



CONTENTS

| | |
|--|----|
| I. Organizational Policies & Procedure | 1 |
| A. Purpose | 1 |
| B. To Amend | 1 |
| C. Board Responsibilities | 2 |
| D. Bank Signors | 2 |
| E. Board Meetings | 2 |
| F. Member Programs | 2 |
| G. Membership | 2 |
| H. Website & Technology | 2 |
| I. Expense Reimbursements | 3 |
| J. Intellectual Property | 3 |
| II. Board of Directors Job Descriptions..... | 4 |
| A. Overview | 4 |
| B. Job Descriptions | 4 |
| 1. President | 4 |
| 2. Vice President..... | 5 |
| 3. Secretary..... | 5 |
| 4. Treasurer | 5 |
| 5. Marketing Chair | 6 |
| 6. Member At Large..... | 6 |
| 7. Member Programs Chair | 7 |
| 8. Membership Chair | 7 |
| 9. Newsletter Editor | 7 |
| 10. Shows Chair | 8 |
| 11. Website & Technology Manager | 8 |
| 12. Workshops Chair | 8 |
| III. Special Committees & Job Descriptions | 10 |
| A. Overview | 10 |
| B. Job Descriptions | 10 |
| 1. Past Board President | 10 |
| 2. Jury Coordinator | 10 |
| 3. Nominating Committee Chair | 10 |
| 4. Social Media Coordinator | 11 |



CONTENTS *(continued)*

| | |
|---|----|
| IV. Events Policies & Procedures for Programming..... | 12 |
| A. Purpose | 12 |
| B. Event Selection | 12 |
| C. Planning..... | 12 |
| D. Contracts | 13 |
| E. Marketing..... | 13 |
| F. Participants..... | 14 |
| G. Event Execution and Wrap-up..... | 14 |
| V. Shows and Exhibits Policies & Procedures | 15 |
| A. Purpose | 15 |
| B. Who May Participate..... | 15 |
| C. Registration for a Show | 15 |
| D. Displays..... | 15 |
| E. Sales | 16 |
| F. Working the Show | 16 |
| G. Supporting Documents..... | 17 |
| VI. Jury Policies & Procedures | 18 |
| A. Guidelines..... | 18 |
| B. Intentions | 18 |
| C. Requirements..... | 18 |
| D. Do's and Don'ts of Jurying..... | 18 |
| E. Aesthetics and Originality..... | 19 |
| F. Juror Information | 20 |



SOUTHERN ARIZONA CLAY ARTISTS - BOARD POLICIES & PROCEDURES

(BOD Approved 09/21/2022)

I. ORGANIZATIONAL POLICIES & PROCEDURES

A. PURPOSE

1. This document provides written guidelines set by the SACA Board of Directors (the Board or BOD) for the benefit of the organization and its members.
2. The policies generally state the governance and decision-making processes of the organization.
3. They also set standards for Board operations to create consistency from year to year.

B. TO AMEND

1. The SACA Board of Directors has the authority to revise this document through a majority vote at any regularly scheduled Board meeting or via e-mail vote initiated by any Board member.
2. Any SACA member may make recommendations or suggestions for the policies and should submit them in writing to the Board for review.

C. BOARD RESPONSIBILITIES

1. The SACA Board of Directors is charged with carrying out all business and programming responsibilities on behalf of its membership.
2. Every Board member is responsible for the success of every other Board job, whether officer, chair, standing committee chair, ad hoc coordinator, or special committee organizer, thus securing the best achievement for members.
3. Much of SACA's Board business is conducted virtually, Board members are asked to check their SACA email and respond as needed on a regular basis.
4. Job descriptions are listed later in this document.
5. Specifically
 - a) *Be acquainted with SACA Bylaws, Policies, Mission Statement and budget. Periodically review and revise these documents as required.*
 - b) *Support and advocate for the mission of SACA as stated in Article II of the Bylaws.*
 - c) *Assist in creating the annual budget as needed and monitor expenses. Board financial approvals involve a good understanding of all SACA's operations and asking pertinent questions.*
 - d) *Actively prepare for and participate in all Board meetings and the annual retreat. Send casual, written email reports to every Board member about 48 hours prior to meetings and read all submitted reports.*
 - e) *Make good policies and decisions by using prior research and recommendations from a Board member, committee chair or coordinator.*
 - f) *Attend as many SACA events as possible to meet and interact with members. Become aware of members' wishes and requests about programming.*
 - g) *Assist with fund raising events.*
 - h) *Recruit committee members to assist with SACA tasks.*
 - i) *Aid succession by posting all committee documents on the SACA resources website. Turn over all SACA records, and provide necessary job orientation, training, and direction to the incoming Board member to ensure continuity.*



I. ORGANIZATIONAL POLICIES & PROCEDURES *(continued)*

- j) *Take responsibility for SACA's legal, fiscal, and ethical integrity as well as the intellectual property of the organization.*

D. BANK SIGNORS

1. Bank account signors and debit card holders are the President and Treasurer, and any other Board member that the BOD designates with a majority vote at a regularly scheduled Board meeting.
2. Upon leaving office, those signor rights are immediately terminated. *(BOD 10/10/19)*

E. BOARD MEETINGS

1. At the annual Board Retreat in January, the Board sets its meeting dates and times for the balance of the year.
2. All regular Board meetings are open to members. The January Board Retreat and any Executive Session are closed.
3. A member may send a request to the Board President asking to attend a regular meeting. If members want to discuss a specific matter, at least a week ahead of the meeting they should send the subject and details to the President in writing so 10 minutes of discussion time can be made available on the agenda.
4. The Secretary uploads the minutes of each meeting to the SACA Resource folder.

