



The By-Laws of The Bead Society of Eastern Pennsylvania

Article I. Name

The name of this organization will be The Bead Society of Eastern Pennsylvania.

Article II. Mission Statement

The mission of The Bead Society of Eastern Pennsylvania is to encourage and promote interest in beadwork and its related fields through educational and social activities.

Article III. By-laws

The By-laws are a constitution of this bead society; using Robert's Rules of Order as a meeting guideline. The By-laws may be amended by at least a $\frac{3}{4}$ majority rule of the membership in attendance at a regular meeting provided prior public notice of the time and place of the meeting as well as the subject matter has been provided to all members.

Article IV. Membership

Membership to this bead society is open to anyone interested in beads, beading, or beadwork. A person becomes a member by paying the annual dues of \$30.00 per membership year, which runs September 01 to August 31, completing the membership form, and signing the Code of Conduct form. Once you have signed the Code of Conduct form for the year, you do not have to resign this form to attend the retreat, workshops, or other bead society functions. Dues may be prorated, for new members only, at any other time of the year. Visitors may attend one (1) meeting as our guest. Attendance thereafter will be \$5.00 per meeting until and unless annual dues are paid.

Article V. Meetings

Meetings are held on the third Tuesday of the following months; September, October, November, February, March, April, May, June, July and August. Our January meeting is a holiday party.

Meeting Cancellation: three or more selected members living in different geographical areas shall determine meeting cancellation due to weather. They will consult and make a determination. This decision will be announced to the membership via mailchimp and posted on facebook and on the membership website by 1pm on the day of the meeting.

Article VI. Officers

Each officer, either elected or appointed, is responsible for maintaining organized records, such as pertain to their respective positions, to be passed on to the next officer.

Section 1. Elected Officers (Board Members)

All members of The Bead Society of Eastern Pennsylvania are eligible to be an elected officer. Elections are to be held at the May meeting for terms to begin Aug 01 of that year. A member may not hold more than one elected position at a time, but may hold elected and appointed positions concurrently. All officers are to serve a two-year term. All Positions are up for review and possible changes every two years.

- A. **President(s)** – The president will preside over The Bead Society of Eastern Pennsylvania meetings. This is a non-voting position but may vote to break a tie. This position consults with other officers and event organizers and cancels meetings due to inclement weather. The president also secures meeting facilities for bead society functions, with the exception of workshops and retreats, schedules monthly board meetings (time and place at the discretion of the president), and maintains communication with other bead societies. The president is responsible for collecting the Summer Bead Challenge entries and coordinating judges and prizes. The ability to spend up to \$100.00 at a time, without member vote, up to a total of \$300.00 per fiscal year (Aug 01 to Jul 31). If the president has expenses over \$300 it will require a simple majority vote by the membership.
- B. **Vice-president** – The vice-president assists the president during meetings and steps in for the president when the president is unable to attend a meeting. In the event that The Bead Society of Eastern Pennsylvania sponsors a bead show or other fund raiser, the vice-president is the event chairperson. The vice-president coordinates volunteers to put the meeting room back to its original state. The vice-president is also responsible for monthly refreshments sign-up, the paper products for monthly meetings, holiday party refreshment sign-up, secures the holiday party venue, and coordinates member volunteers to staff The Bead Society of Eastern Pennsylvania table at bead functions, and emails reminders to participants of these events.
- C. **Secretary** – The secretary takes and distributes minutes from each meeting. This position is responsible for keeping the membership informed of meetings, retreats, seminars, and workshops on a timely monthly basis. This position is also responsible for the Bead Jar.
- D. **Treasurer** – The treasurer is responsible for receiving funds for membership dues, workshops, retreats, and collecting funds for the no-name-tag jar. The treasurer also arranges internal audits as needed, cooperates with any auditors, and files any tax returns and/or forms as necessary. The fiscal year is from Aug 01 to Jul 31. The treasurer will submit a budget to the membership for approval at the September meeting.
- E. **Workshops and Retreat Coordinator(s)** – The workshop and retreat coordinator is responsible for arranging for at least two workshops annually, as well as the Bead Retreat. Other responsibilities include securing the retreat venue, coordinating all travel and lodging needs for instructors and advising the website and social media coordinator(s) of upcoming events so they can be posted on the website and social media.

