

BYLAWS
OF
CENTRAL CALIFORNIA BEAD SOCIETY

(Amended and Restated September 24, 2022)

Article I. Name. This organization shall be known as CENTRAL CALIFORNIA BEAD SOCIETY (hereinafter referred to as “CCBS” or “Society”).

Article II. Purpose. 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, religion, 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 Committee. Dues are to be paid during January of each year. A member’s membership will become delinquent if dues are not paid by the end of February. Members that have not paid by the end of February will receive the next newsletter but no further communications thereafter until dues are paid. For all new members joining after August 31st to the end of the calendar year, membership dues shall be half price. Membership is not transferable.
3. A gift membership may be presented to a person. The gift must be approved by a majority vote of the Executive Committee and will be held confidential. The gift membership shall have all rights of membership.
4. Guests may attend one (1) regular monthly meeting, provided the program portion is a non-fee program. Thereafter, the guest is required to join CCBS to attend further regular monthly meetings.
5. Responsibilities of membership include payment of annual dues, acceptance of CCBS Bylaws, and agreement to be supportive of other members and the Society.
6. All members whose dues are paid current shall have the right to voice and vote in all regular monthly meetings of the Society.

7. All members shall treat each other with dignity and respect at CCBS sponsored venues and while conducting all business related to CCBS. Abuse, such as derogatory remarks, threats, discrimination, or intimidation harms CCBS and its purpose, and such conduct is unacceptable. If any member is determined to be in violation of these standards, any Society officer may ask the member to leave the venue.

In the unfortunate circumstance that a member continues to violate the standards, policies or procedures set in these Bylaws membership may be revoked by the vote of a specially created review committee appointed by the Executive Committee comprised of two (2) Executive Committee members and three (3) members appointed by the Executive Committee. Should any of the three (3) appointed members decline to serve on the review committee and a replacement (also appointed by the Executive Committee), cannot be found, the decision to revoke membership of the violating member shall default back to the Executive Committee.

Article IV. Officers and Duties.

1. The officers shall consist of a President, Vice President, Secretary and Treasurer. The officers will be elected for a twelve- (12) month period beginning January 1.
2. Duties of the officers will be determined by the Executive Committee as needed by the Society including, but not limited to:

President

- A. Directing activities of the Society at meetings, and
- B. Making arrangements for meetings.

Vice President

- A. Assuming the duties of the President in her/his absence, and
- B. Assisting other officers and Standing Committee Coordinators as requested.

Secretary

- A. Recording the minutes of the regular monthly meetings, presenting the minutes at the next meeting for approval, and keeping the official minute book;
- B. Forwarding a copy of the draft minutes to the Newsletter Editor, and

- C. Preparing any email and ballot required to be sent to the membership and receiving the returned ballots from the members.

Treasurer

- A. Collecting dues and maintaining the official membership list;
 - B. Caring for the Society's funds in an appropriate manner consistent with common business practices;
 - C. Paying bills promptly;
 - D. Submitting a financial report at each regular monthly meeting;
 - E. Providing new member(s) information to the Executive Committee;
 - F. Annually file the required tax forms for the Society;
 - G. Keeping financial historical records for the Society including, but not limited to, tax filings, bank statements and insurance policies, and
 - H. Maintaining copies/electronic files for the Society including, but not limited to, the CCBS logo, forms used by the Society, and job descriptions.
3. No elected officer shall receive a salary or stipend for his/her services.
 4. Only an elected officer shall sign contracts or give oral consent for approved activities.

Article V. Nominations and Elections.

1. At the August meeting, the Executive Committee will ask for nominations for officers. Solicitation for officers shall be placed in the September newsletter. Nominations will be accepted by the Executive Committee either in person, by phone, in writing, or email through the date of the October regular monthly meeting. The Executive Committee will ascertain the willingness of the nominees to serve then publish the nominees' names in the November newsletter.
2. The Secretary shall send an email and a ballot in a timely manner after the publication of the November newsletter. 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. Voting shall occur between receipt of the email and December 15th. The ballots are to be returned to the Secretary. Members will be notified of the results by December 31st.

3. Should there be a vacancy mid-term, the Executive Committee shall appoint a member to fill the vacated position for the remainder of the term.

Article VI. Meetings.

1. Meetings will be held on a regular monthly basis on the fourth Saturday of each month. The Executive Committee may adjust the date of any meeting due to holidays, class conflicts, or any other reason if they determine it is beneficial to the entire group. A holiday party is usually held in December, and the time and place will be announced in a newsletter.
2. The quorum for all CCBS meetings shall be fifteen (15%) percent of the voting membership. If a quorum is not obtained at a regular monthly meeting, votes may still be taken, however, the Secretary shall send an email containing the motion 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 portion, a raffle, show and tell by members, and a program portion.
4. Members are welcome to bring bead related items to sell during a regular monthly meeting, provided they donate ten (10) percent of the sales to CCBS and provided it does not distract from the program portion.

