

The Central California Bead Society

Bylaws

(as amended and approved 01-24-2015)

Article I. Name

This organization shall be known as the Central California Bead Society (CCBS)(the Society).

Article II.

The purpose of this organization shall be:

To promote the interest in and enhance the knowledge and love of beads and beading.

Article III. Membership

1. Membership shall be open to any person who has an interest in beads and beading and supports the purpose of CCBS. No discrimination shall be made with regard to race, color, creed, sex, or national origin.
2. Membership is given upon payment of annual dues. The membership year is January 1st to December 31st. Annual dues shall be determined by the Executive Board and approved by the membership. Types and classes of membership shall be determined by the Executive Board and approved by the membership. Dues are payable in January and are due at the January meeting; they are delinquent at the February meeting. Those who have not paid by the end of the February meeting will receive the next newsletter but none thereafter.
3. Any person, whether a member or not may attend the Business portion of the "regular monthly" meetings. Following the Business portion of the meeting is a program. Non-members may attend one program portion of a "regular monthly" meeting as a guest and are thereafter required to be a member unless voted by the membership to allow the exception. Such vote will be on an individual basis.
4. The Business portion of the "regular monthly" meeting is free. The program portion of most "regular monthly" meetings will be free of charge to members. Non-members will pay a per-meeting fee as determined by the Executive Board and the membership. CCBS may present two (2) fee workshops in one year on days of the "regular monthly" meetings. The workshops are to be announced in the newsletter prior to the meeting. Workshops may be open to the public at a higher fee than to society members as voted by the Executive Board. Society members have preferred enrollment.
5. A gift membership may be presented to a person. The gift must be approved by the Executive Board in a majority vote and will be held confidential. The gift membership shall have all rights of membership except for voting rights.
6. Responsibilities of membership include payment of annual dues, acceptance of CCBS bylaws, and agreement to be supportive of other members and the Society. Membership is not transferable.
7. All members (except gift members) whose dues are paid current shall have the right to voice and vote in all general meetings of the society.
8. All members will treat each other with dignity and respect at CCBS-sponsored venues. Abuse such as derogatory remarks, threats, discrimination, or intimidation harm CCBS and its purpose and such conduct is unacceptable. If any member is determined to be in violation of this code of Conduct, the Society officers may ask the member to leave the venue. Loss of membership can occur with two-thirds (2/3) vote of the membership.

Article IV. Officers and Their Duties

1. The officers shall consist of one (1) President, one (1) Vice President and one (1) Treasurer. The officers will be elected for a period of twelve months beginning January 1.
2. Duties of the officers will be determined by the officers as needed by the society including by not limited to:

President-

- A. Direct activities of the society at meetings
- B. Make arrangements for meetings.

Vice President-

- A. Assume the duties of the President in her/his absence.
- B. Assist other officers and standing committee coordinators as requested.

Treasurer-

- A. Collect all dues and maintain the official membership list. Distribute membership cards.
 - B. Care for the Societies funds in an appropriate manner consistent with common business practices.
 - C. Pay bills promptly as approved by the budget or membership vote.
 - D. Submit a financial report at each "regular monthly" meeting.
 - E. Provide a list of new members to the Webmaster.
 - F. Submit an annual budget by the November meeting for the coming year for vote by the membership.
 - G. Annually file the tax return for the Society.
 - H. Keep financial historical records for the Society including but not limited to tax filings, bank statements, and insurance policies.
3. No elected officer shall receive salaries or stipends for their services.
 4. Only an elected officer shall sign contracts for approved activities.

Article V. Nominations and Elections

1. At the August meeting, the Executive Board will ask for nominations for Directors. Solicitation for directors shall be placed in the September newsletter. Nominations will be accepted by the Executive Board either in person, by phone, in writing, or email through the date of the October meeting. The Board will ascertain the willingness of the nominees to serve, and then publish the nominee's names and a ballot in the November newsletter.
2. Elections will be held between publication of the November newsletter and the end of the Holiday Party. Elections shall be by ballot unless there is but one candidate for each position, in which case the ballot may be dispensed with and the election held by voice vote.
3. Should there be a vacancy mid-term, nominations will be taken at the next general meeting and followed by a ballot.

Article VI. Meetings

1. Meetings will be held on a regular monthly basis and shall be on the fourth Saturday of each month. In determining a "regular monthly basis", the directors may decide that no meeting will be held in any given month such as November and December because of holidays or any other month because of other activities of the organization or any other month if it is determined to be beneficial to the entire group to cancel a regular monthly meeting. A Holiday Party shall be held in December at a time and place that will be announced.
2. The quorum for all CCBS meetings shall be 25% of the voting membership. If a quorum is not obtained at a "regular monthly" meeting, votes can still be taken, however any motion voted upon will be emailed to the membership to allow them to vote. After two (2) weeks, the email votes will be tallied along with the votes at the meeting to determine the result of the vote.
3. The typical format for a "regular monthly" meeting is a business meeting followed by show-and-tell by members and ending with a program portion of the meeting. Members are welcome to bring bead related items to sell during the "regular monthly" meetings, provided they donate 10% of sales to CCBS, and provided it does not distract from the program.