F. MEMBER PROGRAMS

1. Presenter Payments: Standard payments will be set and reviewed by the Board on a regular or as needed basis.
2. Changes in payment amounts agreed by the Board will be recorded by the Board Secretary and available to any member upon request. *(BOD 5/16/19)*

G. MEMBERSHIP

1. Membership is annual and renewed each year by January 31st.
2. The Bylaws define membership categories for individuals and families, as well as membership privileges.
3. Article III of the Bylaws states that fees may be changed only by a vote of the members at the Annual Meeting (AM).
4. Returning members - i.e., those who have not paid dues for two or more years, have the same benefit as a new member for an extended membership if they rejoin in September or later. *(AM 9/18/17 and AM 9/15/19)*
5. If membership renewals have not been paid by January 31st, the person will be removed from active member rolls and will no longer be eligible for SACA benefits. *(BOD 10/11/17)*

H. WEBSITE & TECHNOLOGY

1. The website is regularly maintained by the Website & Technology Manager.



I. ORGANIZATIONAL POLICIES & PROCEDURES *(continued)*

2. All current relevant information for members should be available there as well as documents from past years.
3. SACA does not publish images of children, in whole or in part, on Web-based communications including the SACA website, newsletter, recordings, or social media platforms out of concern for child endangerment and exploitation.

I. EXPENSE REIMBURSEMENTS

1. All purchases made on behalf of SACA should be part of the approved annual budget or must have prior approval from a member of the Executive Board who will notify the Treasurer of approval.
2. When any SACA Members use their own funds for purchases on behalf of SACA, they must submit an Expense Reimbursement Form (found in SACA's resource folder) to the Treasurer and attach all appropriate receipts within 30 days of purchase.

J. INTELLECTUAL PROPERTY

1. All records, announcements, newsletters, websites, Board reports, social media accounts, or any other publications or materials produced for SACA are the property of SACA and not of any individual member.
2. The use of any logos and names of the organization, Southern Arizona Clay Artists and SACA, may be done only with the prior express written consent of the Board of Directors. This includes email addresses, website URL addresses, or any web-based accounts.
3. All usernames and passwords for any social media or website related accounts may be shared with the SACA volunteer doing the work and also kept on record by the SACA Website and Technology Manager, Treasurer, and Secretary for the SACA Board.
4. The SACA Board retains the right to change account information at any time.
5. Volunteers doing publication of any kind for SACA, whether it is print, electronic, or social media, must be made aware of these rules before starting a project. *(BOD 2/17/16 and 8/8/19)*



II. BOARD OF DIRECTORS JOB DESCRIPTIONS

A. OVERVIEW

1. The Bylaws state a very general overview of the duties for each of the officers, standing committee chairs, and typical ad hoc or appointed committee coordinators.
2. Each job holder should review and suggest updates to his/her job description before leaving office, to be approved by the Board at its next meeting.
3. The Vice President or respective chair should initiate the review.
4. The "Executive Committee" and "Officers" consist of President, Vice President, Secretary, and Treasurer

B. JOB DESCRIPTIONS

1. President: The President shall preside at all meetings and oversee general SACA operations, performing the following duties:
 - a) *Preside over all Board and general membership meetings.*
 - b) *Solicit agenda items from Board members and prepare and forward meeting agenda items to Board members for such meetings.*
 - c) *Transact business for and on behalf of SACA as voted on by the Board of Directors.*
 - d) *May call special or unscheduled meetings as deemed necessary*
 - e) *Set a date in the fourth quarter, in accordance with SACA bylaws, for a general membership meeting. For this meeting, the President will arrange a site, create an agenda, and pre-publish any items that require a vote of the membership such as bylaw changes.*
 - f) *Monitor progress on the Board and committees to help keep activities on schedule. Provide assistance as necessary.*
 - g) *Prepare for an annual Board retreat in January of each year, including an agenda and a proposed budget for the year. The budget is prepared with assistance from the Treasurer, respective committee chairs, and ad hoc committee coordinators.*
 - h) *Appoint a Nominating Committee Coordinator three months in advance of the annual general meeting where new officers and Board members are elected. The Nominating Committee Coordinator enlists other committee members, including at least one current Board member (usually including the Vice President), to help with recruitment. The Board member serving on the Nominating Committee reports to the Board on progress and provides suggestions to pass along to next year's President.*
 - i) *Name a Jury Coordinator to set up (usually two) jury sessions per year*
 - j) *Along with one other executive Board member, sign contracts on behalf of SACA.*
 - k) *Is a signor on the SACA bank account.*
 - l) *Attend all social events where the membership is present, whenever possible.*
 - m) *Send thank you letters to all SACA presenters.*
 - n) *Prepare a "From the President" article for each issue of the SACA newsletter.*
 - o) *Guide the Board in preparing or reviewing a 5-year plan for SACA.*
 - p) *Serve as chair of the Executive Committee.*



