

ACCREDITED PROFESSIONAL MEMBER APPLICATION



The Stained Glass Association of America

**“To maintain the highest possible standards for excellence
in craftsmanship, integrity and business practices”**

from the official bylaws of the Stained Glass Association of America

From the forming of the first craft guilds in the middle ages, those who practice in a given field have banded together, both for the good of their profession and for the good of their patrons.

There are three (3) classes of Accredited Professional Membership:

1. **ARTIST/DESIGNER:** Applicant will be a professional who designs and/or paints glass for leaded, stained, and/or decorative art glass.
2. **CRAFT SUPPLIER/MANUFACTURER:** Applicant will be an owner, partner, principal, or appointee of a firm that actively distributes and/or manufactures materials and/or products used in the leaded, stained, and/or decorative art glass craft.
3. **STUDIO:** Applicant will be an owner, partner, principal, or appointee of a business which designs, fabricates, repairs and/or restores leaded, stained, and/or decorative art glass.

The applicant must:

- Have been in business for a minimum of four (4) years.
- Have been an SGAA Member at the Professional Level for at least (2) years.
- Meet the IRS definition of professional, 70% of their income must be derived from their work in leaded, stained, and/or decorative art glass.
- Meet specific criteria established by the Membership Committee and provide supportive documentation of compliance.
- Have a general reputation for integrity, financial responsibility, business practices, and quality of craftsmanship that has been appraised to be such as to reflect credit upon the Association.

An Accredited Professional Member in good standing receives the printed and on-line editions of *The Stained Glass Quarterly*, our award-winning magazine, *Kaleidoscope*, our periodical newsletter, and is also entitled to:

- A membership certificate;
- A written report of General Membership Meetings;
- An invitation to attend General Membership Meetings and Conferences;
- A full company listing in the Accredited Section and the Alphabetical Directory of *The Sourcebook* and a full company listing on the SGAA Website;
- The opportunity to place a full-page or more advertisement in *The Sourcebook*;
- The opportunity to participate in all marketing programs of the Association, including the *Call for Bid*;
- The right to display the Association's *Seal of Accreditation*, which will be the Accredited Professional Member Logo and must contain the seal of the Association (pictured at left).
- The opportunity to serve on any committee;
- The opportunity to serve as chairman of any committee;
- The opportunity to be nominated to all elective offices;
- The right to cast two (2) votes on all elections and business matters brought before the voting membership;
- Access to all relevant trade information.

Maintenance of Accreditation: Accredited Professional Studio and Accredited Professional Artist/Designer Members must show their support of the Association and the craft by:

Attending the Annual Summer Conference at least once every three years; **and** any one of the three following;

- Submitting a display board with images of work completed by them during the previous three years; **or**
- Placing a full-page advertisement in *The Sourcebook*; **or**
- Entering an Exhibition for the SGAA Annual Summer Conference when an Exhibition is planned.

ACCREDITED PROFESSIONAL MEMBER APPLICATION

Step 1: Member Contact Information

The information you provide will be published in the Accredited Professional Member and Alphabetical Directory of the SGAA *Sourcebook*. Please type or print legibly.

Name : _____
Company: _____
Mailing Address: _____
City/State or Province: _____
Country/Postal Code: _____
Telephone/Fax: _____
e-mail/website: _____
Signature: _____

With my signature I approve for the above information to be published in the Alphabetical Directory of the SGAA *Sourcebook* and on the SGAA website. I understand that business names are not printed at this level of membership and that this information will be used in my best interest only and will not be sold to any other entity. Further, by signing and submitting this application, I agree to support the mission of the SGAA, and to abide by its rules and Code of Ethics (published on the SGAA website and included with this application).

Step 2: Select Member Class There are three (3) classes of Accredited Professional Membership. Please select the class that best applies to your studio or business:

- Artist/Designer:** Applicant will be a professional who designs and/or paints glass for leaded, stained, and/or decorative art glass.
- Craft Supplier/Manufacturer:** Applicant will be an owner, partner, principal, or appointee of a business firm that actively distributes and/or manufactures materials and/or products used in the leaded, stained, and/or decorative art glass craft.
- Studio:** Applicant will be an owner, partner, principal, or appointee of a business which designs, fabricates, repairs and/or restores leaded, stained, and/or decorative art glass.

Step 3: Supporting Materials Provide the following materials to support your Accredited Professional Member Application.

Applicants must submit the following documentation to prove financial responsibility, integrity and ethical business practices:

1. A copy of a business license, permit or sales/use tax certificate.
2. Letters from three material suppliers indicating length of business contact and general quality of business relations.
3. Letter from one banking institution indicating in general terms the length and nature of the applicant's banking relationship.
4. Current certificate of insurance providing proof of insurance for general liability, worker's compensation, and care & custody of property of others, in transit and in the studio (if applicable to Applicant's class of Accreditation).
5. Two personal character reference letters.
6. Letters of satisfaction from five clients.
7. Please list any SGAA Accredited Professional Members with whom you are personally acquainted. The current Accredited Professional Membership list can be found on the SGAA website at www.stainedglass.org.
8. A one page essay (more than one page acceptable) on why the candidate wants to pursue the profession of stained glass at the SGAA's Accredited Professional level of competence. Please include what your expectations are of this achievement and what you hope to accomplish in conjunction with the SGAA.

