



SGC INTERNATIONAL HANDBOOK

Approved by the Executive Board: September 23, 2020

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SECTION A. SGCI Governance

Description

SGC International is governed by an Executive Board. The SGC International Executive Board is divided into two broad categories; 1) Officers and board members elected by the SGCI membership and 2) positions appointed by the President and approved by the Board. Only elected officers and board members have official voting duties. Currently supporting the Executive Board is one paid staff position: the Program Coordinator. Appointed committees perform additional work for the organization. These committees are typically chaired by a Board member, and may also include individuals from the SGCI membership at large. Additionally, the Executive Board maintains relationships with several affiliate organizations through liaisons with those organizations.

Elections

Nomination Submissions

All SGCI Members in good standing are invited to nominate/self-nominate. In 2019, a system was put in place for members to apply online, and for the nominating committee (see below) to jury them within the admin section of the website.

Nominating Committee

A Nominating Committee of three members appointed by the Executive Board in odd numbered years shall propose a slate of nominees for Officers and Members-at-Large. The Nominating Committee shall be enjoined to select a slate of nominees that reflects the membership of this organization. In any election, the organization will allow nominations from the floor prior to calling for any vote.

Description of General Duties

The Nominating Committee assembles a slate of officers to serve on the SGCI Executive Board. Elections take place at the Membership Meeting held at the conferences in even-number years. Every effort should be made to ensure that the slate reflects the philosophic, geographic, institutional, racial, and gender diversity of the membership.

Qualifications

- Executive Board nominees should all understand and be dedicated to the mission of the organization, have read the constitution and bylaws, and understand and be able to carry out their responsibilities as SGCI Executive Board Members as outlined in those documents and in the Executive Board Handbook.
- They should be SGCI members in good standing.
- They should all be able to attend the Annual Conferences during their term, and make an effort to attend all Mid-Year Meetings.
- They should represent diversity in age, race, gender, and geography.
- Must pledge to carry on dialogue via email, Slack, or other current method of communication.

- They must have the potential to collaborate effectively.

Description of Important Tasks

- Solicit nominations from the membership. Self-nominations are acceptable.
- Assemble and rank a slate of qualified nominees slotted according to Executive Board positions.
- Seek approval of the entire Executive Board by way of a vote.
- Communicate the scope and nature of the responsibilities to each nominee.

Voting Procedure

The slate of nominees should be in place prior to the deadline for a winter/spring announcement with each nominee's photo and position statements. This slate should be distributed at the conference and made available to the membership prior to the vote.

The entire slate is voted upon at one time. Any additional nominations from the floor must be called for and allowed by the Chair prior to calling for the vote (see article VII-4).

Resignations

Should the president resign or be unable to fulfill their duties another member in this order shall succeed the President:

1. Vice-President of Internal Affairs
2. Vice-President of Outreach
3. Secretary
4. Treasurer

Should no person remain in this order, a President shall be named by the Executive Board to complete the original unexpired term. At the succeeding annual conference the membership may confirm the appointed President or elect another president to complete the original unexpired term; in any case a President shall be elected and begin serving as provided in the same year that officers other officers are elected.

Positions within SGC

Board Members		Non-Voting Positions Reporting to the Board
Executive Board: Elected Officers & Board Members (Voting Members)	Appointed Officers (Non-Voting Members)	Staff
Officers listed in order of succession: • President • Vice President of Internal Affairs • Vice President of Outreach • Secretary • Treasurer • International Representative • Student Representative Other Officers & Board Members • Charter State Member-at-Large • Members-at-Large (2) • Immediate Past President and Immediate Past Treasurer	• Affiliate Liaisons Coordinator • Archives Coordinator • Web Curator • Web Editor These positions may also be held by elected members of the board	• Program Coordinator
		Committees
		• Immediate Past Advisory Committee • Awards Committee • Nominating Committee • Conference Site Planning Committee(s)
		Liaisons to the Board
		• Conference Steering Committee Members • Peer Organization Liaisons

Definition of Terms for Positions

Officers

Officers are Executive Board members elected by the membership. Officers have full voting privileges. Terms are two years, renewable.

Representatives

A sub-category of Officers, Representatives are elected by the membership and retain full voting privileges. Terms are one*-two years, renewable.

Members-at-Large

An elected by the membership and must include someone from the Charter State

Coordinators

Coordinators are non-voting members of the Executive Board appointed by the President. Coordinators have specific duties as defined and approved by the Executive Board. Coordinators serve at the discretion of the President; terms are generally 2-year renewable.

Immediate Past

Following the end of their respective elected terms, the President and Treasurer serve a two-year term as Immediate Past President and Immediate Past Treasurer.

Staff

Staff are paid administrative positions and may attend board meetings at the request of the President, but do not serve on the board.

Liaisons

Liaisons are not members of the Executive Board, but report to a specific member of the Executive Board. With input from Board members, Liaisons are appointed by and serve at the discretion of the President.

Committees

The President appoints committees for particular functions in service to the Board. Committee members may include both Board members and individuals in good standing from the membership at large. The committees follow general guidelines to achieve the outcomes as established by the Board, but may devise internal operating procedures, as logistics require.

Meetings

See the Bylaws for details on how and when the Board meets. Occasionally, there is need for an Executive Session: ["Executive sessions are a special meeting-within-a-meeting that provides an opportunity for the board to meet privately to handle sensitive and confidential issues, foster robust discourse, and strengthen trust and communication."](#)

General Policies & Procedures

Anti-discrimination Policy

SGC International does not and will not tolerate unlawful discrimination. Membership in SGCI and participation in its events will be extended to all persons without regard to gender identity or expression, sexuality, race, ethnicity, national origin, citizenship, socioeconomic class, disability, religion, spirituality, age, or any other characteristic protected by law.

Anti-Harassment Policy

SGCI reaffirms and emphasizes its commitment to provide a professional environment that is fair and responsible; that supports, nurtures, and rewards educational and professional growth on the basis of relevant factors such as ability and performance; and that is free of discriminatory, inappropriate, and disrespectful conduct or communication. Sexual harassment threatens this; inhibits the individual's ability to function effectively; and violates acceptable standards of interrelationships. For these reasons, SGCI will not tolerate sexual harassment and will make every effort to eliminate it if it appears.

Conflict of Interest Policy

Intent

Conflict of interest arises whenever the personal or professional interests of a board member, the Program Coordinator, or other management staff are potentially at odds with the best interests of the organization.

Potential conflicts are common. For example, a board member performs professional services for an organization, or proposes that a relative or friend be considered for a staff position. Such transactions

are perfectly acceptable if they benefit the organization and if the board makes the decisions in an objective and informed manner. Even if they do not meet these standards, such transactions are usually not illegal. They are, however, vulnerable to legal challenges and public misunderstanding.

Loss of public confidence and a damaged reputation are the most likely results of a poorly managed conflict of interest. Because public confidence is important to SGCI, the organization should avoid even the appearance of impropriety.

SGCI has taken the following steps:

- Language regarding conflict of interest is included in the SGCI Handbook, which limits business transactions with board members and staff and requires a process for disclosure of potential conflicts. The policy requires board members to abstain from decisions that present a potential conflict.
- The organization has a disclosure procedure that a board member, staff member, or a consultant/volunteer may utilize to disclose any issue that may constitute a potential conflict of interest.
- The organization has a process for deciding whether a potential conflict is, in fact, a conflict.
- The board will establish procedures, such as program policies, competitive bids, and formal hiring practices, which ensure that the organization is acting without any conflicts of interest.
- Documentation of declared potential conflicts of interest will be recorded in minutes.

SGCI Conflict of Interest Disclosure Procedures

I. Application of Policy

This policy is intended to supplement, but not replace, federal and state laws governing conflicts of interest applicable to nonprofit corporations. It applies to board members, the staff, and management staff, as well as their relatives and associates, and to who are hereinafter referred to as "interested parties."

II. Definition of Conflict of Interest

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of SGCI. The variety of situations that raise conflict of interest concerns include, but are not limited to, the following:

- A. Financial Interests - A conflict may exist where an interested party directly or indirectly benefits or profits as a result of a decision, policy or transaction made by SGCI. Examples include situations where:
 1. SGCI contracts to purchase/lease goods, services, or property from an interested party.
 2. SGCI offers employment to an interested party, other than a person who is already employed by SGCI.

3. An interested party uses their relationship with an SGCI client to obtain employment, a contract or other benefit.
4. An interested party is provided use of the facilities, property, or services of SGCI in a manner that would not be available to other community members.
5. SGCI adopts a policy that specifically creates a financial benefit to an interested party.

A financial interest is not necessarily a conflict of interest. A conflict of interest exists only when the board decides that a person with a financial interest has a conflict of interest.

