager becomes vacant, make recommendations of the Business Services committee to the Executive committee from the submitted bids reviewed by the Business Services Committee.
2. Oversee the position of the Business Manager to develop the highest standards for the Association's business procedures.

#### **Duties of the Business Services Committee:**

1. When the position becomes vacant, work with the Chairperson to set bid specifications for the Business Manager position
2. Review submitted bids for the Business Manager position and make recommendations to the Chairperson of the Business Services Committee who will report these to the Executive Committee for approval.

## **ELECTION COMMITTEE**

### **How Appointed:**

The current President with the approval of the Executive Committee appoints an alley of the Association as the Election Committee. The current President or a designated member of the alley will serve as the Chairperson and liaison with the current President of WCA.

### **Reporting Duties:**

1. The Chairperson will report to the current President as requested.

### **Duties of the Chairperson:**

1. Serve as liaison with the current President of WCA to understand the procedures for ballot counting that are required.
2. Report to the current President of WCA as requested when the votes are tallied.
3. Forward the actual ballots to the current President of WCA.

### **Duties of the Election Committee:**

1. Receive and count the annual ballots.
2. Validate the ballots against the membership list received from the Business Manager
3. Sort the ballots to assure that only those within a region vote for that Regional Director.
4. Report back to the Chairperson with the results who will then report the results to the current President of WCA with a copy to the President-Elect of WCA.

#### **a. Mailed Ballots:**

- 1) Pick a time to count the ballots – usually a week after the deadline.
- 2) Ballots postmarked after the deadline are invalid.
- 3) Verify each envelope has a WCA# and signature filled in.
- 4) Any envelope without both WCA # and signature are invalid.
- 5) Verify the WCA# is valid by the list provided by the business manager
- 6) Any WCA# not on the list is invalid
- 7) Sort each valid envelope by region according to the list
- 8) Open each regions ballots separately
- 9) Save all the envelopes
- 10) Tally votes from each ballot
- 11) Only votes for the regional director of that specific region count
- 12) Rubber band each regions ballots together
- 13) Once all regions are counted tally all votes
- 14) All alley members must understand that the results are to be kept confidential.
- 15) Invalid envelopes/ballots should be marked as such and reason and kept separate
- 16) All ballots and envelopes are to be mailed to the business Office for storage

#### **B) For Electronic Ballots:**

- 1) Login to the electionbuddy.com website with username provided by business manager
- 2) You will see each election onscreen
- 3) For each election click 'action' then view Election details and results
- 4) Tally results for each election

C) The alley president submits an official report to the WCA President only.

## **CONVENTION COMMITTEES**

### **CONVENTION COMMITTEE – CURRENT CONVENTION**

#### **How Appointed:**

The current President with the approval of the Executive Committee appoints the Chairperson of the Convention Committee – Current Convention, who then appoints the committee members. Various positions are automatically included in the committee to follow-through with responsibilities as assigned in the By-laws, Handbooks and Convention Manual.

#### **Reporting Duties:**

The Chairperson will report to the current Vice President, with copies to the President and Business Manager, of WCA as requested but not less than quarterly.

#### **Duties of the Chairperson:**

1. Oversee the planning, promotion, and conducting of the annual convention utilizing the Convention Committee and the members of the Association.
2. Submit recommended changes to the Convention Manual to the Executive Committee for approval.

#### **Duties of the Convention Committee – Current Convention:**

1. Plan the current convention in accordance with instructions in the Convention Manual and the approved budget.
2. Promote the convention in coordination with the Marketing Director and in accordance with instructions in the Convention Manual.
3. Conduct the convention, utilizing members of the Convention Committee and the Association in accordance with instructions in the Convention Manual.
4. Recommend changes to the Convention Manual at least annually and submit to the Chairperson for submission to the Executive Committee for approval.

### **CONVENTION COMMITTEE – FUTURE SITE**

#### **How Appointed:**

The current President with the approval of the Executive Committee appoints the Chairperson of the Convention Committee, Future Site, who then appoints the committee members.

#### **Reporting Duties:**

1. The Chairperson will report to the Vice President with copies to the President and Business Manager, of WCA as requested but not less than quarterly.

#### **Duties of the Chairperson:**

1. Recommend locations of future convention sites to the Executive Committee for approval.
2. Submit recommended changes to the Convention Manual to the Executive Committee for approval.

#### **Duties of the Convention Committee-Future Site:**

1. Investigate and evaluate potential convention sites.
2. Recommend locations of future convention sites to the Chairperson for reporting to the Executive Committee.
3. Prepare a convention budget in accordance with instructions in the Convention Handbook.
4. Recommend changes to the Convention Manual at least annually and submit to the Chairperson for submission to the Executive Committee for approval.

