

# OFFICIAL MANUAL OF RULES & PROCEDURES OF THE STAINED GLASS ASSOCIATION OF AMERICA



**ADOPTED:**

1989

**REVISED:**

2004

2007

2012

2015

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## **SECTION I. – PURPOSE, AUTHORIZATION, AND PROCEDURES**

**Adopted:** June, 1989 – Portland, Oregon

### **PURPOSE**

Standing Rules and Procedures have been adopted to furnish guidelines to officers, directors, committee chairs, contracted agents, and employees of the Association in the performance of their respective responsibilities and directives.

### **AUTHORIZATION**

The Official Bylaws, Article VIII, Section 2, A., 4. authorizes the Executive Board to “Establish rules and procedures for members, committees, appointees, and employees.”

### **PROCEDURES**

Rules and procedures may be:

1. Adopted by the Executive Board by a majority vote of those present and voting.
2. Amended or rescinded by a 2/3 vote of same without previous notice or by a majority vote after previous notice.
3. Suspended temporarily by an affirmative vote of no fewer than nine (9) Executive Board members.

### **RESPONSIBILITY AND NOTIFICATION**

The chair of the Bylaws Committee will be responsible for updating and maintaining the master copy of the Manual of Rules and Procedures. The Executive Office will have a copy of the current version and will be responsible for distribution to each Executive Board Member, Director, Committee Chair, and all other appointed agents.

After each meeting of the Executive Board, the chair of the Bylaws Committee will update the master manual and send a copy of any altered sections to the Administrative Office to be distributed to all Executive Board Members and other affected parties, and to be posted to the Association Website.

## **SECTION II. – GENERAL RULES FOR ALL OFFICERS, DIRECTORS, AND COMMITTEE CHAIRS**

**Adopted:** June, 1990 – Albuquerque, New Mexico

### **ATTENDANCE**

Elected Officers and Directors should attend all meetings of the Executive Board. Those unable to attend must give advance notice to the President and/or the Executive Administrator.

### **REPORTS**

All Committee chairs and Elected Officers must provide a written report to the President and/or the Executive Administrator thirty (30) days prior to the first day of each Conference, regardless of ability to attend.

In the event of additional committee activity affecting the accuracy of the previously mailed report, an amended report or an addendum to the previously submitted report must be delivered to the President and Executive Administrator for presentation at the Executive Board Meeting.

Reports are to include: a list of committee members, the date and place of each meeting (including telephone meetings), the names of all attendees, and actions taken by the committee.

### **EXPENSES**

Each elected Officer, Director, and Committee chair must adhere to his or her established budget. Monies spent must be for the purpose approved by the Executive Board.

Requests for reimbursement of personal expenses must be submitted to the Executive Administrator. Expenses exceeding budget may not be reimbursed without Executive Board approval.

## **ORDER OF BUSINESS**

Generally the order of business for any Executive Board Meeting shall be established as follows:

### **Call to Order by the Presiding Officer**

- Invocation
- Roll Call and Introduction of Guests and Visitors
- Approval of Previous Meeting Minutes (Based on Minutes Approval Committee)

### **Reports of Officers**

- President
- First Vice President
- Second Vice President
- Financial Secretary
- Recording Secretary
- Treasurer

### **Reports of Appointed Positions**

- Magazine Controller
- Stained Glass School Director
- Reports of Personnel
  - Editor/Media Director
  - Executive Administrator

### **Reports of Standing Committees**

- Architectural Glass and New Technology
- Bylaws
- Certification
- Conference
- Education
- Ethics
- Exhibitions
- Health and Safety
- Historical Studies
- Long Range Planning
- Marketing
- Membership
- New Products & Merchandising Committee
- Nominations
- Publications
- Restoration and Preservation

### **Reports of Ad Hoc Committees**

### **Old Business**

### **New Business**

### **Open Executive Board Comments**

### **Appointment of Minutes and Approval Committees**

### **Adjournment**

## E-MAIL RULES & PROCEDURES

### General Guidelines:

1. It is the responsibility of all members who want to participate fully in Association business, planning, and communication to maintain a current e-mail address. The Headquarters should be notified in a timely manner of e-mail address changes.
2. Official e-mail addresses for the Executive Board and for the individual committees will be established and maintained by the Association's Media Director.
  - a. It is the responsibility of the individual committee chair to maintain a current, official list of committee members with the headquarters.
  - b. Business pertaining to the particular committee will be sent to all members simultaneously via this official e-mail address.
    - i. E-mail requests for action received at the headquarters for which there is a specific committee established to address will be forwarded in a timely manner to all committee members via the official committee e-mail address.
    - ii. E-mail requests for action received by individual committee chair or members will be forwarded in a timely manner to all committee members via the official committee e-mail address.
  - c. All communications relating to the business of the Executive Board or the business of individual committees will always include the official e-mail address in the "To:" field in the list of e-mail recipients.
  - d. Other individuals who are not part of the Executive Board or of the particular committee can be included in the e-mail if the inclusion of the individual is relevant to the purpose of the e-mail. Such individuals should be included in the "CC:" field in the list of email recipients.
  - e. E-mail topics that involve more than one committee or that include the Executive Board and one or more committees will be sent to all persons involved simultaneously by including all relevant official e-mail addresses in the "To:" field in the list of e-mail recipients.
  - f. To limit the amount of spam sent via the official e-mail addresses, these addresses will remain unpublished.
3. Every e-mail will include as the first line in the body of the e-mail a description of the Distribution List. For example:
  - a. DISTRIBUTION LIST: SGAA Executive Board & Officers
  - b. DISTRIBUTION LIST: SGAA Executive Board and Officers; SGAA Committee chairs
  - c. DISTRIBUTION LIST: SGAA Executive Board & Officers  
Membership chair & Committee  
John Q. Smith, Applicant for Accreditation
4. When replying to an e-mail, the proper procedure is to use the "Reply to All" function.
5. When replying to an e-mail, it is proper to delete included quoted material that is not relevant to the reply.