- B. Other Interests - A conflict also may exist where an interested party obtains a non-financial benefit or advantage that they would not have obtained absent their relationship with SGCI. Examples include where:
1. An interested party seeks to make use of confidential information obtained from SGCI or an SGCI client for their own benefit (not necessarily financial).
 2. SGCI adopts a policy that provides a significant non-financial benefit to an interested party.

A conflict of interest exists only when the Board of Directors determines that there is a conflict.

III. Disclosure of Potential Conflicts of Interest

- A. An interested party is under a continuing obligation to disclose any potential conflict of interest as soon as it is known or reasonably should be known.
1. Board members and the staff complete an Affirmation of Compliance form (Appendix B) when they join the board or staff and annually thereafter.
 2. Any interested party completes the Disclosure of Potential Conflict of Interest Statement (Appendix A) to disclose any potential conflicts of interest.
- B. Disclosure Statements and Affirmations of Compliance will be submitted as follows:
1. For board members, the disclosure statements will be provided to the board chair.
 2. The chair's disclosure statement shall be provided to the secretary of the board.
 3. In the case of staff and consultants/volunteers, the disclosure statements shall be provided to the staff.
 4. In the case of the staff, the disclosure statement shall be provided to the chair of the board.
- C. The secretary of the board or the person designated by the board as the reviewing official is responsible for bringing potential conflicts to the attention of the board or

the staff. The secretary of the board shall file copies of all disclosure statements with the official corporate records of SGCI.

IV. Procedures for Review of Potential Conflicts

Whenever there is reason to believe that a potential conflict of interest exists between SGCI and a board member or the staff, the board shall determine the appropriate response. The designated reviewing official has a responsibility to bring a potential conflict of interest to the attention of the board for action at the next regular meeting of the board or during a special meeting called specifically to review the potential conflict of interest. SGCI shall refrain from acting until such time as the proposed action, policy or transaction has been approved by the disinterested members of the board.

Whenever there is reason to believe that a potential conflict of interest exists between SGCI and a consultant/volunteer, the staff shall determine the appropriate response. The staff shall report to the board chair the results of any review and the action taken. The chair shall determine whether any further board review or action is required.

V. Procedures for Addressing Conflicts of Interest

The following procedures shall apply:

- A. Any potential conflict of interest with respect to a proposed action, policy or transaction of the corporation shall be recognized and fully disclosed ahead of any binding decision.
- B. A board member who has a personal or professional conflict of interest in any vote of the board may not participate in any way, or be present for the deliberations and decision-making vote of the SGCI board. However, the interested party shall have an opportunity to provide factual information about the proposed conflict and/or action, policy or transaction ahead of discussion and voting. The board may request that the interested party be available to answer questions.
- C. The disinterested members of the board may approve the proposed action, policy or transaction upon finding that it is in the best interests of SGCI. The board shall consider whether the terms of the proposed action, transaction or policy are fair and reasonable to SGCI and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with a disinterested party.
- D. Approval by the disinterested members of the board shall be by vote of a majority of directors in attendance at a meeting at which a quorum is present. An interested party shall not be counted for purposes of determining whether a quorum is present, or for purposes of determining what constitutes a majority vote of directors in attendance.
- E. The minutes of the meeting shall reflect that the conflict disclosure was made to the board, the vote taken and, where applicable, the abstention from voting and participation by the interested party. Whenever possible, the minutes should frame

the decision of the board in such a way to provide guidance for consideration of future conflict of interest situations.

VI. VI. Violations of Conflict of Interest Policy

- A. If the board or staff (for staff /volunteers) has reason to believe that an interested party has failed to disclose a potential conflict of interest, it shall inform the person of the basis for such belief and allow the person an opportunity to explain the alleged failure to disclose.
- B. If the board or staff (for staff/volunteers) decides that the interested party has in fact failed to disclose a possible conflict of interest, the board shall take such disciplinary and corrective action as the board shall determine.

Document Retention Policy & Procedures

The purpose of SGCI's document retention policy is to provide transparency, compliance, security and confidentiality to legal bodies and membership alike. SGCI's document policy is designed to adhere to best practices for non profit Professional Membership organizations in the Arts. They are maintained according to standard guidelines for non profits. Some important documents will be kept indefinitely and are always available for public inspection. Internal documents that support public documents may be securely discarded after shorter periods of time. General guidelines require that records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files due to the reality that the cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records. No officer, director or employee may destroy any documents in either category in anticipation of public inspection, audit or litigation.

The following is a list of documents stored indefinitely and available for public inspection:

- Articles of Incorporation
- 501(c) 3 Determination Letter and any correspondence relating to this letter
- Year End Financial Statements
- Independent Audit Reports
- Tax Returns
- Insurance Policies
- Minutes from Board Meetings that adhere to Robert's Rules
- Minutes from Membership Meetings

The following is a list of internal documents that are stored for 3 years:

- Vendor Receipts
- Bank Statements
- Payroll Reports

Physical mail received at our mailing address is scanned and uploaded to the Google Drive folder:

- SGCI Board>Mail>[year]

Gift Acceptance Policy

Acceptance of any contribution, gift or grant is at the discretion of the SGCI. SGCI will not accept any gift unless it can be used or expended consistently with the purpose and mission of SGCI.

No irrevocable gift, whether outright or life-income in character, will be accepted if under any reasonable set of circumstances the gift would jeopardize the donor's financial security.

SGCI will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making their decisions.

The SGCI Board will accept donations of cash or publicly traded securities. Gifts of in-kind services will be accepted at the discretion of SGCI.

Certain other gifts, real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for SGCI.

SGCI will provide acknowledgments to donors meeting IRS substantiation requirements for property received by the charity as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by Council of Nonprofits.

SGCI will respect the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. With respect to anonymous gifts, SGCI will restrict information about the donor to only those staff members with a need to know.

The SGCI Executive Board will not compensate, whether through commissions, finders' fees, or other means, any third party for directing a gift or a donor to SGCI.

Insurance Policies

General Liability & Payroll

SGCI's Policies for General Liability and Payroll Insurance are underwritten by the Hartford Group. General Liability protects the organization from Property Damage to owned or rented property, Bodily Injury, and Libel/Slander. Employment Insurance covers Worker's Compensation and Unemployment Insurance for all staff paid on form W2.

Director and Officers Insurance (D&O)

SGCI's Directors and Officers (D&O) liability insurance policy is underwritten by USLI. D&O Insurance minimizes risk to all SGCI Board Members. It protects the personal assets of Officers and their spouses in the event they are personally sued by employees, vendors, competitors, investors, customers, or other parties, for actual or alleged wrongful acts in managing a non profit organization.

The D&O policy also protects SGCI in these events. It covers legal fees, settlements, and other costs associated with litigation. D&O insurance is the financial backing for a standard indemnification provision, which holds officers harmless for losses due to their roles on the board.

Whistleblower Policy & Procedures

Policy:

SGCI encourages employees, volunteers and others related to the organization to report any violation of policy, procedure, or ethics; illegal activity; or other misconduct by employees, volunteers, or others related to the organization. No person who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee, board member, or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment, removal from the board, or revocation of membership.

Procedures:

Reports can be made directly to the staff, board chair or vice chair or any special committee constituted by the Board to receive and process such confidential information. To the extent that the activity or misconduct involves the staff the report should be made directly to the board chair or vice chair.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The recipient of a complaint will notify the sender and acknowledge receipt of the reported violation or misconduct within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

SGC International Strategic Plan

Revised December 17, 2019 - April 24, 2020 by Faisal Abdu'Allah, Charles Beneke, Valerie Dibble, Sarah Ellis, John Paul McCaughey, Kate McQuillen, Margot Myers, Eliana Rodriguez, R.L. Tillman, and Sangmi Yoo.

Approved by the SGCI Executive Board April 24, 2020; Approved by the membership on May 25th, 2020.

SGC International Mission

The mission of this organization shall be to advance the professional standing of persons engaged in making original prints and drawings and to stimulate public appreciation and interest in the arts of printmaking, drawing, and other graphic media through the exchange of professional information among artists and others involved these arts; through the organization, display and circulation of exhibitions of prints and drawings by members and other artists to be shown in educational institutions and institutions which further the arts, for the purposes of study, research, enjoyment, and the advancement of these arts; through awards given to these deserving special recognition in these arts; and through publications to inform members and others of activities and other information deemed appropriate to the aforesaid purposes.

SGC International Executive Board

- Seek legal advice on the location of SGCI's charter and need for a Charter State Member-At-Large
- Explore the addition of a second International Representative as a voting board member with the ideal that each International Representative represent distinct global constituencies.
- Explore the addition of a second Student Representative as a voting board member for a total of two Student Representatives: one being an undergraduate student for the majority of their term and one being a graduate student for the majority of their term.
- Reduce barriers, financial and otherwise, for participation in leadership on the SGCI Executive Board.