Step 4: Supporting Materials

I. In addition to above, applicants for Accredited Professional **Artist/Designer** must submit:

Portfolio of stained or decorative art glass projects completed within the last four years. A Minimum of ten projects should be submitted. Projects submitted must be of sufficient size to illustrate the designers knowledge of structure and reinforcement and display a basic understanding of the subject matter including the ability to design one window or an entire church project (suggested that at least one installation be 250 square feet or more). Include at least three images of each project. Images should show detail and overall views that demonstrate proper use of fabrication and reinforcement techniques including applicant's knowledge of leading, soldering, cementing, and support methods. Hi-Resolution digital images on a flash drive or sent through a cloud-based distribution method such as Dropbox are the preferred formats.

1. Design Projects:

Images should include architectural setting, individual window(s), and detail images of each window.

Description should include image number, client's name and location, size of project/window(s), completion date, and a brief description detailing any other special considerations or challenges, thematic content, special design, fabrication, or installation problems and/or solutions, special types of glass used and why, etc.

Rendering should include at least one image of a design (colored sketch) along with an image of the completed project.

2. Completed Projects:

Include a list of completed projects from the last four years including project names and locations.

ACCREDITED PROFESSIONAL MEMBER APPLICATION

Step 4: Supporting Materials *CONTINUED*

II. In addition to above, applicants for Accredited Professional *Craft Supplier/Manufacturer* must submit:

1. **Marketing Materials** such as catalogs, brochures, publications, website address, and any other marketing materials which feature the services and/or products supplied or manufactured by the applicant.
2. **Brief history** of the company and its connection to and involvement with the stained and decorative glass craft.

III. In addition to above, applicants for Accredited Professional *Studio* must submit:

Portfolio of stained or decorative art glass projects completed within the last four years. A Minimum of ten projects should be submitted. Projects submitted must be of sufficient size to illustrate the applicant's ability to handle major installations that incorporate the main components of architectural stained glass, including but not limited to fabrication, design and installation (suggested that at least one installation be 250 square feet or more). Projects may be from any of the categories below that apply to your studio. Include at least three images of each project. Images should show detail and overall views that demonstrate proper use of fabrication and reinforcement techniques including applicant's knowledge of leading, soldering, cementing, and support methods. Hi-Resolution digital images on a flash drive or sent through a cloud-based distribution method such as Dropbox are the preferred formats.

1. **Custom Projects:**

Images should include architectural setting, individual window(s), and detail images of each window.

Description should include image number, client's name and location, size of project/window(s), completion date, and a brief description detailing any other special considerations or challenges, thematic content, special design, fabrication, or installation problems and/or solutions, special types of glass used and why, etc.

Rendering should include at least one image of a design (colored sketch) along with an image of the completed project.

2. **Restoration Projects:**

Images should clearly illustrate detailed before and after conditions.

Description should include image number, client's name and location, size of project/window(s), original fabrication studio (if known), completion date, and a brief description of restoration work performed, including types of window failures and/or damage, and how these problems were resolved.

3. **Completed Projects:** Include a list of completed projects from the last four years including project names and locations.

Blood lead Level Testing: Include proof of most recent owner and employee blood lead level testing results. White-out names so privacy will be maintained.

Step 5: Filing Your Application.

Mail completed *Page 2* of the application, supporting materials, and \$50 Application Fee to:

SGAA Offices, Attn: Membership Committee

371 Delaware Ave, Buffalo, NY 14202

I have enclosed my check or international money order made payable to the SGAA.

Or Please charge my: Visa MasterCard Discover American Express

By sending me an invoice at the following email address: _____

Final Evaluation and Acceptance into the Stained Glass Association of America:

1. **The Accredited Professional Member Application will be reviewed** by the SGAA Membership Committee. The committee will then accept the application as is or request further materials be presented. Once approved by the Membership Committee, the application will be presented to the SGAA Board for final approval and recommendation for site evaluation.
2. **If the Accredited Professional Member Application is not recommended**, the applicant will be notified of the factors contributing to this decision and will be given an opportunity to correct any deficiencies and reapply within the review year.
3. **Site Evaluation:** If the required submissions are deemed satisfactory, the applicant may then be required to submit a fee of \$300 for a studio walk-through and site visit to installations at least four years of age or older.
4. **Public Notification:** After Board approval, the applicant will be published prior to the SGAA Annual Summer Conference. The applicant will be required to attend that Conference to be formally presented to the General Assembly.
5. **Annual Dues:** The new Accredited Professional Member will be invoiced \$500 for annual dues. Application will not be considered final until the fee has been received into the SGAA Headquarters.

Please call the SGAA Headquarters toll free at 800.438.9581 with any questions you may have as you complete this application and prepare the required supporting materials.