### Acceptable Content

1. E-mail for discussion of SGAA business is not to be considered privileged or secure.
2. Information regarding SGAA Executive Board or committee business that is too sensitive to be sent to the official e-mail addresses is too sensitive to be included in any e-mail.
3. It is important that SGAA business be conducted in a fair, open, and honest manner that reflects well on the Association and on the craft. For this reason, e-mail that discusses SGAA business should always include among the recipients all committee and Executive Board e-mail addresses that are appropriate.
4. It is never acceptable to use e-mail to libel or defame.
5. E-mail related to SGAA business is archived at the Association headquarters. Content that the sender is not comfortable seeing archived is not appropriate for inclusion in e-mail.
6. E-mail should be sent in plain text or html formats only.
7. **Graphic or color backgrounds and "e-mail letterhead" are strongly discouraged.** For the purposes of printing, a white background with black text is most appropriate.
8. Attachments should be kept to a minimum and should relate specifically to the e-mail.
  - a. Word-processing, spreadsheet, and software-specific document attachments are discouraged.
  - b. Plain text, Acrobat (pdf), and jpeg attachments are the most universally readable formats and their use is encouraged when attachments are necessary.
9. Subject lines will always include "[SGAA]" as the first element of the subject. This is to make the e-mail immediately identifiable as relating to SGAA business.
10. The subject line should briefly summarize (as much as is possible) the content.
11. It is generally considered appropriate to discuss one topic per e-mail. Multiple topics should be divided into multiple e-mails.

## **SECTION III. – STANDING COMMITTEES**

*Official Bylaws, Article IX. Committees*

### **ARCHITECTURAL ART GLASS COMMITTEE**

**Adopted:** June, 2006 – Louisville, Kentucky

**Revised:** January, 2008 – Oakland, California

#### **Mission Statement**

The mission of the Architectural Art Glass Committee is to explore, present, and promote installations, innovations, and techniques in architectural art glass. The committee's objective is to inspire glass craftsman, designers, architects, builders, and caretakers of both new and historic buildings to recognize the varied and emerging ways that non-traditional art glass is being used to enhance the fabric of buildings in both secular and religious settings. The committee will also work to make connections between art glass and current trends in architecture including sustainable and green building practices.

#### **Composition and Terms of Office**

1. The chair and three of the five members shall be voting members of the SGAA.
2. The chair and committee members will serve a term of one year or until their successors are appointed.
3. The First Vice President will be a member of the Architectural Art Glass Committee.
4. The chair of the Long Range Planning Committee will be an ex-officio member of the Architectural Art Glass Committee.
5. The chair of the Architectural Art Glass Committee will remain on the committee for one year at the end of his or her term in an advisory capacity.

#### **Duties**

1. Actively seek ways to promote architectural art glass through articles in SGAA publications, conference presentations/workshops, and awards.
2. Inform and work with other SGAA committees to ensure that the goals of the Architectural Art Glass Committee are being reflected throughout the organization.

#### **Procedures**

1. Gather, file, and report to the Executive Board regarding any new architectural glass art forms and the products being introduced into the glass community.
2. Report findings at the General Membership Meetings.
3. Make recommendations based on its finding to the membership.

## **SECTION III. – STANDING COMMITTEES**

*Official Bylaws, Article IX. Committees*

### **BYLAWS COMMITTEE**

**Adopted:** June, 1990 – Albuquerque, New Mexico

#### **Composition and Terms of Office**

1. The chair and two other of the five members will be Accredited Professional members.
2. The chair and committee members will serve a term of one year or until their successors are appointed.
3. The Recording Secretary will be a member of the Bylaws Committee
4. The chair of the Bylaws Committee will remain on the committee for one year at the end of his or her term in an advisory capacity

#### **Duties**

1. Performing in accordance with the bylaws and established rules and procedures, receive; review; and if deemed necessary, prepare amendments to the Official Bylaws for presentation to the members at General Membership Meetings.
2. Performing in accordance with the bylaws and established rules and procedures, prepare amendments to the Manual of Rules and Procedures. All requests for amendment to the Rules and Procedures will be reviewed and prepared for presentation to the Executive Board by the Bylaws Committee.
3. Respond to all queries from members regarding existing bylaws and possible amendments.

#### **Procedures**

1. Upon receipt of bylaw amendment requests, the Bylaws Committee will make recommendations to the Executive Board. With approval of the Executive Board, the Bylaws Committee shall prepare amendments in accordance with the Official Bylaws, Article XIV, Sec 1.
2. Upon receipt of rules and procedure amendment requests, the Bylaws Committee will prepare amendments in accordance with Section I of the Manual of Rules and Procedures.



## **SECTION III. – STANDING COMMITTEES**

*Official Bylaws, Article IX. Committees*

### **CERTIFICATION COMMITTEE**

#### **Summary and Current Status**

The Executive Board Meeting in Albuquerque 1990 instructed the Bylaws Committee to re-instate the Apprenticeship Committee. Rules and Procedures need to be written.

June 22, 2007: Robert Markert took over the committee and began the re-instatement process.

June of 2009: The committee name was changed to the Certification Committee with the committee's new objective to create Certifications for Apprentice, Journeyman, Craftsman, and Master Craftsman.