Space: Inclusivity & Intersectionality in Action

Space is generated by the fundamental principle of mandating a culturally responsive framework that creates space for all through the cultural kaleidoscope created by welcoming intersectionality and inclusive perspectives. Space is where alterity, diverse ways of seeing, and freedom of expression provide an appropriate testbed to educate and influence artists, students, and professionals beyond the boundaries of the organization. To realize the profound potential of Space, SGCI must insure that inclusivity and intersectionality are reflected in:

- The Executive Board composition,
- Leadership (board) programming, and
- Membership participation and engagement.

Access and Inclusivity

- Focus efforts and resources upon actions that eliminate barriers.
- Ensure ADA accessibility to all conference events.
- Develop regional conference/meet-up opportunities to reduce geographic limitations for participation.

Development

- Seek program support opportunities to fund a development officer to work on long-term financial planning, building endowments, writing grants, etc.
- Develop internal fundraising opportunities: support a student, member funded residencies, etc.
- Develop external fundraising opportunities.
- Cultivate donors participation in the organization.

Member Opportunities

- Develop new member opportunities.

- Facilitate residency opportunities for members.
- Research vendor discounts for SGCI members.
- Develop relationships with other organizations to create benefits to SGCI members
 - Reciprocity with partner organizations including partnerships in conference regions
 - Develop reduced rate opportunities for active members of SGCI
 - Develop affiliations with International organizations.

Students

- Develop new revenue streams to fund student initiatives.
- Create additional conference programming opportunities for student organized projects/events.
- Develop a directory of internships, residences, and grants/scholarship opportunities for students and emerging/young professionals.
- Create new opportunities for students to engage with each other beyond the conference.

Website and Social Media

- Relaunch Graphic Impressions as an online journal with a distinct design identity from SGCI's homepage.
- Develop a SGCI Youtube channel for programming documentation and user-generated content.
- Research the viability of a SGCI podcast or partnerships with existing podcasts.

Conferences

- Present events that best serve and engage our membership (survey and identify needs)
- Leverage unique qualities of site communities to create conference specific programming.
- Identify area partners to support conferences - specifically students attendees.
- Feature programming focused upon current discourse in print theory, practice, and relevant events.
- Develop surveys to be distributed on the Sunday after the closing events to inform the board on the effectiveness of conferences meeting SGCI's aspirations.

Vendors

- Plan the Vendor, Product & Publisher Fair or similar opportunities to occur concurrently with the Open Portfolio to ensure general public access.

- Recruit of vendors from conference site community, regional industry, and international companies who are producing niche products, specialty tools or unique services.
- Expand the definition of vendors to include a broader range or related fields: commercial screenprinting, signage, tools and materials, industrial design, software companies, etc
- Encourage vendor mentoring of students to assist students in development of professional practice.
- Create a more integrated relationship between SGCI and vendors through increased co-sponsorship of events (vendor awards and subsequent exhibitions).

SGCI Archives

SGC International selected the Bernard A. Zuckerman Museum of Art (ZMA) at Kennesaw State University to house its permanent collection. This gift expanded the ZMA's collection to over 6,000 works of art.

The SGCI collection at the ZMA features prints and works on paper created by notable national and international artists along with records and archives from the organization's conferences, workshops, and related programs. The ZMA's permanent collection will continue to grow as it acquires future works from the SGCI's annual conference hosted each March. The collection arrived at Kennesaw State University in 2013.

SGCI encourages print collecting and print connoisseurship, and shares safety, technical, and commercial information concerning print and printed media. The print collection and archives are an independent body that operates a facility to accession and catalog donated prints to its collection. The purpose of the archives is to maintain a record of the SGC International and document the continued development of printmaking.

In 2012, there was an open call for proposals to host the archives through the SGCI website. The Zuckerman Museum of Art (ZMA) at Kennesaw State University was chosen; the archives are housed in a museum quality, climate controlled building at the museum. Each year, copies of prints from the Member's Print Exchange and Themed Portfolios are added to the archive.

As of summer of 2020, the Zuckerman was in the process of archiving every piece received in the initial submission and in recent years. They are also working to get the complete collection online. They have several museum staff who work on the collection - Collections manager, Museum Operations manager, and Director of Curatorial Affairs. They also have tech staff who are photographing the pieces and entering the information into a database.

The Zuckerman also has an intern that works with the staff and performs duties to archive the collection. The intern also attends the conference and assists with the collection and transport of portfolios. In addition to the \$500 annual stipend support SGCI has pledged to the intern, KSU has established an endowed scholarship for an intern to work on the permanent collection that provides up to \$1000 per year. Interns apply through our scholarship portal and are reviewed and interviewed by the ZMA, the Director at the School of Art and Design (SoAD) and the printmaking coordinator. Their duties are to assist with any and all aspects of archiving the collection. Most recently the focus is getting the collection

online and accessible to members and to the public. This includes photographing each piece, noting all the information about the piece and identifying any missing information.

Additions to the Collection

When new prints are collected, artists are required to fill out two forms. The most up-to-date versions can be found on our website on the [Archives page](#).

For each set of additions to the collection, a Deed of Gift (sent by the Zuckerman) must be signed by SGCI. The Zuckerman has a professional individual who evaluates the works based on many factors, including: the market for the specific artist, the mediums used, and current market value. There is no set value for the works when they become part of the archives. Each portfolio is individually accessed by their professional. SGCI will not be asked to determine value for the works as they have to be evaluated by this outside party.

Contact

Cynthia Nourse Thompson

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SECTION B. Descriptions and Duties of Board Members

Duties of Officers and Elected Board Members

SGCI President

The President is responsible to the membership of the organization and the Executive Board, as provided for in the Bylaws and Constitution of the organization. The President provides leadership for the organization by overseeing routine operations of the organization, by identifying opportunities or problems, and establishing priorities for initiatives to be undertaken by the organization.

The president oversees and works with the Executive Board and Staff to ensure optimal operation of the organization. The President serves as an Immediate Past member of all committees of the organization.

Upon conclusion of the term, the President continues to serve SGCI on the Board for two years as President Immediate Past Advisory Committee.

Description of most important responsibilities/tasks:

The President will consult with the voting members of the Executive Board and work closely with Staff and appropriate Coordinators and/or Liaisons to execute tasks.

- Carefully follows protocols set out by the Constitution and Bylaws and understands and utilizes the guidance of other governance documents for the benefit of the organization.
- Appoints or renews terms for all non-voting members to the Executive Board.
(All Coordinators and the Web Editor and Web Curator)
- Works with the Board to appoint Conference Hosts and any necessary liaisons for upcoming conferences.
- Has signing authority for all legally binding contracts for the organization.
- Works with affiliate organization officers to identify and appoint Affiliate Liaisons
- Appoints and charges active committees (Awards Committee, Nominating Committee and other ad-hoc committees as needed by the organization.).
- Assigns appropriate individuals for SGCI-sponsored panels at the Annual conference (ex: Education Panel) and affiliate organization conferences, (CAA, SECAC, IMPACT, etc)
- Schedule, organize, and chair all Executive Board Meetings: Conference Board meetings and annual Membership Meeting, annual Mid-Year Meeting, and other meetings as deemed necessary. Meetings during the annual conference are scheduled in coordination with Conference Steering Committee.
- Develops agendas for all above meetings in consultation with the Executive Board.
- Works with the Executive Board to secure annual conference sites at least 2 to 3 years in advance.
- Communicates with Executive Board as needed.
- Writes President's Letter to update members twice yearly, sends through all SGCI communication channels
- Assists with fundraising.
- Works with Secretary and Archives Coordinator to ensure that dated copies of all important papers including latest governance revisions are sent to The SGCI Archives.
- Maintains President's files and passes all relevant documents on to the next President.
- Makes sure that all amendments to the Constitution and Bylaws are captured in current SGC International Executive Board Handbook.
- Works with Executive Board and membership for effective stewardship and long-term health and stability of the organization.

- Serves on the Conference Planning Subcommittee.
- Review the Articles of Incorporation at least once a year to make sure that actual practice is consistent with these documents.
- Review the Bylaws at least once a year to make sure that actual practice is consistent with the documents.

Timetable of Duties:**UPON ELECTION**

- After the election, but during the conference, the old Executive Board and new Executive Board should have a transition meeting (Usually Sunday after the conference).
- Obtain President's files from past President.