Article VII. Executive Committee.

1. The Executive Committee shall be composed of four (4) officers, plus the Coordinators of the Standing Committees.
2. The Executive Committee shall meet as necessary.
3. A majority vote by the Executive Committee, whether they are present or not, is needed to approve an action by the Executive Committee.
4. Standing Committees.
 - a. Newsletter Editor.

- (1) shall compile, edit and email the monthly newsletter;
- (2) shall distribute the newsletter to members and people inquiring about membership, and
- (3) may include ads in the newsletter for a fee determined by the Executive Committee.

b. Webmaster.

- (1) shall maintain the website for the Society;
- (2) shall maintain records/instructions as needed to support items on the website and transitional instructions for a subsequent Webmaster, and
- (3) shall maintain the electronic mailbox for the Society, including handling/forwarding emails received to the appropriate officer, Standing Committee Coordinator, or member.

c. Class Coordinator.

- (1) shall recruit instructors, locate classroom space, prepare a budget, schedule, otherwise plan for class events for CCBS, excepting classes offered to members for no charge at a program portion of a regular monthly meeting, and offer the plan for a vote by the membership;
- (2) shall write up class descriptions and supplies lists and provide photos for use in the Newsletter, website and/or flyers, and
- (3) shall supervise and assist instructors as needed.

Standing Committee Coordinators will be elected at the first regular monthly meeting of the year. Volunteers for these positions must be current members, and acceptance is voted on by meeting participants. Any position which remains unfilled after the first regular monthly meeting will be filled as volunteers become available, and acceptance is voted on at a regular monthly meeting.

Other committees and coordinators of other activities may be appointed by the Executive Committee as needed at any time during the year.

Replacement of officers or Standing Committee Coordinators for non-performance of duties may be decided by a majority vote of the Executive Committee. If a member

of the Executive Committee holds more than one position, that member shall not have more than one vote when voting on issues brought before the Executive Committee.

Article VIII. Expenses.

1. Usual and necessary expenditures are considered authorized by the membership.
2. Expenditures which are not usual and necessary shall be voted on by the membership at a meeting before obligation of payment by CCBS. However, if there is an emergency without time to present an expense at a regular monthly meeting, expenditures may be made with a unanimous vote of the Executive Committee, 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. Membership List. The CCBS membership mailing list will be available to all members of CCBS. Members who have requested their information be kept confidential shall not be included on the list available to the general membership. The CCBS membership list is to be used by the Executive Committee and/or members for society related business and personal use only.
2. Classes and Other Activities. Registration for all CCBS classes and other activities shall be on a first come, first served basis with CCBS members having preference and receiving a reduced class price. Remaining spaces will then be offered to non-members. We will only keep and process the class payment if the registrant has signed up in time to secure one of the class slots before the class sells out. If the registration payment is received after all the slots have been filled, we will put the registrant on a waiting list and the registrant's payment will be returned to him or her. In no other circumstances are class payments refundable. If any class slots open up, the people on the waiting list will be contacted to see if they want to fill the slot and they will be asked for payment at that time.

Any deposit required to enroll in a class is nonrefundable. If a member pays in full and is unable to attend, the difference between the deposit and balance may be refunded until the due date for the balance of payment has occurred. After that, the entire class cost is nonrefundable. However, a member may transfer his/her nonrefundable class to another CCBS member.

Many teachers require the purchase of their class kit or kits in addition to the class fee. When purchase of a class kit or kits is required, it is non-negotiable. If retreat classes require class kits, it means a class kit is required for each class offered during the retreat.

All questions about a class or kit which arise prior to the date of the class should be directed to the Class Coordinator, not the guest teacher. The Class Coordinator will address all reasonable concerns and get back to the attendee. This alleviates the teacher having to answer the same questions multiple times, and leaves control of the class in the hands of the Class Coordinator.

Classroom etiquette shall be followed for everyone's comfort and enjoyment. These guidelines, referred to as Guidelines for Bead Class, as approved by the Executive Committee shall be emailed to class participants.

Guest teacher classes are an integral part of membership but also a privilege. Not adhering to the guidelines above and the Guidelines for Bead Class may result in loss of the ability to attend classes as determined by a majority vote of the Executive Committee.

3. 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 and after all financial obligations have been satisfied, any residue funds shall be distributed at the discretion of the Executive Committee.

Article XI. Parliamentary Authority. Except as otherwise provided in these 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 monthly meeting. The proposed amendment must be announced and published in the newsletter that is emailed to members within a reasonable period of time prior to a regular monthly meeting date. If a member is unable to attend the regular monthly meeting, as published in the newsletter, they may send an email vote by proxy to the Secretary prior to the date of the meeting. Their vote will be counted as if they were in attendance at the meeting.