June 2012: Certifications are in progress for Apprentice, Journeyman, Craftsman, and Master but have been put on hold for the sake of continuity until the Certification for Restoration is complete so that restoration can be added to the various levels of certification.

**NOTE BY JIM PIERCEY:** We still need something other than this in R&P. Actually, we need to move towards Certification for Restoration Consultant.

## **SECTION III. – STANDING COMMITTEES**

*Official Bylaws, Article IX. Committees*

### **CONFERENCE COMMITTEE**

**Adopted:** June, 1990 – Albuquerque, New Mexico

**Revised:** June, 2005 – Denver, Colorado

#### **Composition and Terms of Office**

1. The chair and three of the five or more members must be voting members of the SGAA and have attended the Annual Summer Conferences on a regular basis.
2. The chair and committee members will serve a term of one year or until their successors are appointed.
3. The Editor and Executive Administrator will serve on the Conference Committee.
4. The Conference Committee chair will remain on the committee for one year at the end of his or her term in an advisory capacity.

#### **Duties**

1. Work with the Executive Administrator and a site selection/hotel procurement company to develop a list of hotels for Executive Board approval.
2. Gather information with the Executive Administrator for developing budgets which will determine registration fee to be adopted by a simple majority vote of the Executive Board.
3. Work with local contacts and Executive Administrator to create conference program/theme including speakers, invitations, and promotions.
4. Work with Editor within editorial time line and Executive Administrator to develop conference publicity on the website and in *The Stained Glass Quarterly*.
5. Submit all contracts to Executive Administrator for verification of compliance to SGAA standards and for signature by the current SGAA President.

#### **Procedures**

1. Develop conference registration area, including set up and displays.
2. Recruit and organize volunteers for all conference-related duties.
3. Register conference attendees against a master list. A copy of this list will then be surrendered to the Credentials Committee.
4. Compile and distribute the conference registration packets.
5. Prepare speaker introductions and select appropriate persons to make introductions.
6. Assist Executive Administrator in creating a smooth, beneficial conference experience for Association members and guests.

## **SECTION III. – STANDING COMMITTEES**

*Official Bylaws, Article IX. Committees*

### **EDUCATION COMMITTEE**

**Adopted:** June, 1990 – Albuquerque, New Mexico

#### **Composition and Terms of Office**

1. The chair and five of the twelve or more members are required to be voting members of the SGAA.
2. The chair and committee members will serve a term of one year or until their successors are appointed.
3. The First Vice President is a member of the committee.
4. The chair of the Education Committee will remain on the committee for one year at the end of his or her term in an advisory capacity.

#### **Duties**

1. Promote the development and advancement of the craft of stained and decorative art glass.
2. Act as the Board of Trustees of the Stained Glass School.
3. Administer the education and certification of proper methods of leaded, stained, and decorative art glass craft procedures for the SGAA.

#### **Procedures**

1. The Rules and Procedures of the Stained Glass School will be established by its Board of Trustees with approval of the Executive Board of the SGAA.
2. The Stained Glass School will operate within the rules and procedures as described in Section 501 (c) (3) of the Internal Revenue Code.

## **SECTION III. – STANDING COMMITTEES**

*Official Bylaws, Article III, Sec 4, E, 1*

### **ETHICS COMMITTEE**

**Adopted:** June, 1990 – Albuquerque, New Mexico

**Revised:** January, 2006 – Louisville, Kentucky

**Revised:** June, 2014

#### **Composition and Terms of Office**

1. The chair will have served as President of the Association.
2. There will be two members who will be Past Presidents of the Association, in addition to the chair. If two Past Presidents are not available, an Accredited Professional Member who has served as an Officer may be appointed.
3. The chair and committee members will serve a term of one year or until their successors are elected.
4. No member of the Ethics Committee may simultaneously hold an elected position on the Executive Board.
5. The chair of the Ethics Committee will remain on the committee for one year at the end of his or her term in an advisory capacity (as a non-voting member of the committee).

#### **Duties**

1. Performing in accordance with the bylaws and established rules and procedures, receive all complaints and requests for reprimand, suspension, or expulsion of membership with cause. (Refer to Bylaws, Article III, 4, E, 2)
2. Make its reports and recommendations to the Executive Board during Executive Session only.
3. Actions taken by the Ethics Committee will follow procedures as detailed in the current edition of *Robert's Rules of Order, Newly Revised*.
4. With the approval of the Executive Board, make recommendations of modifications to the SGAA Code of Ethics.

#### **Procedures**

1. Upon receipt of written complaints or written requests for reprimand, suspension, or expulsion, the Ethics Committee chair will give notice to the President of the type of complaint or request. The names of the persons involved will not be disclosed.
  - a. The Ethics Committee, alone, will have responsibility for deciding the action to be taken to resolve the alleged violation, from investigation through decision.
  - b. The Committee will offer ample opportunity for the alleged violator to respond to the allegation and will continue the investigation as long as necessary to reach the level of confidence necessary to render a decision.
  - c. Deliberations on the allegation will remain confidential.
2. The Ethics Committee, after investigation of the charge and in a private meeting, will decide the severity of the complaint or the authenticity of the request. The decision to dismiss the charge or proceed will be by majority vote. If the decision is to dismiss the charge, the matter will not be discussed further.
3. Penalties rendered may include imposition of corrective measures up to, and including, expulsion from the SGAA.
4. The Ethics Committee's recommendation will be presented at the next meeting of the Executive Board. The report of the Ethics Committee and the vote of the Executive Board will be done in Executive Session.
5. Should the Executive Board approve the Ethics Committee's recommendation, the Ethics Committee chair will:
  - a. Immediately write a letter to the member charged explaining in detail the charges, the recommendation of the Executive Board, and his rights to trial as described in *Robert's Rules of Order, Newly Revised*. The member charged will be given thirty (30) days to respond.
  - b. Should the member request a trial, it will be scheduled at the earliest possible date according to *Robert's Rules of Order, Newly Revised*.
6. Should the Ethics Committee's recommendation not be approved by vote of the Executive Board, the matter will be closed and will not be discussed further.