YEAR ONE:**Spring: (election year)**

- Begin planning Mid-Year Executive Board Meeting, in consultation with the upcoming Conference Hosts, usually located at the upcoming conference location and during the months of October or November.
- Create an agenda of goals for the entire Executive Board for the next year.
- Immediately after annual conference-thank you letters, etc.
- Appointment new chairs of committees, new coordinators, and new liaisons as needed.
- Begin coordinating Education Panel: Appoint new panel chair and inform next conference host.

Summer:

- Assist conference hosts, the planning of conference, and coordinate dates of conference for prospectus release (Usually by November).
- Coordinate Annual Mid-Year Executive Board Meeting.
- Communicate with Executive Board as needed.

Fall:

- Organize and Chair Annual Mid-Year Executive Board Meeting.
- Review/approve preliminary conference prospectus: Be sure meeting times and locations, membership info, and SGCI organization info, registration, SGCI Dues sections are in order.
- Confirm with Awards Committee Chair that all award recipients have been contacted and have agreed to be an award recipient.

- Confirm with Awards Committee chair that award plaques have been designed, created, and are on order for timely delivery and presentation at the upcoming conference.

Winter/Spring:

- One month prior to each conference, the Conference Hosts will provide the Treasurer and President the names and contact information of the awardees receiving monetary awards.
- One month prior to the conference, the chair of the SGCI-Sponsored Event will provide the Treasurer and President the names and contact information of the panel members, along with the total amount due to each participant. The President will write a letter of appreciation for their participation. The treasurer will file a W2 for each participant being paid over \$600.
- One month prior to the conference, the Student Representative will provide the Treasurer and President the names and contact information for each of the Student Event members, along with the total amount due to each participant. The President will write a letter of appreciation for their participation. The treasurer will file a W2 for each participant being paid over \$600.
- One month prior to the conference, the International Representative will provide the Treasurer and President the names and contact information for each of the International Event members, along with the total amount due to each participant. The President will write a letter of appreciation for their participation. The treasurer will file a W2 for each participant being paid over \$600.
- Be in constant communication with the Conference Hosts. At this time, and as the conference gets closer, there will be many last minute details and questions that need to be worked out. Make yourself available for constant advice and problem solving.

At the Conference:

- Double check times and places for meetings.
- Set agendas and Chair meetings: Executive Board Meeting Wednesday, Membership Meeting usually Friday
- Meet with the current Awards Committee in conjunction with NEXT YEAR'S Conference Hosts to secure the official slate of nominees for the next conference.
- Problem solve at conference. Be AVAILABLE at all times during the conference. The President, like the members of the Host Site Committee, is at the conference to work, not to attend the conference. Make yourself available and accessible.
- Welcome Event: This may be a Welcome address or simply emceeding the Welcome Event. The exact nature of the event, and nature of the President's role is determined by the site organizers.
- Deliver banquet address thanking hosts, institution, optional. This is to be scheduled in conjunction with Host-Site Organizers.

- Assist with and deliver award presentations as appropriate. This is to be scheduled in conjunction with Host-Site Organizers.

Immediately After Annual Conference

- Thank you letters, etc.

YEAR TWO:

Spring/Summer:

In addition to Spring/Summer tasks outlined in Year One:

- Form Executive Board Nominating Committee (see guidelines in the description of committees) and announce the call for nominations.

Fall:

In addition to Fall tasks outlined in Year one

- Approve nominations of Executive Board. Announce slate on the organization listserv and website.

Winter/Spring:

In addition to Winter/Spring tasks outlined in year one:

- Contact ALL current and newly nominated members of the Executive Board. Introduce each member with their potential replacement, and suggest that each set of Board members continue to contact each other and meet at the conference to discuss their positions and expectations.

At the Conference:

In addition to tasks outlined for At the Conference in Year One:

- Deliver the gavel and SGCI President files to the next SGCI President.
- Have a transition meeting during the conference with the next SGCI President.

Vice President of Internal Affairs

The Vice President of Internal Affairs may preside over any meeting of the organization in the absence of the President. Duties include but are not limited to organizing member exhibitions. The Vice President of Internal Affairs is next in line to the President should the President not be able to serve for any reason.

The primary responsibility of the Vice President of Internal Affairs is to fulfill any tasks as requested by the President, in tandem with the entire Board. Historically, the SGCI Traveling Exhibition, a traveling members' exhibition has been the responsibility of the Vice President of Internal Affairs; this member benefit was ended in 2018 and a replacement benefit is currently under review.

Upon conclusion of the term, the Vice President of Internal Affairs continues to serve SGCI on the Immediate Past Advisory Committee (see committee description.)

Duties of the Vice President of Outreach

The Vice President of Outreach facilitates sharing information about SGCI with a greater community of artists, art institutions, and other art organizations. The VP of Outreach will lead the organization's

initiatives toward a more diverse, equitable, and inclusive SGCI. This includes communication with affiliate organization liaisons and may also include communication with other organizations that promote printmaking such as the International Print Center New York and the Los Angeles Printmaking Society. Current affiliate organizations that have official Liaison appointments to SGCI include:

- College Art Association
- Southeastern College Arts Association
- Mid-America Print Council
- American Print Alliance

The Vice President of Outreach also helps with organizational funding. The VP of Outreach facilitates this through researching and applying for both the institutional and private grants level on behalf of SGCI.

The VP of Outreach will also assist when necessary with the planning and development of SGCI sponsor conferences. This may include on-site visits and off-site communication with the conference planning committee. Organize and conduct the mentor sessions at the annual conference.

Duties of the Secretary

The Secretary of the organization shall maintain the roll and minutes of ALL Executive Board and Membership meetings. The Secretary may preside over any meeting of the organization in the absence of the President and VP's. Should the Secretary be unable to fulfill their office or resign, the President shall appoint a Secretary from the membership of the organization, subject to the approval of the Executive Board or the membership.

Minutes

Beginning in the Summer of 2020, the board began posting regular board meeting minutes to the website (executive sessions and previous board's minutes excluded). Minutes with emergent, sensitive topics should not be voted on until topics are resolved. Once decisions have been made, they should be voted on, and only then should be shared on the website. If old minutes are requested by the membership, they first need to be revised to fit Robert's Rules before releasing. Minutes should follow Robert's Rules of order in all cases in which they are not inconsistent with the bylaws or handbook. Minutes should not reflect who has made or seconded a motion.

Description of most important tasks:

- Attend all SGC Executive Board and Membership Meetings.
- Prepare and submit a Secretary's Officer Report prior to each Executive Board Meeting.
- Keep minutes for all Executive Board meetings and Membership Meetings.
- Support President and Executive Board members in projects.
- Follow and record motions, discussions, and votes conducted over email correspondence.
- Represent and assist the membership to the best of your ability.

- All documents must be clearly dated. Send minutes to the board to review. Do this in a timely manner. The board will suggest changes before or at the next meeting.
- Electronically post previous year's Membership Meeting minutes on website at least one month prior to general meeting.
- For sample documents, letters, reports, and/or agendas, see previous minutes from Executive Board meetings and General Business Meetings.
- It is a good idea to type minutes as soon as possible after the conference, while things are fresh in your mind. Supplement written minutes with recordings. Recordings should be destroyed after minutes are approved.
- Save all documents digitally and pass copies on to your successor.
- Be sure all minutes are dated and sent to SGCI Archive after final approval at following meeting.
- Minutes should be chronologically collated, printed on archival paper and bound in a complete set (including mid-year) every two years and sent as a set to the archive. (Note that this used to be done every ten years). This will be the final responsibility of the secretary during their term of service.

Duties of the Treasurer

The treasurer is the lead board director for financial management and oversight. While all board members share the responsibility for a nonprofit organization's financial health, the treasurer has additional fiduciary responsibilities. The treasurer manages SGCI's non profit financial matters in compliance with local and federal laws. The treasurer develops systems to ensure SGCI's long-term solvency and sustainable cash flow. In addition, the treasurer must make sure that fellow officers and volunteers also understand the organization's financial policies and procedures. The treasurer must prepare financial reports that are clear, accurate and timely. The treasurer prioritizes the alignment between SGCI's expenditures and its overall mission and is an active leader in fundraising for the organization.

Description of most important tasks:

- Provide financial oversight to align board approved expenditures and actual use of funds
- Regular monitoring of financial accounts and services
- Effective communication with contracted CPA, FSA and staff
- Annual reporting to the President, Executive Board and Membership
- Maintenance of bank accounts
- Observation of all governmental deadlines
- Cash flow management
- Review contracts and leases before they are finalized

- Maintain existing insurance policies and apply for additional certificates
- Identify opportunities to reduce financial liabilities
- Oversee payroll reporting
- File & organize electronic documents
- Organize and manage fundraising

Required approvals for expenses are as follows:

Any expenditure in excess of \$1000 that does not fall within the scope of the approved annual budget and expected operating expenses requires approval from the board and two signatures, if the payment is made by check. Electronic signatures and digitally recorded approval and voting can be used in lieu of two signatures on a physical check if there is a requirement to process the payment quickly.