II. BOARD OF DIRECTORS JOB DESCRIPTIONS *(continued)*

- a) *Upon expiration of their term of office, the President shall deliver to the incoming President any SACA property and help the incoming President to ensure a smooth transition in leadership.*
2. Vice President
 - a) *The Vice President will lead all Board meetings when the President is not available.*
 - b) *Assists the President and, as possible, other Board members as requested to carry out their duties.*
 - c) *Serves as part of the Executive Committee.*
 - d) *Oversees the place and time when the Board shall meet.*
 - e) *Is responsible for serving as the Board representative on any fundraising committees.*
 - f) *Works closely with the President towards a smooth transition toward becoming President.*
 - g) *In the last quarter, initiates Board position updates.*
 - h) *Usually serves as a member of the Nominating Committee.*
 - i) *Works closely with the President towards a smooth transition in becoming President.*
 - j) *Upon expiration of their term of office, the Vice President shall return any SACA property to the organization.*
3. Secretary
 - a) *Maintains an accurate record of the proceedings of the SACA Board.*
 - b) *Is responsible for preparing and distributing notices, agendas, and minutes for all meetings, events, and elections in accordance with the Bylaws.*
 - c) *Forwards monthly meeting minutes to the entire Board not less than two days prior to the next Board meeting.*
 - d) *Serves as a member of the Executive Committee*
 - e) *Upon expiration of their term of office, the Secretary shall return any SACA property to an Executive Board Member.*
4. Treasurer
 - a) *Ensures that the current financial records are maintained, reflecting the financial condition of SACA*
 - b) *Is proficient in the use of SACA's designated accounting software (currently QuickBooks) in order to maintain all financial records in accordance with standard accounting procedures.*
 - c) *Is a member of the Executive Committee.*
 - d) *Proposes a budget for Treasurer's annual expenses at the Annual Retreat*
 - e) *Is responsible for oversight of records for cash, investments, accounts receivable, and other SACA assets.*
 - f) *Is a signor on the SACA bank account.*
 - g) *Is responsible for invoicing members.*
 - h) *Is responsible for collecting funds, providing receipts (paid statements) when required, and ensuring deposits in the SACA bank account.*
 - i) *Is responsible for working with the President on preparation of the annual budget to be presented to the Board at the annual retreat in January.*



II. BOARD OF DIRECTORS JOB DESCRIPTIONS *(continued)*

- j) Is responsible for legal matters including filing Corporation Commission and tax forms. Presents an annual Treasurer's report at the annual meeting.*
 - k) Makes the financial aspect of the organization as visible and transparent as possible.*
 - l) Provides timely financial updates to coordinators of standing or ad hoc committees.*
 - m) When requested by the Board, arranges for an annual audit of SACA books by an independent, knowledgeable person who will provide a report to the Board.*
 - n) Provides a year-to-date budget report and profit and loss statement from QuickBooks at each Board meeting.*
 - o) At the annual membership meeting, provides a brief report of the financial activity for the year and has on hand more detailed information in case questions arise from attendees.*
 - p) Pays all bills, getting a second signature on any check written for over \$1,000.*
 - q) Reconcile bank account each month.*
 - r) Following the monthly review of financial statements, the Treasurer may recommend the transfer of funds from checking to savings accounts. The transfer will occur following Board approval. Accumulated interest shall remain in this account. The Board of Directors will determine how these reserved funds will be utilized. Withdrawal or transference of funds from the savings account will require Board action. In order to earn the best possible interest, the Treasurer may also recommend the purchase of certificates of deposit.*
 - s) Assists in helping the incoming Treasurer in making a smooth transition.*
 - t) Upon expiration of their term of office, the Treasurer shall return any SACA property to the organization.*
5. Marketing Chair
- a) Identifies opportunities for publicity about SACA.*
 - b) Writes and sends press releases to local press on SACA activities.*
 - c) Official Press Releases must be approved by the Board before being published.*
 - d) Works with the Membership Chair to develop materials to promote the benefits of being a SACA member.*
 - e) Assists with writing articles about members or guest instructors for the SACA newsletter.*
 - f) Works with the Newsletter Publisher and Social Media Chair on content.*
 - g) If needed, proposes a Budget to be reviewed at the Annual Retreat.*
 - h) Upon expiration of their term of office, the Marketing Chair shall return any SACA property to the organization and assist the incoming chair in making a smooth transition to their duties.*
6. Member At Large
- a) Serves to provide additional points of view to the Board*
 - b) Gains perspective of what SACA members would like in the way of benefits for their membership.*
 - c) Assists other Board members as needed.*
 - d) Upon expiration of their term of office, the Member at Large shall return any SACA property to the association and assist with a smooth transition for the new Member At Large.*



II. BOARD OF DIRECTORS JOB DESCRIPTIONS *(continued)*

7. Member Programs Chair

- a) *Provides opportunities for SACA members to get to know each other in a casual and fun setting, or to provide seminar opportunities for members.*
- b) *Plans all SACA events or seminars that do not require a studio or hands-on training.*
- c) *Plans at least one event each quarter: preference would be one a month.*
- d) *Recruits volunteers to create a committee for assisting with the planning of these events.*
- e) *At the Annual Retreat, submits a proposed budget for the year for these events.*
- f) *Assists the Secretary with the time and dates of these events, the Public Relations Chair with planning for advertising to the membership, as well as gives the information to the Social Media Chair and the Newsletter Editor.*
- g) *Upon expiration of their term of office, the Member Programs Chair shall return any SACA property to the association and assist with a smooth transition for the new Member Programs Chair.*