- F. **Program Coordinator(s)** – The program coordinator is responsible for arranging a bead-related program for each monthly meeting. This also includes planning the Summer Bead Challenge. An additional responsibility is to advise the secretary and website and social media coordinator(s) of the upcoming meeting programs.
- G. **Membership Coordinator(s)** – The membership coordinator updates the membership list throughout the year (working with the treasurer and the secretary), distributes the membership cards, is responsible for manning the welcome table at meetings, coordinates volunteers to be bead buddies to new members and visitors, keeps track of visitors’ attendance, and handles privacy issues. The membership coordinator is responsible for creating a ballot for all officer positions thirty days prior to the May elections in an election year.

Section 2. Board Appointed Officers

- A. **Librarian** - The librarian is responsible for maintaining the book collection owned by the bead society. The books are to be made available for members to borrow for up to two months. The librarian keeps records of who has borrowed a book and also keeps a current listing of all publications available to members. This list should be provided to the website and social media coordinators(s) to keep online.
- B. **By-laws Committee** - The president will assign a board member to lead a committee who are expected to maintain, review, and update the by-laws with each new election (every two years) or as necessary.
- C. **Website and Social Media Coordinator(s)** – The website and social media coordinator(s) maintains and updates the bead society’s website and social media sites dedicated to promoting events and activities of the society and its members. The website and social media coordinator is responsible for updating the website and social media within one week of the previous meeting and/or as needed. The position maintains the supply of printed materials to be handed out. The position is also responsible to enlist other members to help administrate the website and social media to keep the domain name of www.beadsocietyofeasternpa.org registered and current.

Article VII. Activities

Section 1. Monthly meetings

- A. Discuss bead society business.
- B. Have ‘Show and Tell’ where members are allowed to show their latest beadwork or share their latest accomplishment.
- C. Share bead-related supplies and learn new beading techniques.
- D. Have refreshments provided by members of the bead society.
- E. Have a bead related program at each meeting.
- F. Have a container for collecting beads at each meeting at the welcome table. Members may make a donation to the Bead Jar. Every time they donate, they are to sign their name to a list making them eligible for winning the container at the January holiday party.

- G. All members are expected to wear a beaded nametag to each meeting that they have created. New members have three months to create one. Failure to do so will result in a fine of \$0.50 per member per meeting. This fund will aid library acquisitions.
- H. The January meeting will be a holiday party. Attendees are invited to bring appetizers, desserts, and beverages. A bead-related gift exchange will be a part of the festivities, the dollar amount to be determined by the membership at a meeting prior to the event. A drawing for the Bead Jar will be held at this meeting.

Section 2. Workshops

- A. There are to be two or more workshops each fiscal year (Aug. 01 – July 31).
- B. There will be a fee for bead society members, including members of other bead societies; non-society members will pay an additional 20%.

Section 3. Bead Retreat

- A. There will be one bead retreat each fiscal year (Aug. 01 – July 31).
- B. The instructor will be secured by the Retreat Coordinator based on previous suggestions from the membership. The instructor and the retreat coordinator will collaborate and select one or more projects for the retreat and their selected projects will be proposed to the membership at the September meeting. In the event of last-minute cancellation by the instructor, the Retreat Coordinator will attempt to secure another instructor and projects on behalf of the membership.
- C. Availability to non-members will be offered only if the membership does not fill the minimum number of attendees required to fill the retreat.
- D. There will be a fee for bead society members, including members of other bead societies; non-society members will pay an additional 20%. To secure a place at the retreat, you must be present at the September meeting and have been a bead society member the previous year. You must also have a completed retreat registration form, signed Membership form (with payment for your annual dues), signed Code of Conduct form, and a deposit check for the retreat.
- E. The retreat coordinator automatically has a place for the retreat if he/she desires.
- F. If, at the September meeting, there are more retreat deposits than spaces available, a lottery will be held at the September meeting. Members attending at least four meetings during the previous year will have first pick in lottery. *Note: The retreat coordinator is exempt from the lottery.*

Section 4. Summer Bead Challenge

- A. In March, the program coordinator is to ask the membership for Summer Bead Challenge ideas. At the next meeting, the program coordinator will present three ideas for membership vote.
- B. By May of each year, the specifics of the challenge must be decided for the coming summer, including the cost of prizes, to be determined by the board and voted on by the membership.

- C. Tutorials, kits, or other supplies will be offered during regular meetings (supplies for a nominal fee) by the June meeting.

Section 5. Outreach

- A. The membership of the bead society is to select at least one charitable organization to support using bead society funds. This is to be determined by the membership by a simple majority vote each year or as events unfold.

Section 6. Website/Social Media

- A. The bead society will maintain the website and social media sites dedicated to promoting the events and activities of the bead society and its members. There will also be a page on which members can showcase their work or accomplishments.

Revised May 1, 2021