## **CODE OF ETHICS**

### **Introduction**

The stained glass professional has special obligations to the fabric of the medium, to its owners and curators, and to all who appreciate it as both an architectural enhancement and as a special element in the history of art, design, and religious observance.

The Code of Ethics endeavors to set out manners of conduct and practice for the members of the Stained Glass Association of America that will engender the respect of their clients, colleagues, and the public; and bring credit upon the SGAA and the craft.

### **Application and Implementation**

The Code of Ethics applies to the professional activities of individual and studio members in all categories of membership in the Stained Glass Association of America. It is the responsibility of every member of the SGAA to abide by this code. Members will be furnished a copy of this code and will be provided with updates when revisions or changes are made.

Applicants for Accredited Professional and Professional Membership will sign the Membership Application which states that they will abide by the SGAA Code of Ethics.

Applicants for Affiliate Membership will agree to support and encourage adherence to the SGAA Code of Ethics.

### **Enforcement**

Compliance with the SGAA Code of Ethics will be the responsibility of the Ethics Committee. The Committee will strive to exercise unbiased evaluation of suspected violations, and will act upon each with careful deliberation and with the objective of maintaining the reputation of the SGAA and the craft, and the mutual respect of its members.

## **SECTION III. – STANDING COMMITTEES**

*Official Bylaws, Article IX. Committees*

### **HEALTH AND SAFETY COMMITTEE**

**Adopted:** June, 1990 – Albuquerque, New Mexico

#### **Composition and Terms of Office**

1. The chair and three of the five or more members will be voting members of the SGAA.
2. The chair and committee members will serve a term of one year or until their successors are appointed.
3. The chair of the Health and Safety Committee will remain on the committee for one year at the end of his or her term in an advisory capacity.

#### **Duties**

1. Investigate and make a study of craft-related health and safety hazards and their preventions.
2. Keep abreast of all governmental regulations and, when deemed necessary by the Executive Board, act to prevent and/or defend the craft from any unwarranted regulations that may restrict the craft's freedom of use as an architectural art form.

#### **Procedures**

1. Gather, file and edit data concerning health and safety hazards.
2. Make reports of their findings to the General Membership Meetings.
3. Make recommendations based on its finding to the membership.

## **SECTION III. – STANDING COMMITTEES**

*Official Bylaws, Article IX. Committees*

### **HISTORICAL STUDIES COMMITTEE**

**Adopted:** June, 1990 – Albuquerque, New Mexico

#### **Composition and Terms of Office**

1. The chair and two of the four or more members will be voting members of the SGAA.
2. The chair and committee members will serve a term of one year or until their successors are appointed.
3. The chair of the Historical Studies Committee will remain on the committee for one year at the end of his or her term in an advisory capacity.

#### **Duties**

1. Solicit, identify, and organize visual and written items of significance to SGAA history.
2. Solicit, identify, and organize visual and written items of historical significance to the craft of stained and decorative art glass.
3. Endeavor to locate a single repository for its collection.
4. Maintain a list of the inventory of all collections.

#### **Procedures**

1. Report to the Executive Board all acquisitions. The report will include the donor's name, the item(s) donated, and the location where the item will be maintained.
2. Provide accessibility to the collection to students, historians, journalists, and others deemed to have interest in the study of stained and decorative art glass.

### **SECTION III. – STANDING COMMITTEES**

*Official Bylaws, Article IX. Committees*

#### **LONG RANGE PLANNING COMMITTEE**

**Adopted:** June, 2006 – Louisville, Kentucky

##### **Composition and Terms of Office**

1. The chair will be the immediate Past President. The four committee members will be voting members.
2. The chair will serve until a new President takes office. The committee members will serve a term of one year or until their successors are appointed.
3. The chair of the Long Range Planning Committee will remain on the committee for one year at the end of his or her term in an advisory capacity.

##### **Duties**

1. Ensure that the organization maintains a forward direction in compliance with the objectives as stated in the bylaws.
2. Investigate means for increasing revenue into the Association.
3. Investigate new trends in the craft for relevancy to the Association's objectives.

##### **Procedures**

1. Develop and maintain a five-year plan for the Association based on the objectives as stated in the bylaws.
2. Present to the Executive Board the five-year plan and a program for meeting the plan's goals.



## **SECTION III. – STANDING COMMITTEES**

*Official Bylaws, Article IX. Committees*

### **MARKETING COMMITTEE**

**Adopted:** Summer Conference – 1990 – Albuquerque, New Mexico

**Revised:** June, 2007 – Charlotte, North Carolina

#### **Composition and Terms of Office**

1. The chair and three of the five or more members will be voting members of the SGAA.
2. The chair and committee members will serve a term of one year or until their successors are appointed.
3. The Second Vice President will be a member of the Marketing Committee.
4. The chair of the Marketing Committee will remain on the committee for one year at the end of his or her term in an advisory capacity.