### **PUBLICATIONS COMMITTEE**

#### **How Appointed:**

1. The current President with the approval of the Executive Committee appoints the Chairperson of the Publications Committee, who then appoints the committee members.

#### **Reporting Duties:**

1. The Chairperson will report to the current President of WCA as requested but not less than quarterly.

#### **Duties of the Chairperson:**

1. Maintain the Publications Manual.

2. When the position of Editor/Printer becomes vacant, make recommendations of the Publications committee to the Executive Committee from the submitted bids reviewed by the Publications Committee.
3. Submit changes recommended by the Publications Committee for the Publication Manual at least annually to the Executive Committee for approval.
4. Oversee the positions of Editor and Printer and work with the Publications Committee to develop the highest standards for our publication, Clowning Around.

**Duties of the Publications Committee:**

1. Set editorial and design guidelines to produce a high quality publication as specified in the Publications Manual.
2. When the position becomes vacant, set bid specifications for the Editor/Printer position.
3. Review submitted bids for the Editor/Printer position and make recommendations to the Chairperson of the Publications Committee who will report these to the Executive Committee for approval.
4. Recommend changes to the Publication Manual at least annually and submit to the Chairperson of the Publications Committee who will report these to the Executive Committee for approval.

## **SCHOLARSHIP COMMITTEE**

**How Appointed:**

1. The current President with approval of the Executive Committee appoints the Chairperson of the Scholarship Committee, who then appoints the committee members.

**Reporting Duties:**

1. The Chairperson will report to the current President, with copies to the Education Director and Business Manager, of WCA as requested but not less than quarterly.
2. The Chairperson will report to the WCA Business Manager on recommended recipients at least 30 days prior to the convention.

**Duties of the Chairperson:**

1. Promote the Scholarships to the World Clown Association members through articles in Clowning Around.
2. Provide the criteria and format for the Bo-Dino and Blabigail Scholarship and youth circus applications to be published in Clowning Around, website and Facebook.
3. Provide an additional report to the World Clown Association Business Manager for distribution to the Executive Committee 30 days prior to the convention.
4. Coordinate with the Executive Committee on the maximum number of scholarships to be awarded in each year.
5. Assemble a committee from a cross-section of the World Clown Association membership to recommend the selection of recipients from the submitted applications.
6. Maintain an inventory of Scholarship patches and pins. New recipients receive a patch or pin automatically with their scholarship. Former scholarship recipients may purchase a patch or pin.
7. Announce and present the scholarship winners at the Annual Awards Banquet.
8. Recommend changes to the Scholarship Manual at least annually and submit to the Executive Committee for approval.
9. Maintain the Scholarship Manual.
10. Develop arrangements for and oversee the Scholarship Auction at the Annual Convention.

**Duties of the Scholarship Committee:**

1. Review applications submitted and recommend the selection of recipients for the Scholarship awards to the Committee Chairperson.
2. Recommend changes to the Scholarship Manual to the Committee Chairperson at least annually.
3. Work with the Chairperson to develop and run the Scholarship Auction at the Annual Convention.

## **JR. JOEY COMMITTEE**

How designated:

1. Chaired by the Jr. Joey Director

Reporting Duties:

1. Included in the Jr. Joey Director's Reports to the current President, with copies to the Education Director and Business Manager.
2. Assists the Jr. Joey Director in raising funds for the Jr. Joey Scholarships and Sponsorships.
3. Coordinate with the Executive Committee on the maximum number of scholarships to be awarded in each year.
4. Recommend the selection of recipients from the submitted applications.

## **CLOWN OF THE YEAR COMMITTEE**

How Appointed:

1. The current President with the approval of the Executive Committee appoints the Chairperson of the Clown of the Year Committee, who then appoints the committee members.

Reporting Duties:

1. The Chairperson will report to the Awards Director of WCA, with copies to the Alley Director and Business Manager, as requested but not less than quarterly.