Any reimbursements are paid by check once receipts are received. Examples of reimbursed payments could include travel, exhibit costs, or purchases made by staff, board members or others on behalf of SGCI. Reimbursement check totals should exactly match receipt amounts, unless there was a previously agreed upon maximum for each type of purchase, resulting in a reimbursement check that is lower than the total receipt(s) amount.

Mid-Year Board meeting

Each fall, the Board meets at the site of the next year's conference for a meeting. Each board member that attends is reimbursed travel expenses of up to \$500 (airfare receipts or mileage statements are required). Per diem will be provided to all attending members as outlined by [GSA.gov's Per Diem Rates](#).

Other State of Maryland requirements: Annual Update of Charity Registration

The State of Maryland requires that we update our charity registration each year by June 30th. The state will send a reminder notice, annual update form and instructions to you in April. A copy of the instructions and update form can be found here:

<http://www.sos.state.md.us/Forms/AnnualUpdateForm.pdf>

The update of registration cannot be completed until after the federal tax return is completed. If the federal taxes are not going to be completed in time to meet the deadline, you may file for an extension.

Duties of the International Representative

The International Representative shall be elected by the membership from the international membership in good standing. This Executive Board member will serve to broaden representation on the Executive Board from the international membership. Term served is two years.

General duties include but are not restricted to:

- Attend all Conference Meetings and (if possible) Mid-Year Meetings as a voting representative of the international membership on the SGCI Executive Board.
- Act as a liaison, an advocate, and a recruiter for our organization.
- Providing information to the membership and also bring international membership issues before the Executive Board.

- Serve to represent a broader geographic base reflective of the international SGCI constituency on the Executive Board.
- Support the President and assist the Executive Board.
- One month prior to each conference, the International Representative will provide the Treasurer and President the names, addresses, social security numbers, and amount due each of the panel members if SGCI has approved payment for the International Event. The checks should be provided to the panel chair the first day of the conference along with letters of appreciation from the SGC president.
- Every year SGCI sponsors a public activity organized by the International Representative in cooperation with the conference host (the "International Event"). This may include but is not limited to a juried panel, lecture, or demonstration. The program should be consistent with the conference theme. A call for proposals must be made one year in advance and sent through all SGCI communication channels.
- Notification of the status of the proposals, including the terms of participation, must be mailed by early fall.
- One month prior to each conference, the International Representative will provide the Treasurer and President the names, addresses, social security numbers, and amount due each of the panel members if SGCI has approved payment for the International EventPanel. The checks should be provided to the panel chair the first day of the conference along with letters of appreciation from the SGC president.

* The budget for the International Event is \$2,500.

Duties of the Student Representative

The Student Representative is chosen from among the active student members in good standing. This representative should be a matriculated student for the majority of their two year term. The Student Representative represents all student members. The Student Representative provides updated information to the Web Editor & Curator regarding the student membership as necessary; and proposes additional student activities beyond the annual student panel to the executive board. The elected Student Representative works with the Conference Student Liaison identified by the conference site committee.

Description of most important tasks:

- Organize a student contribution to Graphic Impressions twice annually.
- Serve as the student membership liaison to the board.
- Engage with the student membership to develop new and continuing student initiatives.
- Provides updated information to the Web Editor & Curator regarding the student membership as necessary.
- Coordinate other student-centered activities as desired.

- Develop the Student Event for the conference.

The Student Representative is responsible for organizing the annual Student Event and determining the participants. SGCI will financially sponsor the Student Event at the annual conference with an honorarium of \$2000. The Student Representative determines how to dispense the funds, with the approval of the SGCI board. The check should be provided to the Student Representative after the event is completed, along with letters of appreciation from the President.

Timeline

Summer after conference:

- Begin formulating the ideas for the Student Event.
- Begin contacting potential participants for the Student Event, or include a call for applicants in the Round 2 Call for Participants.

Fall after conference:

- Continue formulating the Student Event, theme should be set and participants should be notified and confirmed.
- Attend the SGCI Mid-Year Board meeting with an update on your Student Event and other organized events. Full airfare costs and hotel expenses are paid for the Student Representative, as outlined in the SGCI Constitution & Bylaws.

Early Spring before the Conference:

- Continue working on the Student Event and keeping to deadlines

During the Conference:

- Plan to meet with participants for a short meeting a day before the Student Event
- Facilitate Student Event at conference.
- Attend all SGCI Board Meetings

Duties of the Charter State Member-at-Large

The Charter State Member-at-Large is a voting member of the Executive Board. The Charter State Member-at-Large is elected from the membership in good standing and represents Maryland, the charter state. There is a fixed term for the Charter State Member-at-Large of two years. The Charter State Member-at-Large has primary responsibility to broaden the representation on the Executive Board. The Charter State Member-at-Large may also be needed to coordinate the completion of state forms to keep SGCI Internationals non-profit status in good standing.

Duties of the Members-at-Large

Two Members-at-Large shall be elected from the membership in good standing. They will serve to broaden the representation on the Executive Board. Term served is two years. Should a Member-at-Large be unable to fulfill their office or resign, the President shall appoint a replacement from the membership of the organization, subject to approval from the Executive Board or the membership.

Duties of Immediate Past Executive Board Members

The Immediate Past President and Treasurer will continue to serve on the Board as voting members for one term. Other Immediate Past Board Members are encouraged to serve as mentors for the board members who replace them advising them with their recent experiences and institutional memory.

Duties of Appointed Board Members

Archives Coordinator

The Archives Coordinator will be selected by the SGC International Executive Board. This coordinator primarily serves as oversight for the archives, a liaison to the Zuckerman Museum of Art (ZMA) and makes recommendations to the Executive Board. The Archives Coordinator will coordinate with the primary contact for the archives at the Zuckerman Museum of Art at regular intervals throughout the year. They will present a report of the progress and needs of the ZMA for the archives at the mid-year and annual meetings.

The Archives Coordinator will assist in organizing the collection of portfolios at the annual conference by the Zuckerman Museum of Art and the current conference committee. The Archives Coordinator will also help coordinate the digitizing of the SGCI archives at the ZMA to make them available to the public on the website. SGCI will offer an annual internship to a student with payment of \$500. This student will be hired by the Archives Coordinator and work closely with the Archives Coordinator and the ZMA staff to assist with the cataloguing of archive materials. One portfolio from each of the exchange portfolios presented at the annual conference is donated to the Archives. Ongoing plans for the most thorough record keeping for each portfolio will be continually researched and improved with the ZMA and the Archives Coordinator and implemented at each conference by the ZMA.

Commitments:

- Assist in the determination of the recipients of the two annual Zuckerman Museum of Art Institutional Level 1 Memberships
- Assist in identifying the student who will receive the SGCI Annual Internship (see "Archives" section for more info).

Awards Coordinator

The Awards Coordinator chairs the Awards Committee, which determines the SGCI Awards and Student Awards to be presented at the annual conference. The Awards Committee is composed of the Awards Coordinator, the immediate past President of SGCI, a representative from the conference site committee, and a member at large to be appointed by the President of SGCI.

Description of Primary Duties:

- Accept nominations from the conference site committee for the Lifetime Achievement Award and present them to the Awards Committee for approval. Following Awards Committee approval, the Awards Coordinator presents the Lifetime Achievement nominee to the SGCI board for final approval.
- Accept nominations from the membership for SGCI Awards (Excellence in Teaching, Printmaker Emeritus, Honorary Member of the Council) and present these nominations to the Awards

Committee for voting. The Awards Coordinator tallies the votes, notifies the Awards Committee of the results, and communicates with the awardees.

- Accept nominations from institutions and members for Student Awards (Graduate, Undergraduate, Awagami, and Gamblin) and present these nominations to the Awards Committee for voting. The Awards Coordinator tallies the votes, notifies the Awards Committee of the results, communicates with the awardees, and notifies the rejected applicants.
- Create the awards to be presented at the conference (the past several years this has been engraved palette knives for Excellence in Teaching, Printmaker Emeritus, Honorary Member of the Council, Graduate Student Award, and Undergraduate Student Award; paper certificates for Gamblin Awards and Awagami Award).
- Coordinate the shipping of the Awagami Awards and Gamblin Awards to the awardees.
- Assist the President and site committee in coordinating the Awards Ceremony at the conference and presenting the awards.
- Present the slate of awardees along with information about each candidate to the board for approval.
- Provide an award letter to each candidate with all financial awards, and copy the Treasurer on these communications with awardees.