8. Membership Chair

- a) *Promotes membership and creates a culture of inclusiveness.*
- b) *Works with the Marketing Chair, Newsletter Editor, Web and Technology Manager, and Marketing Chair to provide members with informative communications.*
- c) *Utilizes the website and social media to increase membership.*
- d) *Introduces new members to the organization and answers any questions about membership with a welcome call or email within 7 days of learning of the new member.*
- e) *Reports membership numbers at each Board meeting and provides Board members with an updated list of members each month.*
- f) *Encourages SACA members to use the gallery on the SACA website.*
- g) *Reports to the Board on ideas for improving membership benefits.*
- h) *With input from other Board members, keeps track of and reports any member news appropriate for the Newsletter, Social Media, and Marketing Chairs (e.g., a member has a new show, etc.)*
- i) *If needed, proposes a Budget to be reviewed at the Annual Retreat*
- j) *May be asked from time to time to conduct an electronic survey of members.*
- k) *Works with Web and Technology manager to maintain current membership list on the SACA website*
- l) *Upon expiration of their term of office, the Membership Chair shall return any SACA property to an Executive Board Member and help smooth the transition of the new Chair.*

9. Newsletter Editor

- a) *Produces a monthly electronic newsletter.*
- b) *With the assistance from Board members, committee chairs, and ad hoc coordinators, collects information pertinent to the general SACA membership.*
- c) *Solicits articles from Board members and general membership.*
- d) *Collects the monthly message from the President.*
- e) *Works with Membership Chair to be sure that all members are receiving the newsletter.*
- f) *Works with Board members to create branded consistency for SACA publicity.*



II. BOARD OF DIRECTORS JOB DESCRIPTIONS *(continued)*

- g) Upon expiration of their term of office, the Newsletter Publisher shall return any SACA property to the organization and assists in a smooth transition for the new Newsletter Editor.*

10. Shows Chair

- a) Plans and coordinates shows and sales of ceramic artwork by SACA members.*
- b) Seeks out and develops ideas for new shows of interest to SACA members.*
- c) Recruits committee members to assist with the many duties involved with putting on a show.*
- d) Organizes each show's application process, working closely with the Website and Technology Manager and the Newsletter Editor.*
- e) Keeps the Marketing and Social Media Chairs, the Newsletter Editor, and the Web and Technology Manager informed of details about the show that should be publicized to members.*
- f) Plans use of space, coordinates display needs, schedules artists to shifts, coordinates delivery and setup of display equipment.*
- g) At the Annual Retreat, provides the Board with a budget for the year.*
- h) Sets cost to members to participate in the show, making sure the cost to SACA is either break-even or profitable.*
- i) Upon expiration of their term of office, the Shows Chair shall return any SACA property to the association and assist with a smooth transition for the new Shows Chair.*

11. Website & Technology Manager *(BOD 9/15/2019)*

- a) Keeps the SACA website and technology up to date.*
- b) Works with all Board members to collect information that keeps the website up to date and informative.*
- c) Works with all other Board members to provide website solutions (e.g., application, membership information, payment platforms, archiving of documents, links to website, etc.).*
- d) Works with Board members to create a shared resource area.*
- e) At the Annual Retreat, provides an annual budget to cover Website and Technology.*
- f) Sets up secure technical accounts on behalf of SACA and maintains a complete list of accounts, usernames and passwords. Shares account usernames and passwords as requested by appropriate Board and/or committee members.*
- g) Shares activity registrations as requested by Board or committee members.*
- h) Upon expiration of their term of office, the Website and Technology Manager shall return any SACA property and information to the organization and assist in a smooth transition for the new Website and Technology Manager.*

12. Workshops Chair

- a) Plans and facilitates workshops.*
- b) Identifies and invites workshop content and instructors of interest to SACA members, working with the Membership Chair and other members of the Board.*
- c) Sets a price for workshops that covers the instructor's fee, transportation, food, and lodging (where applicable). Cost to SACA members is discounted from cost to non-SACA members. Cost to SACA is expected to either break even or be profitable.*



II. BOARD OF DIRECTORS JOB DESCRIPTIONS *(continued)*

- d) Provides the Board with a budget for the year at the Annual Retreat.*
- e) Turns in receipts for expenses to the Treasurer within two weeks of the completion of the workshop.*
- f) Is present at all workshops to act as an assistant to the guest instructor and to participants.*
- g) Works with Website and Technology Manager, Marketing and Social Media Chairs, and Newsletter Editor for publicity.*
- h) Gives SACA members who have skills of interest to other clay artists the opportunity to teach a workshop.*
- i) Recruits volunteers to help with setting up the class and cleaning up afterwards.*
- j) Upon expiration of their term of office, the Workshops Chair shall return any SACA property to the association and assist with a smooth transition for the new Workshops Chair.*



III. SPECIAL COMMITTEES & JOB DESCRIPTIONS

A. OVERVIEW

1. The following non-Board positions, provide vital services to SACA.
2. Persons holding these positions are not required to attend Board meetings, but their presence and remarks are welcome.

