



Southern Arizona Clay Artists

## BYLAWS

*amended: 12/9/2018*

### **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.

Categories of Membership

1. Individual memberships entitle the member to one 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. Family memberships may be held by two individuals in the same family sharing studio facilities. A Family membership is entitled to one copy of SACA publications per membership; otherwise each Family member receives the same benefits as Individual members.

The SACA membership year runs from January 1 to December 31. Annual dues must be paid by the end of January of each year. New members pay upon joining and their dues are for the balance of that membership year. For new members who join in September or later, the membership is valid through the next year. Upon the expiration of the term of membership, the benefits provided to the member cease.

Changes in the amount of membership dues shall be decided by a majority vote of the members present, which must be not fewer than 15, at the Annual Meeting.

### **ARTICLE IV: MEETINGS**

1. 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.



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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 Individual member and Family membership at least 5 days before the meeting.

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.

The Board of Directors shall meet regularly to conduct business of the organization.

2. Voting at meetings of the Board of Directors is limited to current members of the Board.

### **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.

Newly elected Board members serve two-year terms. Board members who have just completed a two-year term are eligible for reelection 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: OFFICERS**

The Officers of SACA shall consist of President, Vice-President, Secretary, and Treasurer. Duties of the Officers shall be:



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- President. The President shall have the responsibility of general supervision over the direction of the affairs of the organization. The President presides over all meetings, develops monthly programs, and executes contracts on behalf of SACA.
- Vice-President. Presides at meetings in the absence of the President and assists the President in planning, ordinary business and special activities as needed.
- Secretary. Takes minutes at Board, Annual and Special Meetings. Responsible for maintenance of SACA files and records.
- 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.

### **ARTICLE VII: ELECTIONS**

A Nominations Committee shall be responsible for selecting and recruiting potential nominees for SACA Officers and members of the Board of Directors each year. At a board meeting at least three months prior to the annual meeting, the Board of Directors shall select from the SACA membership a Nominations Committee Coordinator. The Nominations Committee Coordinator shall select additional committee members, at least one of which shall be a current member of the Board. At meetings and in the newsletter the Board President shall announce the formation of the Nominations Committee and that nominees for Officers and Board Members are being sought. Nominations may also be made by any current SACA member, with the approval of the potential nominee, by submitting the nomination to the Nominations Committee Coordinator. 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. The Nominations Committee shall present a slate of candidates to the Board of Directors before the election and shall present the slate and conduct the election at the Annual Meeting.

### **ARTICLE VIII: COMMITTEES**

#### **Standing Committees**

Coordinators of Standing Committees shall be elected to one- or two-year Board terms as defined in Article V. In the event a Coordinator cannot be found, the Board may choose the committee members, one of whom will serve as Board member. Titles and duties of the Standing Committee Coordinators shall be:

- Workshops. The Workshop Coordinator plans and facilitates workshops and coordinates with workshop artists, workshop hosts and workshop participants.
- Shows. The Shows Coordinator plans and coordinates shows and sales of ceramic art work by SACA members.
- Public Relations. The Public Relations Coordinator is responsible for informing the general public of SACA events and activities through press releases submitted to local media. PR also coordinates with the Newsletter Coordinator and the Webmaster.



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- Newsletter Publication. The Newsletter Publisher is responsible for layout, formatting, production and distribution of SACA newsletter.
- Membership. The Membership Recorder maintains membership records of the organization, produces mailing labels and handles special mailings as needed.
- Socials. The Social Coordinator is responsible for planning at least 6 SACA social events throughout the year. This could include general get togethers, parties, or special lectures.

### **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.

The President of the Board of Directors shall select a Jury Coordinator as needed, to be confirmed by the Board at any Board meeting. The Jury Coordinator will set up all aspects of a jury session, including notifying members, selecting jurors, collecting applications and fees, and providing feedback and/or certificates to members juried.

Board Members at Large may be elected by the general membership or elected by the SACA Board to serve at least a two-year term. Their role is to provide additional points of view of the membership to the Board and regularly attend board meetings.

SACA Officers 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 X: AMENDING THE BYLAWS**

SACA By-laws may be amended by an affirmative vote of the majority of members present at a general meeting. Notice of the proposed amendment shall be published in the SACA newsletter at least once prior to the meeting at which the vote is to be taken. 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 proposal and submit a draft amendment in writing to the Board. The Board may vote to present the proposed amendment to the membership for adoption.

### **ARTICLE XI: PARLIAMENTARY AUTHORITY**

In those situations of procedure not covered by these bylaws or special rules of order adopted by the Board of Directors, the current Robert's Rules of Order Newly Revised shall apply.