Affiliate Liaisons Coordinator

The Affiliate Liaisons Coordinator position was created in the fall of 2015 to maintain oversight and monitor relationships with Affiliate organizations through the appointed Affiliate Liaisons. The Affiliate Liaisons Coordinator is a non-voting member appointed by the President. The Affiliate Liaisons Coordinator may hold other positions on the SGCI board. There is no fixed term for the Affiliate Coordinator but generally a two to three-year term is advisable. The Affiliate Coordinator is a voluntary position and receives no financial compensation. The Affiliate Liaisons Coordinator has the primary responsibility for the communication with the SGCI liaisons to affiliate organizations.

Description of Primary Duties:

- Collate the reports from each affiliate liaison for the mid-year and conference board meetings as well as make sure the Executive Board is up-to-date on any pertinent information about affiliate organizations.
- Keep track of SGCI memberships with affiliate organizations; be proactive about keeping up to date with SGC International's memberships and communicate with the Treasurer when they need to be renewed.
- Make recommendations to the SGCI president for individuals to serve as Affiliate Liaisons
- Maintain communication with Affiliate Liaisons and make collect reports for mid-year and conference board meetings, and provide summary reports at SGCI Board meetings.
- Explore opportunities for collaborations between the Affiliate organization and SGCI (sponsored panels, exhibition exchanges, guest articles in the newsletter, etc.)

Website Editor

The Website Editor is a nonvoting member of the Executive Board. They are appointed at the discretion of the President with no fixed term. The Website Editor has primary responsibility for the editorial content of the Graphic Impressions section of SGCI's website—soliciting and writing written content that may include essays, reviews, interviews, how-tos editorials, etc. The Website Editor should strive to post at least one new item on the website per month. They will work closely with the Website Curator, the President, and the Program Coordinator to develop the content for SGCI's website, ensuring that it is active, current, challenging, and engaging for SGCI's membership and the public. Additionally, the Website Editor will assist the Program Coordinator on some of the organization's social media posts. The Website Editor will ensure that the Student Representative participates in the creation of two (or more) posts and/or other content annually. The Website Editor may select one or more Associate Editor(s) to assist in editorial activities. The Website Editor is a voluntary position and will receive no financial compensation.

Website Curator

The Website Curator is a nonvoting member of the Executive Board. They are appointed at the discretion of the President with no fixed term. The Website Curator has primary responsibility for the visual content of SGCI's website—soliciting, overseeing, and producing visual content that may include online presentation of SGCI exhibitions, website or Instagram specific exhibitions, visual essays, how-tos, documentation of SGCI events, etc. The Website Curator should strive to post at least one new item on the website per month. They will work closely with the Website Editor, the President, and the Program Coordinator to develop the content for SGCI's website, ensuring that it is active, current, challenging, and engaging for SGCI's membership and the public. The Website Editor will ensure that the Student Representative participates in the creation of two (or more) posts and/or other content annually. The Website Curator may select one or more Associate Curator(s) to assist in curatorial activities. The Website Curator is a voluntary position and will receive no financial compensation.

Conference Liaisons

Each SGCI conference relies on a conference site planning committee. Working with the Program Coordinator, this committee is responsible for planning and organizing the conference program. The Chair of this Conference Site Planning committee serves as the Conference Host Site Liaison to the Board. Additionally, a Student Conference Liaison partners with the elected Student Representative to design and implement student centered programming for the upcoming conference.

Conference Site Liaisons must be members in good standing. Conference Site Liaisons are members of the site planning team and work with the Program Coordinator. Conference Site Liaisons are identified as soon as possible after a conference site has been selected. Liaisons serve from the time of the initial appointment until the responsibilities for that conference have been concluded and conference accounts for the site have been closed.

General duties include but are not restricted to:

- Coordinate with and report to the SGCI President and Program Coordinator on all matters involving the conference organization
- Attend relevant Executive Board meetings during the term, especially during the year just prior to the conference.

- Act as liaison between the site planning committee, host institution, and SGCI.
- Assist the President and Program Coordinator in organizing a meeting place for the Mid-Year Meeting in the Fall before the conference, the Executive Board Meeting and Membership Meeting during the conference.
- Write an informational article about the upcoming conference for the SGCI website.

SECTION C. SGCI Staff

Program Coordinator

Overview of Responsibilities

- Provide an average of 30 hours per week over the annual cycle. Weekly time commitments will vary throughout the year. Periods prior to and after the annual conference may require more weekly hours.
- Report directly to the President and meet with them on a weekly basis.
- Develop and administer programs and daily operations under the board's direction.
- Maintain and enhance SGCI's organizational stability.
- Oversee communications efforts including email, the website, and social media.
- Maintain the organization's website and membership database.
- Keep the SGCI website current and up to date.
- Monitor membership portal and field updates from Board Members and membership posting
- Oversee the archiving conference websites.
- Monitor online presence of the organization by regularly updating Facebook, Instagram, Twitter, and other SGC International related social media sites.
- Identify opportunities for organizational improvement including areas such as communications, fundraising, database maintenance, and board initiatives.
- Foster communication, trust, and collaboration amongst a variety of constituencies.
- Assist the board in developing a Strategic Plan for the organization.
- Project Management of board directed initiatives.
- Assist with updating the board handbook, bylaws, and the creation of reports as needed.
- Manage SGCI's annual conference registration leading up to the conference and onsite at the conference.

- Communicate with the membership on behalf of the organization as necessary.
- Answer inquiries from the membership.

Specific Duties of the Position

The Program Coordinator works closely with the Executive Board and specific Board members in the following ways:

- Attend all board meetings (Travel costs, based on IRS per diems, reimbursed in addition to salary).
- Maintain SGCI's Google for nonprofits site.
- Maintain SGCI's files and records.
- Maintain a master calendar ensuring that the organization's commitments and responsibilities are met.
- Assist in the development and implementation of long-range strategic goals and priorities.
- Participate in board meetings at the discretion/direction of the Executive Board.

Board Member Assistance & Support

President

The Program Coordinator will work with the President to:

- Communicate with members, vendors, accountants, etc. on behalf of and under the direction of the current President of the organization.
- Assist with updates to the Board Handbook and in developing narratives pertaining to the history, activities, goals, and plans of the organization.
- Assist the President with a strategic plan and its implementation as needed.

Vice President of Internal Affairs

The Program Coordinator will assist the VPJA with the Members' Traveling Exhibition (to its completion) and future SGCI sponsored juried exhibitions by:

- Management, scheduling, and logistical support.
- Catalog publication, mailings, marketing and PR.

Vice President of External Affairs

The Program Coordinator will work closely with the VPEA to:

- Develop and implement fundraising initiatives.
- Assist with mentoring activities.

Secretary

The Program Coordinator will assist the Secretary:

- During all meetings and proceedings.
- To create reports for the Secretary to disseminate to the Executive Board and membership.
- Post membership meeting minutes to the SGCI Website.

Treasurer

The Program Coordinator will work with the Treasurer and the organizations bookkeeper to:

- Track budget and financial data in Quickbooks, Stripe, and PayPal.
- Create a calendar for annual State and Federal filings such as IRS, 990, insurance, etc. as required.
- Monitor income and expenses, and develop reports to communicate the state of finances of the organization to the SGCI Board of Directors.
- Work with Treasurer on maintaining Conference and Operations budgets

Archives Liaison

The Program Coordinator will help the Archives Liaison with:

- Logistical support in transferring portfolios and other archive materials to the SGCI Archive at the Zuckerman Museum of Art at Kennesaw State University.
- Communicate with the staff at the ZMA.
- Assist with archives-related initiatives (such as student internships, research opportunities, or exhibition opportunities).

Conference Steering Committee Chairs

The Program Coordinator will communicate, coordinate with, and assist the Conference Liaisons at all phases during the development of the conference:

- Assist as needed with providing past conference budgets and information to liaisons.
- Help with coordinating the conference schedule prior to the conference.
- Assist with the organization of the SGCI Auction.
- Organize meetings between board and Steering Committee at the mid-year meeting and conference.
- Assist in setup of conference registration, website, and with Calls for Participation logistics.

Conference & Conference Registration Duties**Prior to the Conference:**

- Coordinate conference registration in collaboration with the Conference Steering Committee and Board.

- Communicate upcoming deadlines to the membership for registration, calls for participation, etc., and answer member questions.
- Generate reports of numbers of attendees for the board and steering committee throughout the registration period.
- Coordinate on budget.
- Assist in the development of the conference app.
- Assist in the development of the conference website.
- Contract negotiations

During the Conference:

- Assist with all manner of activities, from registration, to set-up, assisting the honorees, attendees as needed.
- Set up the registration desk and help the local Volunteer Coordinator to train volunteers in charge of registration.
- Troubleshoot issues as needed throughout the conference.