#### **Duties**

1. Act as the public relations and promotional arm of the SGAA for the primary purpose of expanding the interest in and the market for stained and architectural art glass.
2. Assist the SGAA staff in selecting tradeshow for SGAA participation, booth design concepts, and materials to be distributed.
3. Make recommendations to the Executive Board for activities that will benefit the objectives of the Association and its membership, particularly the Accredited Professional Members.
4. Review any advertising placed in non-Association publications or other media outlets.
5. Implement and administer any marketing program or project ordered by a majority vote of those attending a General Membership Meeting.
6. Encourage the membership to make the Marketing Committee aware of local projects and programs that would be of interest to the Association.
7. Invite the participation or assist any committee with projects of potential benefit to their respective committee activities.

## **SECTION III. – STANDING COMMITTEES**

### *Official Bylaws, Article IX. Committees*

#### **MEMBERSHIP COMMITTEE**

**Adopted:** July, 1985 – Toronto, Canada

**Amended:** June, 1988 – Indianapolis, Indiana

**Amended:** June, 2002 – Nashville, Tennessee

**Amended:** June, 2006 – Louisville, Kentucky

**Revised:** September 12, 2013 (Executive Board vote by email)

**Revised:** June, 2015

#### **Composition and Terms of Office**

1. The chair will be an Accredited Professional Member and the four or more members of this committee will be voting members of the SGAA. The majority of this committee should be Accredited Professional Members.
2. The chair and committee members will serve a term of one year or until their successors are appointed.
3. The Second Vice-President is an Ex-Officio member of this committee.
4. The chair will remain on the committee for one year at the end of his or her term in an advisory capacity.

#### **Duties**

1. In accordance with the Bylaws, process all applications for Accredited Professional and Professional Membership submit their recommendations to the Executive Board.
2. Encourage individuals and studios/companies to fulfill their responsibilities as members of the Association, and maintain and oversee Maintenance of Membership Status for Accredited Professional and Professional Members. Compliance records will be maintained in the Executive Office.
3. With the approval of the Executive Board, make recommendation for modifications to criteria for all categories of membership.

#### **Procedures for Processing Applications for Accredited Professional and Professional Members**

Applications for Accredited Professional and Professional Members will be reviewed by the Membership Committee at the Summer and Winter Board Meetings and/or throughout the year, via electronic means to speed application processing. Applications may be submitted at any time. However, applications must be received into the SGAA Headquarters by December 15<sup>th</sup> for consideration at the Winter Board Meeting and by May 15<sup>th</sup> for consideration at the Summer Board Meeting. At some point during this process, the Membership chair will appoint either a member of the Membership Committee or an Accredited Professional Member or any other person deemed acceptable and/or appropriate, to conduct a Site Visit for applicant for Accredited Professional Member. Site visits will occur as soon as possible after an application has been approved by the Executive Board.

1. Applications for membership and application fees will be submitted to the Executive Office.
2. The Executive Administrator will:
  - a. Determine that the basic information required for the application has been submitted in accordance with the current requirements for that level of membership.
  - b. Create and maintain an archive file for the application that will include photocopies of all data sheets (application form, submittals, and record of application fee, etc.). In the event that required items are missing from the application, the Executive Administrator will notify the applicant and the Membership chair and hold the application until complete.
  - c. Submit new membership application packet to Membership chair when the application is complete and ready for review.
3. The Membership chair will:
  - a. Review the new membership application packet as received from Executive Administrator.
  - b. Submit new membership application packet to the Membership Committee for review and commentary.

4. The Membership Committee will review the application packet, perform all due diligence, then determine committee consensus to accept or reject application as submitted. (Prior to making a final recommendation, the committee may, at the Membership chair's discretion and direction, further investigate references via letter, email or telephone.)
5. The Membership chair will:
  - a. Present application to the Executive Board with recommendation to reject or accept, along with suggestions for person or persons who will conduct site visits if required.
  - b. Direct the Executive Administrator to publish the name and membership level of any applicants who have been approved by the Executive Board.
6. If not already done, the Membership chair will appoint either a member of the Membership Committee or an Accredited Professional Member or any other person deemed acceptable and/or appropriate, to conduct a Site Visit for applicant for Accredited Professional Member.
7. The Site Visit will consist of a visit to the applicant's facility and a visit to several sites to view completed projects.
  - a. Site visit forms will be completed and sent to the Membership Committee and the Executive Office.
  - b. Significant expenses up to \$300.00 for travel, food, accommodations, etc., incurred during the site visit should be submitted to the Membership chair for approval and reimbursement by the SGAA.
  - c. The Membership Committee will review the site visit report and prepare a final recommendation to the Executive Board.
8. The Executive Board will review the final recommendation as submitted by the Membership Committee, and vote to accept or reject, or make further recommendations on the application.
9. The Membership chair will notify the applicant of the Executive Board's decision within thirty (30) days. If membership is denied, the Membership chair will give the reasons to the applicant along with suggestions for possible remedies. The applicant may then modify the submittal and file again with no additional application fee.

NOTE: The Membership Committee, in very special circumstances and with the approval of the Executive Board, may allow some deviation from these procedures for studios or artists whose work is recognized as exceptional in quality by reputation; through national awards; and/or has been published with distinction, or by any means the committee finds to be sufficient proof. These proofs will be submitted to the Executive Board with the application form.

#### **Procedures for Processing Applications for Affiliate Members**

Applications for membership will be submitted to the Executive Administrator, who will process the new member and communicate to the Membership chair, the new member's name and contact information.