B. JOB DESCRIPTIONS:

1. Past Board President

- a) *Is responsible for ensuring a smooth transition of the new President into a leadership role for SACA.*
- b) *Functions as Board parliamentarian.*
- c) *Ensures proper adherence of the Bylaws when attending Board meetings.*
- d) *Facilitates meetings when the President and Vice President are both unavailable.*
- e) *Arranges for and presents recognition plaques for outgoing President.*
- f) *Upon expiration of their term of office, the Past President shall deliver to SACA any and all SACA property.*

2. Jury Coordinator

- a) *The President of the Board selects a Jury Coordinator as needed, to be confirmed by the Board.*
- b) *The Jury Coordinator sets up all aspects of each jury session that determine an artist's ability to participate in juried shows. This includes notifying members through the Newsletter Editor and Social Media Chair, selecting jurors, collecting applications and fees through the website, and providing feedback and/or certificates to members juried.*
- c) *Arranges a minimum of two jury sessions per year, usually February and September, publicizing them in the newsletter well in advance of each session.*
- d) *Whenever possible, provides a mentoring session for members planning to present their work at an upcoming jury session.*
- e) *Prepares forms and sets up an enrollment process with the Website and Technology Manager.*
- f) *Sees that the jury guidelines are published on the SACA website and kept up to date.*
- g) *Reviews the jury guidelines on the SACA website and asks the applying artists to review the published guidelines.*
- h) *Enlists jurors and coordinates the jury session activities.*
- i) *Notifies each artist of the jurors' decisions.*
- j) *Notifies the Membership Chair of those who successfully achieved "juried" status*
- k) *Provides a mentoring process for those who were deferred.*
- l) *If needed, proposes a budget to be reviewed at the Annual Meeting.*

3. Nominating Committee

- a) *Shall be responsible for selecting, recruiting, and nominating SACA members to fill Board positions open in the coming year.*
- b) *Generally, a Coordinator is appointed by the President and recruits other SACA members to be on the committee.*



III. SPECIAL COMMITTEES & JOB DESCRIPTIONS *(continued)*

- c) *Per SACA Bylaws, one member of the Nominating Committee shall be a current board member.*
 - d) *The committee tries to balance the Board among long-time members and newcomers, geographical area, juried and non-juried members, gender, age, etc.*
 - e) *The Coordinator will procure a current roster of SACA members and provide a copy to each committee member.*
 - f) *The Coordinator arranges for committee members to meet, phone, and/or email as necessary to identify and solicit potential nominees for all open positions.*
 - g) *The committee provides the slate and a written report to the Board at the conclusion of the committee's work, including a list of members contacted and their interest in future participation.*
 - h) *Presents a slate of candidates to the Board of Directors before they present the slate to and conduct the election at the Annual Meeting.*
 - i) *The committee presents the slate of candidates at the Annual Meeting and conducts the election process.*
 - j) *One person on the committee sends a report of the election results to the Newsletter Editor to publish in the upcoming issue.*
 - k) *It is advisable to have one person from the current Nominating Committee serve on next year's committee to provide continuity.*
4. Social Media Coordinator
- a) *Keeps the SACA social media platforms up to date as well as provides quick email correspondence to members:*
 - b) *Works with all Board members to collect information that keeps all SACA social media up to date.*
 - c) *Works with the Membership Chair to encourage members to engage with SACA's social media posts.*
 - d) *Maintains a database of present and past SACA members, local educators and vendors, clay enthusiasts, and other parties who have expressed interest in SACA news.*
 - e) *Emails articles that advertise clay equipment for sale, upcoming shows and exhibits all over Southern Arizona, and many other activities interesting to the clay community at large.*



IV. EVENTS POLICIES & PROCEDURES FOR PROGRAMMING

A. PURPOSE

1. To provide consistent guidelines for the planning and execution of Workshops, Member Programs, Clay Cafés, Presentations, and Tours. Shows and exhibitions are included in a separate section.
2. In general, these policies apply to all SACA events, whether fee-based or free.
3. The respective Board chair has overall responsibility for planning activities, however they may designate any SACA member to coordinate an event. The respective chair retains responsibility for insuring compliance with the programming policies.

B. EVENT SELECTION

1. Any SACA member may suggest content or presenters for a SACA programming event. Suggestions should be submitted to the respective chair for feasibility review. The respective chair may designate another SACA member to assist with an event.
2. The respective chair must present a detailed outline (see “Outline” under “Planning” below) to the Board for approval, ideally at a regular Board meeting or via email prior to commitment.
3. Whenever possible, SACA members who have skills of interest to other members should be given an opportunity to provide an event. Whenever possible, this opportunity should not be given to the same member repeatedly.

C. PLANNING

1. Generally, a minimum of 3 months advance notice is needed for Board approval, to coordinate website registration, marketing and lead time for participants, instructors, presenters, etc.
2. Outline should include:
 - a) *Name & description of event*
 - b) *Presenter/instructor/artist name*
 - c) *Dates/times*
 - d) *Location*
 - e) *Budget:*
 - Program expenses – materials, instructor/presenter fees, transportation, lodging, meals, etc. (documentation/receipts required). No mileage is provided for instructors/ presenters within a 40-mile radius of the venue. Hosting of instructors/presenters by SACA members is encouraged.
 - Teacher fee can be negotiated as a flat fee or a per student fee, with a per student fee capped at a predetermined set amount.
 - Venue fees.
 - Participant food (if included).
 - f) *Minimum & maximum number of participants:*
 - Minimum will cover all expenses. Discretion for waiving minimums can be used with Board approval but should be an exception.



IV. EVENTS POLICIES & PROCEDURES FOR PROGRAMMING *(continued)*

- Suggested minimum registrants for events:
 - Clay Café – minimum 4
 - Free events – minimum 8
 - Tours – minimum 4
 - Workshops and any fee-based program – minimum number to cover expenses plus 20%.
- Maximum will be based on limits of venue and/or instructor/presenter or venue limits.
- Registration fees should cover all expenses and ideally produce an income. Board approval is needed to proceed with any event that does not meet the minimum participation guidelines.
- Coordinator of an event endeavors to keep events affordable to as many members as possible.