Article VII. Executive Board and Standing Committees

1. The Executive Board shall be composed of the three (3) officers plus the Coordinators of the Standing Committees.
2. Meetings -The Executive Board shall meet as necessary.
3. Votes by the Executive Board shall require a majority of its current members for passing.
4. Standing Committees

The Newsletter Editor

- * Shall compile, edit and mail the newsletter.
- * The newsletter will be distributed to members, other reciprocating bead societies and people inquiring about membership.
- * Ads may be included in the newsletter for a fee determined by the membership.

The Historian/Secretary

- * Shall maintain the ongoing history of the Society.
- * Record the minutes of the "regular monthly" meetings. Present these at the next meeting for approval and keep the official minutes book.
- * Forward a copy of the approved minutes to the Newsletter Editor.
- * Maintain all official records of CCBS including but not limited to copies of the current Bylaws, Minutes, past membership lists, published Newsletters and other communications with members, except those records which are kept by the Treasurer.
- * Maintain copies/electronic files for the Society including but not limited to the CCBS logo, forms used by the Society, and job descriptions.

The Librarian

- * Shall maintain a list of all publications donated to or purchased by the Society.
- * Shall forward this list on a regular basis to the Webmaster to include on the website.
- * The Librarian shall make the library available to the society membership and maintain a lending file.

The Webmaster

- * Shall maintain the website for the Society.

- * Shall maintain records/instructions as needed to support items on the website and transitional instructions for a subsequent webmaster.
- * Shall maintain the electronic mailbox for the Society including handling/forwarding email receipts.
- * Shall maintain the email lists for members for use by the Newsletter Editor.

The Program Coordinator

- * Recruit instructors, locate classroom space, budget, schedule and otherwise plan for class events for CCBS. Except for programs offered to members for no-charge at a “regular monthly” meeting, offer the plans for a vote by the membership.
- * Write up class descriptions and supplies lists and provide photos for use in the newsletters, website and/or flyers.
- * Supervise and assist guest instructors as needed.

5. Standing committee coordinators will be elected in the first “regular monthly” meeting of the year. Volunteers for these positions must be current members and acceptance voted on by meeting participants. Any position(s) which remain unfilled after the first “regular monthly” meeting will be filled as volunteers become available and acceptance is voted on at a “regular monthly” meeting.
6. Other committees and coordinators of other activities may be voted on by the membership as needed at any time during the year. These coordinators and committees are not members of the Executive Committee.
6. Removal of Officers or Standing Committee Coordinators for non-performance of duties can be done with a vote of two thirds (2/3) of the membership.

Article VIII. Expenses

1. Expenditures according to the approved budget are considered authorized by the membership.
2. Expenditures which are not in the budget should be voted on by the membership at a meeting before obligation or payment by CCBS. However, if there is an emergency without time to present at a “regular monthly” meeting, expenditures may be made with a unanimous vote of the Executive Board and all facts and circumstances must be presented at the next “regular monthly” meeting.
3. CCBS shall maintain a post office box.

Article IX. Other

1. Scholarship for Workshops
A Scholarship not to exceed \$25.00 may be awarded by the Executive Board in a majority vote for workshop participation.
2. Membership List
The society membership mailing list will be kept confidential to be used by members for society related business only.
3. Workshops, Classes, and other Activities
Registration for all CCBS workshops, classes and other activities shall be on a first come, first served basis with CCBS general members having preference. Remaining spaces will then be given to guests on a space available basis at a price determined by the Executive Board.
4. The Society does not, and will not allow any activities to influence legislation, nor will the society campaign for or against any political candidates or positions as a group.

Article X. Dissolution

In case of dissolution, any residue funds, after all financial obligation have been satisfied shall be distributed at the discretion of the Executive Board with approval by a majority of the membership which may be accomplished by email voting.

Article XI. Parliamentary Authority

Except as qualified or otherwise provided in the Bylaws, the current edition of Robert's Rules of Order shall be the official parliamentary law for all meetings.

Article XII. Amendments

These Bylaws may be amended by a two-thirds vote of those members present at any regular meeting. A proposed amendment must be announced and published in the newsletter that comes out prior to that vote. If a member is unable to attend this meeting as published in the newsletter, they can send an email vote by proxy to the Historian/Secretary and their vote will be counted as if they were in attendance at the meeting.