#### **Procedures for Processing Recommendations for Emeritus Fellow and Honorary Members**

1. Recommendations will be submitted in writing to the Executive Office no later than December 15<sup>th</sup>.
2. Submissions for recommendations for Emeritus Fellow Membership should include rationale for recommendation which will consist of:
  - a. History of membership in the Association.
  - b. History of service to the Association.
  - c. Short bio describing years of service to the craft.
  - d. Any other information that is appropriate to prove the merits of the recommendation.

#### **3. Submissions for recommendations for Honorary Membership**

The Association requires that the achievements of each nominee be considered very carefully by those who submit nominations, and by the Executive Board which bestows the honor. In order for the Executive Board to bestow the distinction of Honorary Member, they must rely solely on the submission of achievements of the nominees. The nominator should feel certain that the nominee's achievements have sufficient distinction to qualify them to be an Honorary Member, and should remember that the age, personality and popularity of the nominee do not, of themselves, constitute a notable contribution.

4. The Executive Administrator will verify that submittal is accurate and complete, then will submit the recommendation to the Executive Board.

5. The Executive Board will vote on all recommendations at the Annual Winter Board Meeting and determine the appropriate award of distinction to be given; i.e., illuminated manuscript, bronze plaque, or other worthy memorabilia.
6. The Executive Board will assign the Executive Administrator or other appropriate designee to procure the award.
7. The presentation of new Emeritus Fellow Members and/or new Honorary Members will take place at the Annual Summer Conference.

#### **Procedures for Maintenance of Accreditation**

1. The Membership Committee will work with the Executive Office to draft and mail letters/emails to notify members of their membership maintenance obligation.
2. The notices will include:
  - a. Dates and location of Annual Summer Conference.
  - b. Most current conference registration information.
  - c. Details on Display Board requirements:
    - i. Overall display board size is 30" x 20" – either orientation – this is a standard size for both matte board and foam core board. Display boards larger than 30" x 20" will not be placed on display.
    - ii. Any size/number of photos are allowed on a board; there may be more than one project on a board.
    - iii. Board must be identified with member name and include brief captions for photos or description of overall project(s); at least one detail photo is required.
    - iv. Work being shown must have been completed within the last three (3) years.
    - v. Restoration work must be noted as such including the name of the original studio, if known.
    - vi. All Accredited Professional and Professional Members are encouraged to send boards every year.
    - vii. Display board must be designed with some means for standing upright on a tabletop that does not extend beyond the side edges of the board.

#### **Prevailing Requirements for the Reinstatement of Accredited Professional Members:**

1. Two letters from current suppliers.
2. Proof of Liability Insurance.
3. Two letters of satisfaction from clients.
4. Images and description of five projects completed during the last three years.
5. Include images of one installation of at least 250 sq. ft. or more completed within the last three years if requested by the committee.

#### **Prevailing Requirements for the Reinstatement of Professional Members:**

1. Two letters from current suppliers.
2. Proof of Liability Insurance.
3. Two letters of satisfaction from clients.
4. Images and description of five projects completed during the last three years.

The name of any member whose membership has been resigned or forfeited for any reason shall be sent to the Membership chair.

## **SECTION III. – STANDING COMMITTEES**

*Official Bylaws, Article IX. Committees*

### **NEW PRODUCTS AND MERCHANDISING COMMITTEE**

**Adopted:** June, 2010 – Syracuse, New York

#### **Composition and Terms of Office**

1. The chair will be the Development Director and three of the five or more members shall be voting members of the SGAA.
2. The chair and committee members will serve a term of one year or until their successors are appointed.
3. The Second Vice President will be a member of this committee.
4. The chair of this committee will remain on the committee for one year at the end of his or her term, in an advisory capacity.

#### **Duties**

1. Discover, explore, and develop new products, projects, and/or programs that will generate revenue for the Association.
2. Develop the associated merchandising strategies for all new products, projects, and/or programs developed by or submitted to the committee.
3. Seek sponsors and/or funding. Sponsors and funding sources need not be members.
4. Insure that all products adopted are of benefit to the goals and objectives of the Association, not just any one individual.

#### **Procedures**

1. All products developed by or submitted to this committee will be verified as worthy of receiving the SGAA Seal.
2. Submittal of any product, project and/or program will include:
  - a. Name of product, project and/or program
  - b. Name of manufacturer if not proprietary
  - c. Sample, photo and/or outline to include any costs and/or budgeting considerations
3. Any product, project and/or program will be reviewed by the committee for:
  - a. overall benefit to SGAA
  - b. economic benefit to SGAA
  - c. overall effectiveness of project
  - d. feasibility/logistics of producing, shipping, storing, etc.
4. The committee will develop pricing and merchandising strategies for each product, project and/or program that is considered.
5. The product, project, and/or program will be submitted to the SGAA Executive Board for final approval.

### **SECTION III. – STANDING COMMITTEES**

*Official Bylaws, Article IX. Committees*

#### **NOMINATIONS COMMITTEE**

As mandated by Official Bylaws

Adopted: June, 1990 – Albuquerque, New Mexico

#### **Composition and Terms of Office**

As stated in Official Bylaws, Article VI, Section 1.

#### **Duties**

As stated in Official Bylaws, Article VI, Section 1.

#### **Procedures**

The Nominations Committee report will summarize the qualifications of each nominee and will include the following:

1. Length of time the nominee has held membership in the Association.
2. Major committee activities.
3. Committees on which member has served as chair.
4. Elected positions previously held.
5. Other information deemed appropriate.
6. Members of the Nominating Committee are eligible for nomination.
7. The President is not to be an ex officio member of the Nominating Committee but may be consulted regarding qualifications of potential candidates.
8. Candidates who may be nominated from the floor will have the opportunity to summarize their activities as above.
9. Candidates for office must be present in order to be elected to office.