D. CONTRACTS

1. Chair of any event is responsible for preparing contracts with instructor/presenter and venue, securing all signatures, and distributing finalized digital copies to all signatories, SACA Treasurer, and SACA Website and Technology Manager for inclusion in SACA's web-based resource files.
2. Only the current SACA President may execute SACA contracts.
3. Chair is also responsible for working with the Treasurer to distribute payment checks and for providing Treasurer with receipts.
4. Instructor/Presenter Contract
 - a) *Contracts should be signed at least 30 days in advance.*
 - b) *Contract must include instructor/presenter fees and all other reimbursable expenses (transportation, lodging, meals, etc.) associated with the event.*
 - c) *A date for cancellation must be included.*
 - d) *SACA Cancellation Policy: SACA reserves the right to cancel an event at its sole discretion with no financial obligation.*
 - e) *A clause indicating SACA bears no fiscal responsibility to the instructor/presenter on or before the cancellation date must be included.*
 - f) *Payment will be made on the final day of the event.*
5. Venue Contract:
 - a) *When applicable, a contract with a commercial venue is required prior to any financial commitment.*
 - b) *SACA does not reimburse host members for the use of their homes.*
 - c) *Cancellation policy should mirror the instructor/presenter cancellation policy in terms of dates and obligations.*

E. MARKETING

1. Marketing will be initiated and distributed by or through SACA.
2. Creating marketing material not approved by SACA is not acceptable.
3. All marketing must bear the SACA logo.



IV. EVENTS POLICIES & PROCEDURES FOR PROGRAMMING *(continued)*

F. PARTICIPANTS

1. For fee-based events, a surcharge is charged to non-members. For more expensive events, that surcharge is at least commensurate to the membership fee.
2. Fee refunds are made only if the event is cancelled or if the participant's space can be filled from the waiting list.
3. Waiting List: A waiting list will be generated for any event that meets the maximum number of participants, with potential participant paying the fee in advance to hold their spot. Waitlisted participants will be contacted should space become available. If space does not become available, registration fee will be refunded.
4. Participants are required to agree to participant cancellation/refund policy.
5. Cancellation policy: SACA retains the right in its sole discretion to cancel an event. The participants will receive a full refund of any fees paid.
6. The Chair for the event should regularly follow up with the Membership Chair to confirm that all registrants are current SACA members for members-only events and confirm appropriate member or non-member status and payment.
7. The Chair or Treasurer will inform the Website and Technology Manager if a registration should be voided. The individual will be notified via email of voided registration.

G. EVENT EXECUTION AND WRAP-UP

1. The event Chair will be responsible for arrangement of any equipment needed: tables, chairs, A/V equipment, table coverings, tools, etc.
2. Event Chair files a final report to the Board and a news item with images for the newsletter.
3. All documents resulting from any event are given to the Website and Technology Manager who will upload them to the appropriate SACA Resources folder.
4. Chair recruits volunteers to help with set up, tear down, and cleaning as needed.
5. The Chair of any event is expected to attend that event or have a representative to do so. For any fee-based event, the Chair may attend that workshop free of charge. *(BOD 2/6/2014)*



V. SHOWS AND EXHIBITS POLICIES & PROCEDURES (v. 07/13/2022)

A. PURPOSE

1. SACA conducts shows to provide our members with venues to show and sell their works to the public. The scheduling of shows requires SACA to make many financial commitments in advance to cover show costs. These may include venue, supplies, marketing, and any necessary security, among others.
2. It is the goal of the SACA Shows & Exhibits Committee to present a curated show/exhibit that is aesthetically pleasing to the consumer, and fair and equitable to each participant.
3. It should be the goal of all participants to promote SACA, educate the public, provide information and assist in selling each other's work, and to network and have fun.
4. There are many, many moving parts to a SACA show, but they are worth it! A show unfolds over several weeks, and each step carries its own tasks. This document of policies and procedures aims to provide a road map—you may need to refer to it often. If you have questions, though, please address them to the Shows Chair.
5. The Chair may participate in the show free of charge provided they qualify (i.e., the Chair must be a juried member to participate in a juried show). (BOD 8/10/2022)

B. WHO MAY PARTICIPATE

1. Participants must be current SACA members with dues payments up to date, both at the time of registration and at the time of the event.
2. Participants in juried shows must be SACA accepted Juried Members.

C. REGISTRATION FOR A SHOW

1. Opening date of registration will be known to ONLY the SACA Shows & Exhibits Chair until published to the entire membership. Registration Open will be announced via the SACA newsletter and/or specific email to all SACA members.
2. Each show/exhibit is limited to a pre-set maximum number of participants. Waitlisted participants will be contacted as soon as possible if space should become available. If space does not become available, registration fee will be refunded.
3. Registration for shows will be confirmed upon receipt of payment.
 - a) *There will be no refunds for cancellations if the show space cannot be filled from the waiting list.*
 - b) *Participants who cancel before the application deadline will be granted a full refund only if a replacement participant can be admitted from the waiting list.*
 - c) *Participants who cancel after the application deadline will not receive a refund.*

D. DISPLAYS

1. In most Shows, SACA will provide tables, tablecloths, grid, wrap, bags, and other necessary hard structures. Participants are required to stay within their allotted space. No additional grids or tables are to be added to one's space.



