



Southern Arizona Clay Artists

Bylaws

As amended: September 28, 2024

ARTICLE I: NAME AND LOCATION

The name of this nonprofit corporation is Southern Arizona Clay Artists, Inc., hereinafter called SACA. The principal location of SACA shall be in the City of Tucson, County of Pima, State of Arizona.

ARTICLE II: PURPOSE

The purposes of SACA are:

1. To exchange ideas and information on clay art through meetings, publications and workshops
2. To serve as a forum and network for clay artists
3. To stimulate and to provide an outlet for creativity through shows and sales
4. To increase public awareness and appreciation of the ceramic arts

ARTICLE III: MEMBERSHIP

Membership in SACA is open to all persons interested in the ceramic arts.

1. Membership entitles the member to a copy of each SACA mailing, the right to vote at regular and special meetings of the membership and in elections, eligibility to hold office, ability to participate in all SACA activities and other benefits as may from time to time be granted by the SACA Board of Directors.
2. New members pay upon joining and their dues are for the next twelve (12) months.
3. Membership renewal notices will be sent out electronically 30 days before expiration of membership. Payment is due by the end of the expiration month.

ARTICLE IV: MEETINGS

SACA shall hold regular meetings for the membership, the exact time and place to be determined by the Board of Directors. Meetings may include lectures and social functions as well as any business to be conducted.

1. An Annual Meeting will be held in September for the election of members and Officers of the Board of Directors and the transaction of other business. Special meetings may be called by the President, a majority of the members of the Board of Directors or by written request to the President by at least 10 SACA members. Written notice of the place, time and subject of Annual or Special meetings of the membership will be mailed and/or e- mailed to each member at least 5 days before the meeting.
2. For purposes of conducting business at a SACA member meeting, a quorum consists of at least 15 current members. The outcome of voting is determined by a simple majority. The results of any vote conducted at a regular or special SACA meeting shall be announced in the subsequent newsletter.
3. The Board of Directors shall meet regularly to conduct business of the organization.
4. Voting at meetings of the Board of Directors is limited to current members of the Board.



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ARTICLE V: BOARD OF DIRECTORS

The Board of Directors directs the affairs of SACA and is responsible for the conduct of SACA business and activities. It shall consist of not less than 5 nor more than 12 persons.

All Officers serve as members of the Board. All Board members must be current members of SACA. All Board members are elected to a specific Board position by one of two methods:

1. A simple majority vote by members at an Annual Meeting.
2. In the case of a vacancy, any Board member may nominate a candidate to be considered and confirmed by Board vote at any Board meeting.

Nominations can be made by any current SACA member, with the approval of the potential nominee. Any current SACA member may volunteer to become a nominee in the same way. Nominations may also be made from the floor at the time of the election.

Newly elected Board members serve two-year terms. Board members who have just completed a two-year term are eligible for reelection and may choose a one-year or two-year term. Terms of office for all Board members commence on January 1 and continue through December 31 of their one- or two-year term.

In the event of a vacancy in any elective Office or Board position, the Board may elect a SACA member to fill the vacancy for the remainder of the existing term. For reason of excessive absences or for no reason at all, any Board member or Officer may be removed at any time at any Board meeting by a vote of three-fourths of the Board members then serving.

ARTICLE VI: BOARD POSITIONS

1. Executive Committee - The Officers of SACA shall consist of President, Vice-President, Secretary, and Treasurer. Duties of the Officers shall be:
 - a. President – Has the responsibility of general supervision over the direction of the affairs of the organization, presides over all meetings, assists in the development of member events and activities and executes contracts on behalf of SACA.
 - b. Vice-President - Presides at meetings in the absence of the President and assists the President in planning, ordinary business and special activities as needed.
 - c. Secretary - Takes minutes at Board, Annual and Special Meetings. Responsible for maintenance of SACA files and records.
 - d. Treasurer - Collects and disburses SACA funds and accounts. Responsible for legal matters including filing Corporation Commission and tax forms. Presents an annual treasurer's report at the annual meeting.



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2. Standing Committee Directors
 - a. Events - Plans and facilitates workshops and coordinates with workshop artists, workshop hosts and workshop participants. Responsible for planning activities for members and guests throughout the year.
 - b. Shows - Plans and coordinates shows, exhibitions and sales of ceramic artwork by SACA members.
 - c. Marketing - Informs the membership and general public about SACA events and activities through media and outlets appropriate to the event.
 - d. Website - Maintains and upgrades the SACA website and related technologies.
 - e. Communications - Responsible for copy formatting, production and distribution of SACA newsletter and other electronic communications.
 - f. Membership - Maintains membership records of the organization.
 - g. Member at Large – Provides additional points of view of the membership to the Board and regularly attends board meetings.
3. Non-Voting Positions
 - a. Special Committees - The President of the SACA Board of Directors may form special committees and appoint special committee coordinators to accomplish specific tasks. as need arises. The committee coordinator or the Board President may select committee members.
 - b. Standing Committees - The President of the Board of Directors shall select a Jury Coordinator as needed, to be confirmed by the Board at any Board meeting.
 - c. SACA Directors may form committees to assist them in an advisory capacity or in tasks related to their responsibilities. The formation of all committees and their membership shall be reported to the Board of Directors in a timely manner.

ARTICLE VII: AMENDING THE BYLAWS

SACA Bylaws may be amended by an affirmative vote of the majority of members casting a vote. Notice of the proposed amendment(s) shall be published in the SACA newsletter at least once prior to the vote. Proposals to amend the SACA Bylaws may be made by any current SACA member or the SACA Board. The SACA President may appoint a Special Committee to study the proposed amendment(s) and submit a draft to the Board. The Board may vote to present the proposed amendment(s) to the membership for adoption.

ARTICLE VIII: DISSOLUTION

In the case of dissolution of SACA, the Board of Directors shall be responsible for the payment of debts and the distribution of assets in accordance with the requirements of the SACA Articles of Incorporation.