

# 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.

**The Professional Member Applicant** will be an individual or company which fabricates, repairs, restores, retails, manufactures, and/or distributes products/supplies for the leaded, stained, and/or decorative art glass craft.

### The applicant must:

- Have been in business for a minimum of four (4) 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.

**A Professional Member in good standing** receives *The Stained Glass Quarterly*, our award-winning magazine, *Kaleidoscope*, our periodical newsletter, and is also entitled to:

- A membership certificate;
- An invitation to attend, and a written report of, General Membership Meetings and Conferences;
- A full company listing in the Alphabetical Directory of *The Sourcebook* and a full company listing on the SGAA Website, through *The Sourcebook*;
- The opportunity to place one, ½-page advertisement in *The Sourcebook*;
- The right to display the Professional Member Logo (pictured at left);
- The opportunity to serve on some committees;
- The opportunity to serve as chairman of some committees;
- The opportunity to be nominated as a Director of the Association;
- The right to cast one (1) vote on all elections and business matters brought before the voting membership;
- Access to all relevant trade information.

**Maintenance of Accreditation:** Professional Members must show their support of the Association and the craft by:

- Attending the Annual Summer Conference at least once every three years; **or**
- Submitting a display board with images of work completed by them during the three previous years; **or**
- Placing a one-half (1/2) page advertisement in *The Sourcebook*; **or**
- Entering an Exhibition for the SGAA Annual Summer Conference when an Exhibition is planned.

### Step 1: Member Contact Information

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

Name : \_\_\_\_\_

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).

# PROFESSIONAL MEMBER APPLICATION

**Step 2: Supporting Materials** Provide the following materials to support your Professional Member Application.

**I. Applicant** 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 two 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 business).
5. Letters of satisfaction from two clients or an SGAA Accredited Professional Member acting as applicant's sponsor.

**II. In addition to above, applicant may be requested to submit:**

**Portfolio of stained or decorative art glass projects completed within the last four years.** A Minimum of five projects should be submitted. Projects may be from any of the categories below that apply to your studio or business. Include at least three images of each project. Images should show detail and overall views that demonstrate proper use of techniques. Hi-Resolution digital images on a flash drive or sent through a cloud-based distribution method such as Dropbox are the preferred formats.

**1. Architectural 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.

**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. Glass Art Projects:**

**Images** should clearly illustrate the techniques used to create the project.

**Description** should include image number, title of piece, technique, completion date, and a brief description of the glass art project.

**4. Retail Stained Glass Store:**

**Images** should clearly depict the retail store (e.g., store front, interior retail space/products, instruction/studio area, etc.).

**Description** should include image number and caption, and a brief description of the Retail Stained Glass Store.

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

1. **The Professional Member Application will be reviewed** by the SGAA Membership Committee. The committee will then accept the application as is or will request a portfolio be presented. Once approved by the Membership Committee, the application will then be presented to the SGAA Board for final approval.

**Once approved, applicants are required to pay the annual membership fee of \$225.00 USD each year to maintain their Professional status.**

2. **If Professional Membership 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.

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.