After the Conference:

- Assist in closing the conference books, communicating with participants and assisting the Executive Board in final financial accounting for the conference
- Ensure that all relevant materials, including ephemera, portfolios, prints etc. are safely delivered to the SGC International Archives located in the Zuckerman Museum of Art, located on the Kennesaw State University Campus, Atlanta, Georgia.

SECTION D. Committees and Appointments

Past Board Member Advisory Committee

Established by the Executive Board in March 2015, the Past Board Member Advisory Committee is designed to provide continuity between executive boards. Serving on the Past Board Member Advisory Committee is mandatory for 2 years after a Board Member serves, and by invitation to any previous elected officer. The Immediate Past President will serve as Chair. This committee will be charged with specific duties based on current Board initiatives. Members of the committee must attend the Annual Members' Meeting at the conference. The Chair will attend all Executive Board Meetings. The Immediate Past President and Immediate Past Treasurer are voting members of the Executive Board.

Nominating Committee for Executive Board Members

See "Elections."

SGC International Awards Committee

Nominations are solicited and accepted by the SGCI Awards Committee. The granting of one award does not exclude eligibility of a recipient from accepting any other SGCI awards. The emeritus award,

which is given annually, can be given to more than one recipient. The slate of proposed awardees for an upcoming conference must be approved by the executive board at the executive board meeting at the preceding conference.

The Awards Committee Composition

1. Awards Coordinator - Appointed by the President
2. Conference Liaison - Representative from the Conference Steering Committee
3. Member-at-Large - Appointed by President
4. Immediate Past President
5. Current SGCI President

SGCI Awards

There are 5 categories for awards designated by SGCI:

1. Printmaker Emeritus – given annually to a senior printmaker of established reputation
2. Lifetime Achievement in Printmaking – given annually to individuals who have made an outstanding contribution to the professional development of printmaking as a fine art
3. Excellence in Teaching - an individual who has made an outstanding contribution to teaching printmaking and has demonstrated excellence in his or her own creative work
4. Honorary Member of the Council - given annually to someone who has performed outstanding service to the SGCI organization
5. Student Fellowship Awards – Two total: one Graduate Fellowship and one Undergraduate Fellowship

Honoraria & Financial Guidelines

The Printmaker Emeritus, Lifetime Achievement, Excellence in Teaching, and Honorary Member of the Council awards will be provided the following on behalf of SGCI during the year in which their award is conferred:

- \$1,000 Honorarium
- Up to \$500 coverage of travel expenses distributed via reimbursement
- A Lifetime Membership as a permanent, honorary member of SGCI
- Lodging at the conference hotel
- The recipient attends the conference with no registration fee and one person may attend the conference as their guest with free registration and membership.

The Web Editor will solicit content about these recipients to be published on the SGC International website prior to the conference.

Guidelines for Awards:

SGCI Printmaker Emeritus

The Printmaker Emeritus should be a senior printmaker, i.e., one whose career is an established fact rather than a promise. However, no specific age has ever been fixed. The candidate's primary area of artistic endeavor should be in the field of printmaking and may include related media such as papermaking or artist's books, whether as a practitioner, educator, or administrator.

Nominations are solicited from the SGCI membership and accepted by the SGCI Awards Committee. The deadline for submission of nominees is January 15 of the year preceding the conference for which the individual is nominated to receive the award (i.e. January 15, 2019 for fellowships to be awarded at the 2020 conference).

The recipient of the SGCI Printmaker Emeritus Award is invited to attend the annual conference and be presented with the award. If they cannot attend, a proxy may serve in their absence. The award object is a bronze high relief plaque, which is recast each year and mounted on a wooden base, (traditionally created by Boyd Saunders). The appropriate panel on the plaque is commercially inscribed with the name of the recipient, the award and organization's name.

The recipient is featured at the conference by an exhibition organized by the Conference Steering Committee and a lecture by the recipient about the development of their work. The SGCI Archives Coordinator gathers all possible information about and from the recipient for inclusion in the archives. The recipient is asked to donate one piece of their artwork to the SGCI archive along with biographical information.

\$1,000 is given by the SGCI to the conference host institution to help defray exhibition expenses related to the Printmaker Emeritus Award.

SGCI Lifetime Achievement in Printmaking Award

The SGCI Lifetime Achievement in Printmaking is awarded to an individual who has made an outstanding contribution to the professional development of printmaking as a fine art. This is the only award that SGCI can decide to give posthumously, and the nomination is generated by the host of the conference at which the award will be presented. Nominations are solicited from the conference host institution only and accepted by the SGCI Awards Committee.

The recipient or representative of the SGCI Lifetime Achievement in Printmaking Award is invited to attend the annual conference and be presented with the award. If they cannot attend, a proxy may serve in their absence. The presentation is made to the recipient by the host institution at the annual conference. The recipient is featured at the conference and presents a lecture when appropriate or is otherwise honored, as the host institution desires. The recipient is asked to donate one piece of their artwork to the SGCI archive along with biographical information.

If the awardee has a solo exhibition at the conference, SGCI will reimburse the exhibition hosts up to \$2,500 in exhibition expenses. Exhibition budgets must be preapproved by the SGCI President and Treasurer and the conference steering committee.

The recipient is invited to attend each conference annually with no registration fee. This individual will need to secure their own travel and lodging when attending all future conferences.

SGCI Excellence in Teaching Printmaking Award

The SGCI Excellence in Teaching Printmaking Award is awarded to an individual who has made an outstanding contribution to teaching printmaking and has demonstrated excellence in his or her own creative work. Nominations are solicited from the SGCI membership and accepted by the SGCI Awards Committee. The recipient is featured at the conference and is offered a reception, or is otherwise honored, as the conference host desires. The SGCI Excellence in Teaching Printmaking Award is presented at the banquet ceremony with a plaque inscribed with the name of the recipient, the award, and organization's name.

Honorary Members of the Council

Honorary Members of the Council are individuals who have demonstrated outstanding service to the SGCI organization. Nominations are solicited from the membership and accepted by the SGCI Awards Committee.

The recipient of the Honorary Members of the Council is presented at the banquet ceremony with a plaque inscribed with the name of the recipient, the award, and organization's name.

SGCI Student Fellowships

SGCI Student Fellowships are awarded to individuals who exhibit outstanding promise in the fine art practice of printmaking. Each institution may submit the name of one graduate and one undergraduate student candidate. In order to be considered, these students and the institutional representative nominating them, must be members in good standing. Refer to the website for current requirements for application: <https://sgcinternational.org/awards/>. *

The Awards Coordinator makes the presentation at the conference. If the Awards Coordinator cannot make the conference, the Conference Liaison in coordination with the SGCI President will choose a suitable presenter.

The student receives their fellowship funding at the conference at which the award is presented.

- \$500 for the undergraduate student
- \$1000 for the graduate student.

The SGCI Student Fellowship honoraria (including a conference waiver and airfare coverage) will be dispersed during the calendar year of the conference at which their exhibition will take place. The fellowship funding for production costs (\$500 or \$1000) will be distributed to these students the year prior to their exhibition.

Student fellowship winners will provide the archives with digital documentation of work accomplished.

The Web Editor will solicit content about this recipient to be published on the SGC International website prior to the conference.

Guidelines for General Procedures and Timeline for the Awards Committee

- All past nominations, (excluding past award recipients) for Printmaker Emeritus, Lifetime Achievement, Excellence in Teaching, and Honorary Members of the Council will be included in the list of nominees for next year's awards.

- The Awards Coordinator will update and organize the archive of past nominees. In addition, current and future nominations will include any information on the nominee provided by the nominating party as well as any statement or other material included in the nomination.
- Try to finalize all awards by early December, or one year before the conference is planned at the latest, to enable recipients, especially those with academic ties, who might be potentially eligible for travel funds as a result of their award status, to submit funding proposals or to make other plans to attend the annual conference.

Schedule for Award Nominations

Fall:

- Attend Mid-Year Meeting
- Begin to organize, coordinate the call for submissions for SGCI Student Fellowships
- Begin contacting the current conference liaison for the next year's conference

October:

- Post a call for submissions for SGCI Student Fellowships on SGCI's communication channels.

Winter:

- Give access to online applications or fellowships to the committee, emphasize to the committee that time is important. You want to make this decision as quickly as possible, so you can tell the winners and inform the Conference Liaison. The winners' bios, statements, and pictures should be in the conference handbook. Efforts should be made to show their work digitally at the conference too.
- Solidify a slate of nominees for the Emeritus, Teaching, Lifetime Achievement, and Honorary Members of the Council Awards from this year's Conference Liaison for next year's conference.

At the Conference:

- Introduce winners of the SGCI Student Fellowships, present them with checks.
- Organize a meeting of the SGCI Awards Committee to discuss/approve the slate of nominees for the following year's conference.