## **SECTION III. – STANDING COMMITTEES**

*Official Bylaws, Article IX. Committees*

### **PUBLICATIONS COMMITTEE**

**Adopted:** June, 1990 – Albuquerque, New Mexico

**Amended:** January 2011 – Kansas City, Missouri

#### **Composition and Terms of Office**

1. The chair and three of the five or more members will be voting members of the SGAA.
2. The chair and committee members will serve a term of one year or until their successors are appointed.
3. The Financial Secretary, chair of the New Products & Merchandising Committee, chair of the Marketing Committee, and the SGAA Editor will be members of the Publications Committee.
4. The chair of the Publications Committee will remain on the committee for one year at the end of his or her term in an advisory capacity.

#### **Duties**

1. The duties do not include The *Stained Glass* Quarterly or any of the websites.
2. Review all new materials to be released for public dissemination by the SGAA as requested by the Executive Board or at the request of an SGAA Committee.
3. Review publications to keep all materials current and in good order, as requested by the Executive Board or at the request of an SGAA Committee.

#### **Procedures**

1. For new publications developed by the Publications Committee, the committee will:
  - a. Advise as to the best means of public release, i.e. Internet, print, or digital media.
  - b. Recommend a budget for production and distribution.
  - c. Establish a suggested time-line for production and distribution.
  - d. Send recommendation to the Executive Board.
2. For existing publications sent to the Publications Committee for review, the committee will:
  - a. Review for currency and adherence to SGAA objectives and guidelines.
  - b. Suggest revisions and updates.
  - c. Recommend a budget for production and distribution.
  - d. Establish a suggested time-line for production and distribution.
  - e. Send recommendation to the Executive Board.

## **SECTION III. – STANDING COMMITTEES**

*Official Bylaws, Article IX. Committees*

### **RESTORATION AND PRESERVATION COMMITTEE**

**Adopted:** June, 1998 – Houston, Texas

**Amended:** June, 2007 – Charlotte, North Carolina

#### **Composition and Terms of Office**

1. The chair and four of the seven members of the committee are required to be Accredited Professional Studio members of the SGAA.
2. Requests to become a member of the committee must be in writing directed to the chair. Applicant must demonstrate a proficiency in restoration to be considered. Acceptance by the chair will be acknowledged in writing with approval of the Executive Board.
3. The chair and committee members will serve a term of one year or until their successors are appointed.
4. The chair will remain on the committee for one year at the end of his or her term in an advisory capacity.

#### **Duties**

1. Promote the development and advancement of restoration techniques and materials in the craft of leaded, stained, and decorative glass.
2. Responsible for all proposed changes and updates to the *Standards and Guidelines for the Preservation of Stained (and Leaded) Glass Windows*. The chair will then submit the proposed changes to the Executive Board for approval.
3. Endeavor to collect and verify information regarding appropriate restoration techniques and materials, and sources for said materials. The information will then be submitted the Executive Board for approval prior to dissemination of information.
4. Endeavor to educate and empower the stewards of historic glass, the architects, and the specifiers of restoration projects, and the public, so that they may make informed decisions regarding the preservation and restoration of leaded, stained, and decorative glass.



## **SECTION IV. – SPECIAL COMMITTEES AT CONFERENCES**

*Official Bylaws, Article IX. Committees Section 1 B*

### **AUDITING COMMITTEE**

As mandated by Official Bylaws, Article IV., Section 4.

1. Requires the election of three (3) members at the First General Membership Meeting of each Summer Conference.
2. The three members elected cannot be members of the Executive Board.
3. The Auditing Committee will thoroughly examine the financial records and reports covering the preceding fiscal year.
4. The Financial Secretary and Executive Administrator will be available to answer questions from committee members.
5. This committee will make a firm judgment as to accounting accuracy and make its report at the Second General Membership Meeting of each conference.

### **BUDGET COMMITTEE**

As mandated by Official Bylaws, Article IV., Section 3.

1. The Budget Committee is chaired by the Financial Secretary, and the size of the committee is not mandated.
2. The President may appoint additional voting members as deemed necessary.
3. The Budget Committee will prepare a proposed budget for presentation to the Executive Board at the Winter Meeting. The committee will make all suggested revisions and recommend a final budget to the Executive Board at the Summer Conference.
4. The final budget will be adopted by majority vote of voting members present at the Second General Membership Meeting of the same conference.

### **COMMUNICATIONS COMMITTEE**

As mandated by Official Bylaws, Article V., Section 5., A., 4.

1. President to appoint prior to convening the First General Membership Meeting of a conference.
2. The Communications Committee acting in concordance with the wishes of the President will perform in the realm of social obligations that pertain to the honoring and/or recognition of those who merit remembrances in their absence or a show of appreciation for their kindly deeds or services rendered to the Association.

### **CREDENTIALS COMMITTEE**

As mandated by Official Bylaws, Article V., Section 5., A., 4.

1. President to appoint prior to convening the First General Membership Meeting of a conference.
2. Determine the number of legal voting members registered at the conference and make its report at the beginning of the General Membership Meeting where voting will take place. The Credentials Committee chair will call the roll of voting members when such action is requested by the presiding officer. This committee will distribute, collect and count printed ballots when required for voting.

### **ELECTIONS COMMITTEE**

As mandated by Official Bylaws, Article V., Section 5, A, 4.