Duties of the Chairperson:

1. Submit recommended changes to the Clown of the Year Guidelines at least annually to the Executive Committee for approval.
2. Maintain and follow the Clown of the Year Guidelines, which are as follows:
  - a. Nominees must have been a member of the World Clown Association for at least a full year prior to the award year.
  - b. Clowning activities considered are limited to those within the past five (5) years.
  - c. Criteria must include: Activities done for the World Clown Association, articles written for "Clowning Around" magazine, and offices held in the World Clown Association within the above five (5) year timeframe.
  - d. Consideration should be given for participation in conducting convention activities, including as a judge, lecturer or delegate.
  - e. Consideration should be given for actions to promote and perpetuate the art of clowning, internationally, nationally, and in community involvement.
  - f. Consideration should be given for helping other clowns improve their appearance, clowning techniques and presentations.
  - g. Consideration should be given for clown related awards for competitions and/or community involvement.
  - h. Only nominations from third parties should be considered.
  - i. Previous winners are eligible.
  - j. Members of the Current Executive Committee are not eligible for this award.
- a. Submits name to Business Manager who orders appropriate Plaque for the winner.
- b. Announce the winner and award the plaque with the President at the banquet.
- c. Provide Clowning Around editor list of nominees for inclusion in Clown of The Year issue

Duties of the Clown of the Year Committee:

1. Review applications submitted and recommend the selection of recipients for Clown of the Year awards to the Committee Chairperson.
2. Recommend changes to the Clown of the Year Guidelines to the Chairperson for submission to the Executive Committee for approval.

## **LIFETIME ACHIEVEMENT COMMITTEE:**

### **How Appointed:**

1. The current President with the approval of the Executive Committee appoints the Chairperson of the Lifetime Achievement Award Committee, who then appoints the committee members.

### **Reporting Duties:**

1. The Chairperson will report to the Awards Director, with copies to the Alley Director and Business Manager, of WCA as requested but not less than quarterly.

### **Duties of the Chairperson**

1. Submit any recommended changes to the Lifetime Achievement Award program to the Executive Committee for approval.
2. Maintain and follow the Lifetime Achievement Award Guidelines, with nominations due January 15 of each year, which are as follows:

#### **Eligibility for this award is based upon:**

- a. A substantial number of years as an active member of WCA.
- b. Leadership in the association such as: served as an elected and/or appointed official or major committee chairperson.
- c. Support for the Association through frequent published articles in CLOWNING AROUND, attended a number of WCA conventions, and served as a committee member.
- d. Assistant in the improvement of the association through development and/or revisions to the WCA's by-laws, handbooks, and/or competition rules.
- e. A high standard of ethics in the area of clowning and his/her personal life

#### **Award Limitations:**

- a. Award can be presented to a living member or posthumously.
- b. This is a once-in-a-lifetime-of-service award
- c. The award may or may not be presented annually depending upon a qualified individual being nominated, as judged by the Lifetime Achievement Award Committee.
- d. Presented to the winner at the annual banquet with the President
- e. Members of the Selection Committee are not eligible for this award, nor are they given the opportunity to make nominations for the award.
- f. Members of the Current Executive Committee are not eligible for this award.

#### **Members wishing to make nominations for the Lifetime Achievement Award will be asked to provide as many of the following as possible:**

- a. Biography specifically focusing on the individual's WCA achievements
- b. List of offices and committee memberships or chairs for which the candidate served
- c. Provide an approximate number of articles the candidate wrote for Clowning Around magazine
- d. Number of years the candidate has been a member of WCA
- e. WCA conventions attended by the candidate
- f. Work done on unique WCA initiatives (for example creation of new programs, hosting a WCA convention, etc.)
- g. Work done in representing and/or promoting the WCA outside the association.
- h. Noteworthy creation of copy or revisions of text in various WCA handbooks.
- i. List of awards such as the WCA Clown of the Year, and any special President's awards.

### **Duties of the Lifetime Achievement Award Committee:**

3. Review applications submitted and recommend the selection of recipients for the Lifetime Achievement Award to the Committee Chairperson.
4. Recommend changes to the Lifetime Achievement Award Guidelines to the Chairperson for submission to the Executive Committee for approval.

## **LONG RANGE PLANNING COMMITTEE**

### **How Appointed:**

1. The current President with approval of the Executive Committee appoints the Chairperson of the Long Range Planning Committee, who then appoints the committee members.

### **Reporting Duties:**

1. The Chairperson will report to the current President, with copies to the Alley Director and Business Manager, of WCA as requested but not less than quarterly.

### **Duties of the Chair and Committee:**

1. To develop medium and long range plans for the Association and provide this information to officers and officials of the Association for their use in future plans.

## **MEMBERSHIP COMMITTEE**

### **How Appointed:**

1. The current President with approval of the Executive Committee appoints the Chairperson of the Membership Committee, who then appoints the committee members.

### **Reporting Duties:**

1. The Chairperson will report to the Marketing Director, with copies to the President and Business Manager, of WCA as requested but not less than quarterly.

### **Duties of the Chair and Committee:**

1. To develop plans and programs to increase membership in the Association

## **WEBSITE COMMITTEE**

### **How Appointed:**

1. The current President with approval of the Executive Committee appoints the Chairperson of the Website Committee, who then appoints the committee members.