V. SHOWS AND EXHIBITS POLICIES & PROCEDURES *(continued)*

2. Participants are responsible for supplying their own display risers and grid hooks. Risers may be clear, white, black or wood and customer friendly (not sharp /no splinters.)
3. Participants set up their own work on their assigned table and/or grid – all packing items hidden. Self-promoting items including only business cards, postcards, rack cards are permitted at participant’s display. Large signage, banners, or cloths are not permitted.
4. All pieces must meet the jury criteria: that is, no cracks, securely fitted lids and so forth. Functional items that do not have food safe glazes must be clearly labeled as NON-FOOD SAFE. Items that do not meet jury criteria will be removed and placed under participant’s table and replaced with an acceptable piece from their inventory.
5. All pieces must be predominantly ceramic (can be mixed media but majority of pieces must be clay). Non-ceramic pieces will be removed and placed under participant’s table and replaced with an acceptable piece from their inventory.

E. SALES

1. Participants are required to bring two (2) copies of their inventory sheet: one to be kept in the sales area for reference as needed, one to be kept by the individual artist. (This assures that we are working with the same information. It is highly advised that artists double-check that the information on their inventory sheet matches the label on individual pieces—it’s easy to make a mistake!)
2. All pieces must have a label with this information: participant’s last name or studio name, price, and inventory number. This information must match the information on the inventory sheet. Pieces that are part of a set should be labeled as “1 of 2”, etc. The label must be securely attached to the piece. Pricing should reflect the current market value, for example, daily use mugs sell for at least \$18. Pricing to divest oneself of inventory or ‘markdowns’ is clearly unacceptable at a SACA event. Assistance is available from Shift Leaders. We encourage participants to use typed or computer-generated labels for clarity if possible. Downloadable examples are available on the SACA website under Shows and Member Resources.
3. Participants will receive payment from sales as soon as possible, generally within 3 weeks.

F. WORKING THE SHOW

1. Participants must provide a phone number (preferably cell) where they may be reached during the show hours in case of emergency or product questions.
2. Participants will be given a time frame in which to set up their display on the first day of the show.
3. A brief required group meeting will provide updates and a chance for questions. Usually, this follows set-up.
4. Participants must wait for the designated closing time of the show to begin breaking down displays and must assist in tearing down SACA owned items for transport.



V. SHOWS AND EXHIBITS POLICIES & PROCEDURES *(continued)*

5. Shifts:

- a) *All participants are required to work several shifts, which vary by show. The work schedule will be sent to participants about a week before the show.*
- b) *If an emergency arises, participants must find a substitute and report the change to their Shift Leader. All applicants will be given the opportunity to specify when they are UNAVAILABLE to work for any given show. The show scheduler will make every effort to accommodate those requests.*
- c) *Participants will report promptly for their shift to receive instruction from their Shift Leader. Similarly, they will stay for a short period after their shift to help instruct their replacement.*

G. SUPPORTING DOCUMENTS

1. Participants are asked to provide a biography or business information page to be included at SACA Information area.
2. SACA encourages every participant to obtain the proper business license and remit the appropriate TPT/ sales tax. Please note that representatives from the City/ County where SACA shows are held regularly check for business licenses. It is recommended copies of participants licenses be placed in a binder at check out. SACA is not responsible for participants lacking proper licenses and/or subsequent consequences (fine or removal of items for sale).
3. HOLD HARMLESS. Most of our venues require a contract in which SACA releases that venue from liability for damage, injury, theft, etc. that may occur in the area of our show. Similarly, we must underscore that SACA is not responsible for such occurrences either. We encourage all participants to review their own insurance coverage for such instances.
4. When you check the “agree” box on your registration form, you agree to accept the following waivers:
 - a) *SACA Show Participants fully understand that participation in any Show sponsored by SACA and/or any other City, County, State or Community Entity exposes them to the risk of property damage, theft, personal injury, or death. Participants hereby acknowledge that they are voluntarily participating in the SACA Show and agree to assume any such risks.*
 - b) *Participants hereby release, discharge and agree not to sue SACA or any other Show Sponsor or other city, community or county entity for any injury, death or damage to, theft, or loss of personal property arising out of, or in connection with, participation in the event.*
 - c) *In consideration for being permitted to participate in the sale event, Participants hereby agree, for themselves, their heirs, administrators, executor and assigns, that Participants shall indemnify and hold harmless any City, County, Community and the event sponsor SACA from any and all claims, demands actions or suits arising out of or in connections with their participation in the event.*
 - d) *In the event of a conflict between the terms and conditions of the venue contract and this contract, the terms and conditions of the SACA contract shall prevail.*



VI. JURY POLICIES & PROCEDURES *(v. 12/01/2018)*

A. GUIDELINES

1. Members wishing to become juried members should review the Jury Guidelines.
2. A member whose work is “Accepted” at a jury becomes a Juried Member and this status is shown in SACA’s membership list.
3. Juried Members retain this status throughout the time they are SACA members.
4. Members who renew their membership late or let membership lapse and then renew keep their Juried Member status. *(BOD 12/9/18)*
5. A jurying fee is set and periodically reviewed by the Board.

B. INTENTIONS

1. There are standards of good craftsmanship and artistry to which all SACA juried artists should aspire, and SACA must ensure that we present high quality work at juried shows and exhibitions.
2. By presenting our finest work at shows and exhibitions, we help educate viewers and further SACA’s mission “to provide a greater understanding and appreciation for clay to the community at large.”
3. Jury sessions may also provide helpful feedback to artists to assist their continued development.