1. President to appoint prior to convening the First General Membership Meeting of a conference. No person who is a candidate for elective office may serve on this committee.
2. Distribute, collect, and count printed ballots following voting. Ballots will be prepared by the Executive Administrator and will list candidates presented by the Nominations Committee, and candidates nominated from the floor, and shall allow space for write-in candidates.
3. Election rules will follow procedures from *Roberts Rules of Order, Newly Revised*.

## **SECTION V. – EMPLOYEES AND CONTRACT AGENTS**

*Official Bylaws, Article VIII. Section 2, A, 17-19*

### **EDITOR/MEDIA DIRECTOR**

As mandated by Official Bylaws, Article VIII., Section 2, A, 18. and Article X., Section 2.

Any documents pertaining to the Editor/Media Director should be on file at the SGAA Headquarters and made available to officers and directors upon request (i.e. employment contracts, job descriptions, etc.).

### **EXECUTIVE ADMINISTRATOR**

As mandated by Official Bylaws, Article VIII., Section 2, A, 17

Any documents pertaining to the Executive Administrator should be on file at the SGAA Headquarters and made available to officers and directors upon request (i.e. employment contracts, job descriptions, etc.).

### **PARLIAMENTARIAN**

As mandated by Official Bylaws, Article VIII., Section 2, A, 19.

Any documents pertaining to the Parliamentarian should be on file at the SGAA Headquarters and made available to officers and directors members upon request (i.e. employment contracts, job descriptions, etc.).

## **SECTION VI. – SGAA MEETINGS AND CONFERENCES**

*Official Bylaws, Article VII - Meetings*

### **MINUTES**

Minutes of all meetings shall be kept on file by the Executive Administrator.

The responsibility for taking and preparing minutes rests with the Recording Secretary. Minutes will be prepared according to the recommended format in *Roberts Rules of Order, Newly Revised*. After approval by the Minutes Approval Committee, the Executive Administrator will distribute copies of the Executive Board Meeting minutes to all board members, and will arrange for the publication of the General Membership Meeting minutes.

### **MOTIONS**

All motions brought before a meeting of the General Membership or the Executive Board will be in writing. The motion slip will be signed by the maker and the person seconding the motion. Appropriate motion slips shall be furnished by the Recording Secretary.

Motions adopted by the General Membership and/or the Executive Board will be kept on file in a Motions Book maintained by the Recording Secretary.

Upon completing the actions specified in any motion the motion slip will be removed from the Motions Book. A report of the completed action will be contained in the next report of the Recording Secretary.

## **SECTION VII. – NOMINATIONS AND ELECTIONS**

*Official Bylaws, Article VI – Nominations and Elections*

In addition to names tendered by the Nominations Committee, additional nominations may be made from the floor at the First General Membership Meeting. At the discretion of the presiding officer and with a motion from the floor, nominations may be closed at this meeting.

At the time of the election process at the Second General Membership Meeting, additional candidates' names may be written in on the ballot in accordance with the latest edition of *Roberts Rules of Order, Newly Revised*.

## **SECTION VIII. – AWARDS**

**Approved:** June, 1993 – Pasadena, California

### **LIFETIME ACHIEVEMENT AWARD**

1. The recipient will have been involved in stained glass for a minimum of 25 years and will have provided a significant service to the art and craft of stained glass.
2. To consider a nomination, the Lifetime Achievement Awards Committee must have a letter nominating an individual. The letter of nomination must contain a reason justifying the honor, some general academic and professional background, and may include previous honors, slides, prints, or whatever else may influence the committee, or document a lifetime achievement.

3. SGAA membership will not be a requirement for any nominee. The committee will only consider nominees who are still living.
4. The SGAA will publicize the award and the proper procedure for nominating a candidate, and solicit nominations from the General Membership. Nominations for the award must be in writing, should be addressed to the Lifetime Achievement Award Committee of the SGAA, and must be received in the Executive Office by April 15<sup>th</sup>.
5. The selection committee will consist of the three immediate past presidents. The recipient of the award must have the unanimous approval of the committee.
6. One award will be offered annually, but not necessarily awarded each year. The names submitted to the committee will be held in strict confidence.
7. The committee will notify the Executive Administrator of the recipient's name by May 1st. The Administrator will have an engraved plaque prepared.

#### **DISTINGUISHED SERVICE AWARD**

1. The annual Distinguished Service Award will be awarded to a member or employee of the Association who has provided a valuable service through a single project or by continuously dedicated service in various roles.
2. There will be no limit on how many Distinguished Service Awards a person may receive.
3. Nominations for the award must be in writing, should be addressed to the Distinguished Service Award committee of the SGAA, and must be received in the Executive Office by April 15th.
4. The President, First Vice President, and Second Vice President, will select the recipient of the award, by majority vote.
5. One award shall be offered annually, but not necessarily awarded each year. The names submitted to the committee will be held in strict confidence.
6. The President will notify the Executive Administrator of the recipient's name by May 1st. The Administrator will have an engraved plaque prepared.

#### **PRESIDENTS AWARD**

The recipient of this award is chosen solely at the discretion of the current President. The recipient is honored with an 8" x 10" illuminated manuscript or an award as selected by the President.

#### **SECTION IX. – STAINED GLASS SCHOOL**

The Board of Trustees of The Stained Glass School in its meeting held at the 1990 SGAA Summer Conference in Albuquerque voted for a revision of the bylaws of the Stained Glass School. Elizabeth Perry was elected to head the SGS Bylaws Revision Committee. The SGS Revision Committee will write Rules and Procedures to be included in this manual. Items to be included in this manual include a copy of the SGS Articles of Incorporation, The Revised Bylaws and Rules and Procedures.