SECTION E. History

A Brief History of the Southern Graphics Council

IN 1972 BOYD SAUNDERS, from the University of South Carolina, invited every printmaker he knew in the South to meet at the annual convention of the Southeastern College Art Conference with the intention of forming a printmaker's organization. (At that time, college and university printmaking programs tended to be small, isolated, and neglected.) The group that assembled in New Orleans for that meeting included Bernie Solomon, John O'Neil and Boyd Saunders. They wrote and approved

by-laws and in 1973 the Southeastern Graphics Council was officially chartered by the State of South Carolina as a non-profit organization.

Boyd Saunders served as the first president from 1972 through 1974. Bernie Solomon hosted the first annual workshop conference in 1974 at his home institution of Georgia Southern College. In 1978, as the organization grew in membership, the name was changed to the Southern Graphics Council. Over the next 30 years, conferences were held in not only Southern states, but in New Jersey, Illinois, Ohio, and Wisconsin. Membership to the SGC also expanded, and now has a national and international membership. In 2010, the name was changed again to its current SGC International.

Past Printmaker Emeritus Recipients

1978: Elizabeth Verner O'Neil	1991: Warrington Colescott	2008: Helen Frederick
1979: Richard Zoellner	1992: Lee R. Chesney, Jr.	2009: Raymond Martin
1980: Caroline Durieux	1993: Robert Blackburn	2010: Rochelle Toner
1981: Maltby Sykes	1994: Garo Antreasian	2011: Luis Camnitzer
1982: Alexander Hogue	1995: June Wayne	2012: David Driesbach
Maricio Lasansky	1996: Nancy Spero	2013: Margo Humphrey
Dole Reed	1997: Donald Saff	Judith Solodkin
1983: Jacob Kainen	1998: Clinton Adams	2014: Wayne Thiebaud
Prentice Taylor	Kenneth Tyler	2015: Ruth Weisberg
James Lesesne Wells	1999: Jules Heller	2016: John Risseuw
1984: Corrie McCallum	2000: Krishna Reddy	2017: Sidney Cross
Sally Frost Knerr	2001: Antonio Frasconi	2018: Dennis B. O'Neil
1985: Constance Forsythe	2002: Boyd Saunders	2019: Judy Youngblood
1986: William Walmsley	2003: Michael Mazur	2020: Nelson Sambolin
1987: Gabor Peterdi	2004: Judith Brodsky	
1988: Leonard Baskin	2005: Elizabeth Catlett	
1989: Rudy Pozzatti	2006: Sue Gosin	
1990: James Steg	2007: Karen Kunc	

Past SGCI Lifetime Achievements in Printmaking Award Recipients

2004: Chuck Close	2011: Hung Liu	2017: Sue Coe
2005: William Wiley	2012: Esther Sparks	2018: Jaune
2006: Warrington Colescott	Joan Mitchell	Quick-To-See-Smith
2007: Xu Bing	2013: Lesley Dill	2019: Alison Saar
2008: Kerry James Marshall	2014: Kathan Brown	2020: Consuelo Gotay
2009: Leonard Lehrer	2015: Red Grooms	
2010: Judy Pfaff	2016: James Rosenquist	

Past SGCI Excellence in Teaching Printmaking Award Recipients

2004: Ken Kerslake	2010: Lois M. Johnson	2016: Tom Prochaska and
2005: Lloyd Menard	2011: Peter Marcus	Christy Wycoff
2006: Lynwood Kreneck	2012: Kimberly Arp	2017: Norm Wagner
2007: Hugh Merrill	2013: Frances Myers	2018: Melanie Yazzie
2008: Steve Murakishi	2014: Fred Hagstrom	2019: Carolyn Muskat
2009: Virginia Myers	2015: Walter Jule	2020: Sean Caulfield

Honorary Members of the Council Awardees

2005: Sydney Cross	Roger Steele	2014: Mark Hosford,
Jeanet Strickler-Dreskin	2010: Roberta Fallon	and Joe Lupo
Beauvais Lyons	Libby Rosof	2015: Eun Lee
Joseph Sanders	John Ittmann	2016: Alicia Candiani
2007: Carol Pulin	2011: Dan Gualdoni, Francesca	2017: April Flanders & Susan
2008: Don R. Byrum, Ed	Hendron-Consagra	Goldman
O'Neil, and R. Olof	2012: April Katz,	2018: Beth Grabowski
Sorensen	and Anita Jung	2019: Jean Dibble and Louise
2009: Bernie Solomon	2013: John Risseuw	Kames
Tom Dewey		2020: Karin Broker

Student Fellowship Winners

2005: Graduate: Joel Seah, Syracuse University, New York
Undergraduate: Catherine Meier, University of Nebraska, Lincoln
2006: Graduate: Sherry Black, University of Nebraska, Lincoln
Undergraduate: Richard Gamble, Memphis College of Art
2007: Graduate: Matthew Carlson
Undergraduate: Elizabeth Jacobson, Concordia University, St. Paul, Minnesota
2008: Graduate: Janine Biunno, SMFA, Boston
Undergraduate: Rachel Gargiulo, SMFA, Boston
2009: Graduate: Tate Foley, University of Georgia
Undergraduate: Carlos Cazares, Kansas City Art Institute
2010: Graduate: Camilla Taylor, California State University in Long Beach
Undergraduate: Benjamin Love, Boise State University
2011: Graduate: Taryn McMahon, University of Iowa, Iowa City, IA
Undergraduate: Andrew Pisacane, Maryland Institute College of Art, Baltimore, MD
2012: Graduate: Aaron S. Coleman, Northern Illinois University
Undergraduate: Ryan Kangail, Northern Illinois University
2013: Graduate: Jennifer Scheuer, University of Tennessee/Knoxville
Undergraduate: Tyna Ontko, Western Washington University
2014: Graduate: Kaitlyn Gesel, University of New York at New Paltz
Undergraduate: Izzy Jarvis, Indiana University
2015 Graduate: B J Alumbaugh, University of Tennessee-Knoxville
Undergraduate: Betsey Stout, Indiana University
2016: Graduate: Heather Leier, University of Alberta, Edmonton
Undergraduate: Dana Potter, University of Northern Iowa
2017: Graduate: Mizin Shin, The State University of New York at Buffalo
Undergraduate: Nicole Soley, Minnesota State University, Mankato
2018: Graduate: Louise Fisher, Arizona State University
Undergraduate: Jasmine Williams, University of West Georgia
2019: Graduate: Jaz Graf, University of Iowa
Undergraduate, Grace Johnson, Indiana University
2020: Graduate: Juana Estrada Hernandez, University of New Mexico
Undergraduate: Lu Colby, Murray State University

Presidents

Southeastern Graphics Council

1972-1974: Boyd Saunders, University of South Carolina

1974-1976: Tom Hammond, University of Georgia
1976-1978: Bill Walmsley, Florida State University

Southern Graphics Council

1978-1980: Thomas Dewey, University of Mississippi
1980-1982: John O'Neil, University of South Carolina
1982-1984: Zdzislaw Sikora, College for Creative Studies, Detroit, Michigan
1984-1986: Karin Broker, Rice University, Houston, Texas
1986-1988: Donald Byrum, Charlotte, North Carolina
1988-1990: Steve Cook, Mississippi College, Clinton, Mississippi
1990-1992: Ken Kerslake, University of Florida, Tallahassee, Florida
1992-1994: Hugh Merrill, Kansas City Art Institute, Kansas City, Missouri
1994-1996: Beauvais Lyons, University of Tennessee, Knoxville, Tennessee
1996-1998: Sergio Soave, West Virginia University, Morgantown, West Virginia
1998-2000: Sydney Cross, Clemson University, Clemson, South Carolina
2000-2002: Joe Sanders, University of Georgia, Athens, Georgia
2002-2004: Greg Carter, Georgia Southern University, Statesboro, Georgia
2004-2006: April Katz, Iowa State University, Ames, Iowa
2006-2008: Anita Jung, University of Iowa, Iowa City, Iowa
2008-2010: Joseph Lupo, West Virginia University, Morgantown, West Virginia

SGC International

2010-2012: Eun Lee, Savannah College of Art and Design, Savannah, Georgia
2012-2014: Beth Grabowski, University of North Carolina at Chapel Hill, Chapel Hill, NC
2014-2016: David Jones, Anchor Graphics/Columbia Center for Book and Paper, Chicago IL
2016-2018: Nicole Pietrantonio, Whitman College, Walla Walla, Washington
2018-2020: Charles Beneke, University of Akron, Akron, OH
2020: Sarah Ellis, Jacksonville State University, Jacksonville, AL
2020-2022: Dr. Faisal Abdu'Allah, University of Wisconsin–Madison, Madison, WI