C. REQUIREMENTS

1. Register and pay for the jury session on the SACA website by the deadline.
2. Complete the Artist Form for all five pieces you will bring.
3. Read all the Jury Guidelines and tips for jurying.
4. Bring five pieces of your best work to the session.
5. Your pieces should fit well in a space approximately 30”x30”. Affix a small 1”x1” label to each piece in a prominent position with a number from 1-5.
6. If your pieces are too large for that space, contact the Jury Coordinator to ask for accommodation.
7. Bring any stands, easels, and fabrics to display your pieces to best advantage.

D. DO’S AND DON’TS OF JURYING

1. Do bring your best work. Please make sure all pieces are well made, clean, and free of cracks, dust, soot, dirt, smudges and fingerprints. The primary criterion for acceptable work is good workmanship.
2. Don’t bring seconds. Construction must be of high quality. Don’t bring work with cracks, S-cracks, chips, splitting seams, uneven walls, rough or sharp edges, or obvious repairs. Standing pieces should have a stable base or footing and stand on their own. All work should exhibit a finished appearance with smooth bottoms. Please make sure any feet, legs, handles, and the like are well built and solidly affixed. Use caution in attaching any additional media such as rocks, feathers, wire, gems, etc.; they should augment the work in an attractive way.



V. JURY POLICIES & PROCEDURES *(continued)*

3. Do make sure pieces function as intended. Clay work intended for food or drink must have food-safe glazes and functional forms. Hanging pieces must have sound hanging devices. Vases must hold water. Also judge the weight of your piece versus its intended function. Lids should fit well, with smoothed mating surfaces on lid and vessel.
4. Don't leave any doubt about functionality. As you know, raku and many low-fired pieces are not safe for food or liquids. Please mark such items with paint or permanent marker, or enclose an information sheet about proper usage. Also, if a decorative vessel won't hold water, it should be so marked.
5. Do bring pieces appropriately glazed. Work should be free of glazing flaws such as over-runs, thin areas, sharp edges, crazing, bubbling, crawling, or pin holes except when clearly intended for special effects. Good glazing can punch up an otherwise standard form and help demonstrate the artist's personality.
6. Do be original. Whatever the construction technique, make sure your work demonstrates your own imagination and originality. Show your own creativity, individuality and knowledge of the medium. Deriving inspiration from another is all right as long as the composition, colors and/or details make the work uniquely your own.
7. Do try a trial-run at home. Set up your presentation and view it through another's eyes. Get opinions from others; teachers and professionals may offer helpful insights.

E. AESTHETICS AND ORIGINALITY

1. Perhaps the element least understood in jurying is "aesthetics" and it is the hardest to define. Aesthetically sound work displays an understanding of the elements and principles of good design – shape, line, color, texture, balance and composition.
2. Good aesthetics clearly demonstrate the artist's voice and personality, as well as intention and "body of work." Here is some juror feedback from prior sessions to help shed light on how to assess this element of artwork.
 - a) *Aesthetically sound work is original and unique with a clear voice from the artist. We all learn at first by copying, but eventually the true artist moves toward work which demonstrates their own personality, vision, and original ideas. Surface decoration techniques offer the most opportunities for creating unique work.*
 - b) *An identifiable "body of work" makes a positive aesthetic statement. When an artist displays pieces with correlating elements, it usually strengthens the presentation and helps define the artist's "voice." This can be done through repeating ideas, similar glaze colors or techniques, repeating forms or other decorative elements. Some artists may believe they can best demonstrate their knowledge of a range of techniques with wildly different pieces, but the display could end up looking disorienting instead of coherent.*
 - c) *On the other hand, pieces which are all too similar in form and color make a boring display. Similar forms need individual personalities. Create ways to meld repeating elements into an interesting display with a defined voice.*
 - d) *The use of color often makes a favorable impact. If the work does not feature the use of color, use interesting elements of form or texture to make the best impression.*



V. JURY POLICIES & PROCEDURES *(continued)*

- e) *The word “original” is also complicated. In a medium with thousands of years of history, new forms and methods are scarce. But even classic forms can be made unique with a twist (sometimes literally) in shape or decoration.*
 - f) *Incorporate commercially available tools and forms with discretion. The easy availability of stamps, texturizers, slip cast forms, decals, and more offer abundant opportunities for creativity. Strive to use them with moderation. For example, a commercial slip cast plate dipped in two glaze colors would hardly be classified original. But a slip casting form created by the artist clearly makes the work unique. A purchased slip cast form must be made personal by applying truly unique surface decorations.*
3. Although beauty is in the eye of the beholder, and what inspires one person may put off another, jurors often agree about what makes a strong and mature body of work. Above all, display pieces that best inform the viewer of your own unique creativity and personality. Learning how to prepare for jurying also better prepares artists for other types of displays such as shows or exhibits.

F. JUROR INFORMATION

1. Jurors are recruited from the SACA membership and from local clay educators and professionals. They typically have many years of experience and/or training, and a willingness to help raise the level of expertise among SACA members. They are sensitive to the anxieties inherent in the jury process and direct their comments to the purpose of the member’s education and growth.
2. Each jury session strives to maintain the anonymity of each artist. Numbers are assigned in place of names. Forms are provided to allow jurors to write comments and/or numerically rate the artists and each of their pieces.
3. Jurors first evaluate each artist independently, and then as a group discuss to arrive at a consensus.
4. The jurors’ comments are collected by the Jury Coordinator and are available to pass along to the artists.
5. The Jury Coordinator emails each artist within two days to give the jury’s decision. The jury results are “Accepted” or “Deferred.”
6. Deferrals are meant by the jurors to say the artist is not ready yet to participate in a juried show, but the artist is encouraged to seek help from teachers or professionals and try again later.