### **Reporting Duties:**

1. The Chairperson will report to the Marketing Director, with copies to the President and Business Manager as requested but not less than quarterly.

### **Duties of the Chair and Committee:**

1. To develop plans and programs to increase membership in the Association
- 2.

## **ADDITIONAL APPOINTED OFFICIALS**

### **HISTORIAN**

#### **How Appointed:**

The current President with the approval of the Executive Committee appoints as Historian someone who is knowledgeable and interested in the history of clowning generally and specifically interested in the history concerning the World Clown Association.

**Reporting Duties:** Submits a report twice a year to the Business Manager for distribution to the officers at the mid-term and annual Board Meetings

#### **Ongoing Duties:**

1. Submit articles to Clowning Around designed to share insights on the history of clowning throughout the world.
2. Serve as the WCA's resource contact for any member, media or institutional inquiries regarding historical clown information.
3. Assemble historical clown information.
4. Provide guidance to the WCA leadership regarding historical milestones in clowning that should be recognized by the organization.
5. Provide direction toward the development of our organizations archives.

6. At the direction of WCA leadership, or independently conduct literature research regarding specific aspects or questions concerning clowning.
7. Provide direction to the WCA, as well as other organizations as to means by which to recognize historically significant clowns and clown accomplishments.
8. Assist not only the WCA, but also other organizations by providing historical clown information or advice at their request.

## **AMBASSADOR TO CLOWNS**

### **How Appointed:**

The current President with the approval of the Executive committee appoints the Ambassador to Clowns.

**Ongoing Duties:** This is an honorary appointment to an individual who is recognized as a significant clown arts performer and authority. This person will be expected to exhibit the highest personal integrity as they assist the association in promoting the art of clowning in all parts of the world. This individual should work toward the overall betterment and understanding of clowning.

## **MANUALS OF THE WORLD CLOWN ASSOCIATION:**

Other Handbooks of the Association include, but are not limited to:

1. President's Manual
2. Publication Manual
3. Alley Manual
4. Jr. Joey Manual
5. Convention Manual
6. Competition Rules and Guidelines
7. Scholarship Manual

## **BOARD OF DIRECTORS MEETINGS**

### **MID-TERM EXECUTIVE COMMITTEE MEETING**

The Executive Committee should hold a Mid-term meeting to conduct day-to-day business of the Association. The current President may invite guests as necessary.

All reasonable expenses for the Mid-term meeting may be paid by the Association, funds permitting. This meeting should be held at an "airline hub" to help keep the cost down.

A full report will be made to the entire Board of Directors in a timely manner.

### **ANNUAL BOARD OF DIRECTORS MEETING**

The Association will hold an annual Board of Directors meeting at the convention site on the evening preceding the start of the annual convention. An Executive Committee meeting may be held preceding the complete Board of Director meeting to discuss personnel issues and matters of an executive nature.

All reasonable expenses for this evening preceding the start of the convention may be paid by the Association, such as room and food services but excluding any travel expenses, funds permitting.

Amendments to the World Clown Association Handbook prepared by Handbook Committee and submitted and approved by the Board of Directors at Laughlin, NV, March 18, 2006.

Amendments to the World Clown Association Handbook prepared by Handbook Committee and submitted to and approved by the Board of Directors at Fairbanks, AK, April 16, 2007.

Amendments to the World Clown Association Handbook prepared by Handbook Committee and submitted to and approved by the Board of Directors at Orlando, FL, April 12, 2008.

Amendments to the World Clown Association Handbook prepared by Handbook Committee and submitted to and approved by the Board of Directors at Denver, CO, March 15, 2009.

Amendments to the World Clown Association Handbook prepared by Handbook Committee and submitted to and approved by the Board of Directors at Winnipeg, MB April 17<sup>th</sup>, 2010

Amendments to the World Clown Association Handbook prepared by Handbook Committee and submitted to and approved by the Board of Directors at East Elmhurst, NY March 13<sup>th</sup>, 2011

Amendments to the World Clown Association Handbook prepared by Handbook Committee and submitted to and approved by the Executive Committee at San Diego, CA, November 5th, 2011

Amendments to the World Clown Association Handbook prepared by Handbook Committee and submitted to and approved by the Executive Committee at Chicago, IL, September 29th, 2012

Amendments to the World Clown Association Handbook prepared by the Handbook Committee and submitted to and approved by the Executive Committee at Orlando FL September 15, 2015

Amendments to the World Clown Association Handbook prepared by the Handbook Committee and submitted to and approved by the Executive Committee at Chicago IL November 6, 2018

Amendments to the World Clown Association Handbook prepared by the Handbook Committee and submitted to and approved by the Executive Committee online November 2022