

## **FWCBS STANDING RULES OF ORDER**

**Adopted January 2, 2018**

1. Membership is required for participation in any event underwritten by the Bead Society.
2. Bead Society communications will be made by e-mail and will be considered as written communications. When members do not have an e-mail address, it will be their own responsibility to stay informed about meetings, programs, and activities of the organization.
  - a. The Bead Society will send out all notices using the Bead Society's e-mail account.
  - b. Access to the Bead Society's e-mail account will be restricted to current Club Officers and those authorized by the Board.
  - c. Newly elected President may choose a new password for the e-mail account as of the beginning of the new fiscal year.
  - d. Meeting and event information will be posted to the Bead Society website in a timely fashion.
  - e. Bead Society e-mail, website, and Facebook are for communication of Bead Society business only.
3. If the Fabulous Arts Boutique is offered, the Bead Society may participate with membership approval.
4. Each year the Bead Society may offer a Bead Challenge with prizes.
  - a. The theme, categories, and rules for the Bead Challenge will be presented at the January meeting and included in e-mailed meeting notices for January, February and March.
  - b. Anyone wishing to participate in the Challenge must be a member in good standing at the time of registration.
  - c. To participate, members must sign up at the January, February or March meeting, and pick-up a Bead Challenge Supply Packet with instructions/rules at the February or March meetings.
  - d. Bead Challenge items will be presented at the April meeting, with voting by attending members to determine prize winners.
  - e. A participant can only be awarded one prize.
  - f. Bead Challenge Committee members may not be participants.
5. To facilitate the efficiency of the meetings, agenda order and Robert's Rules of Order will be used.
  - a. A brief business meeting will begin promptly at 7:00 P.M.
  - b. Project presenters may sell kits/materials at the back or side of the room prior to the start of the Business Meeting and/or after the presentation.

- c. Bead shops or individuals may sell items in the back of the room. However, as a courtesy to our Project Presenters, Lecturers, and members, NO sales will be conducted during the Business Meeting, Lecture, or Project Presentation.
6. Community outreach/service projects using the Bead Society as a sponsor will be presented to the membership for approval before participation. On occasion, members may use the Bead Society membership as a resource for assistance in a special community project. These projects will be considered independent activities and will not use sponsorship by the Bead Society as a promotion. Requests must be presented to the President two weeks prior to the next meeting.
7. When the Bead Society wishes to sponsor Workshops, the following protocol must be followed:
  - a. Obtain Board approval for the Workshop(s).
  - b. Use the Bead Society e-mail ([flwestcoastbeadsociety@gmail.com](mailto:flwestcoastbeadsociety@gmail.com)) for business correspondence regarding the workshop(s).
  - c. Have a completed and signed Letter of Agreement (contract) from the artist before registering workshop participants.
  - d. Post workshop information on the Bead Society website ([floridawestcoastbeadsociety.com](http://floridawestcoastbeadsociety.com)) to be ready to activate when registration opens for members.
  - e. Notify members via our Google g-mail account when registration opens.
  - f. Adjust workshop class openings/inventory on the website, as needed.