



Northern Virginia Bead Society

STANDING RULES & ROLES

PROVISION I. MEMBERSHIP AND DUES

1. Membership. General Members have all rights and privileges of membership including but not limited to attendance at meetings, participation in workshops and other NVBS activities, workshop discounts, voting on matters appearing before the membership, and holding office.
2. Membership Dues. Dues will be collected once a year on a calendar-year basis. Reminders for the next year's membership will be sent to all members in early-mid December via e-mail, with a due date of January 31 of the next calendar year. New members joining between June 1 and December 31 will receive their dues amount for the remainder of the year prorated by 50%. Those persons whose dues are not paid in full by February 1 shall be automatically designated as an inactive member.

PROVISION II. WORKSHOPS AND OTHER ACTIVITIES

1. Registration for all NVBS workshops and other activities shall be on a first come, first served basis. General Members will be given a two (2) weeks early registration option before being available to the general public. No registrant is assured a place until the Treasurer has received the required fee in full.
2. Member Refunds
 - a. Full Refunds: Notices received at least 30 days prior to the event will receive a full refund. Full refund is offered if the slot is filled by a person on the wait list (if available) or if arranged for another person to fill the seat.
 - b. Notices received less than 30 days prior to the event will not be refunded.
 - c. In the event that a class, workshop, or program is cancelled due to illness, weather, or other unforeseen circumstances beyond the control of NVBS, each paid participant will be refunded in full by account credit and notified via email within 5 days. You will be given an opportunity to leave the credit on your account to use at a later date(s), or have the amount refunded by PayPal or check. You will be also be advised of any unused credits on your account by early December of each year.

3. Cancellation Policy for the NVBS classes and instructors:
 - a. The class fill rate should meet a minimum 50% for the total students for that instructor's series of classes 30 days before the instructor's NVBS speaking engagement. The Board of Directors at its discretion can continue to host the instructor and classes if the fill rate is close to meeting the 50% rate, or cancel the speaker and classes and make other arrangements for the meeting and classroom space.
Example: Instructor is scheduled for three days. Thirty days out from the NVBS meeting, class one is 75% filled, class two is 30% filled, and class three is 50% filled. Added together and divided by three, this comes to a 52% fill rate and registration and classes will continue.
4. Fee Structure and Payment Option Deadlines for NVBS classes:
 - a. Classes will be offered for members and non-members at rates set by the Programs Committee that will meet the 75% total registration requirements member rate for the cost of the instructor, hotel, transportation and classroom rentals.
 - b. Early Registration will be available until 30 days before the NVBS meeting and weekend of classes start. Thirty days before the scheduled NVBS meeting, the class registration fees will be raised for members and non-members alike by \$15.
 - c. Cut off for payments follows:
 - i. Mail in registrations are required to be postmarked 14 days before the class.
 - ii. On-line registrations must be received the Saturday before the scheduled weekend.
 - iii. In-person registration is acceptable at any NVBS monthly meeting as long as class space is available.
 - iv. We encourage you to register for classes as soon as they are announced. NVBS members will receive a two week advance notice on classes before they are opened to the general public. Payment must be received ahead of time to guarantee a seat and so the instructor can prepare.

PROVISION III. OFFICERS AND THEIR DUTIES

As listed in NVBS By-Laws, the elected officers of the organization shall be President, Vice-President & Membership, Secretary, and Treasurer. Their duties are as follows:

ALL ELECTED OFFICERS:

1. Officers shall respond to all NVBS correspondence within three (3) business days, unless otherwise arranged;
2. Portions of an Officer's duties can be delegated to any NVBS member in good standing with the approval of the remaining Elected Officials;
3. All Officers shall uphold, maintain and enforce the standards of the NVBS Privacy Policy;
4. Each Officer shall annually prepare and submit a budget request to the Budget Committee;

5. Each Officer shall present a year-end report at the NVBS Annual meeting (November);
6. Each Officer shall maintain an up-to-date Officer's Notebook to be given to the succeeding officer;

PRESIDENT'S DUTIES -

1. Preside at all NVBS meetings and all Board of Directors meetings;
2. Prepare an agenda for the General Meetings and provide a copy to the Board of Directors at least 7 days prior to each meeting;
3. Prepare a "Message from the President" for the quarterly newsletter;
4. Represent NVBS to the community at large;
5. Select the Standing Committee Chairs with the assistance of the Nomination Committee and approval of the Board of Directors within 2 months of taking office;
6. Serve as an ex-officio member of all NVBS committees except the Nomination Committee;
7. Sign all contracts as the NVBS representative;
8. Reserve all venues for General Meetings before the start of the calendar year in order to be advertised accurately and in a timely manner;
9. Arrange for an annual audit of the financial records to take place within the first quarter of the fiscal year;
10. Review and renegotiate NVBS insurance policies;
11. Maintain and preserve NVBS's Articles of Organization, Non-Profit Designation, as well as any other permanent documentation for the organization;
12. Selects, orders and prepares items to be used in the annual Bead Challenge with input from the other Board of Directors.

VICE PRESIDENT'S DUTIES -

1. Stand in or substitute for the President upon request or absence;
2. Act as the NVBS Communications Officer for the general membership of NVBS;
 - a. Distribute messages on behalf of NVBS originating from the board or approved for release by the board;

- b. Distribute information relating to programs, classes and activities to the general membership;
 - c. Distribute the quarterly newsletter and Treasurer's Report.
 - d. Distribute the membership directory to the general membership in March and October;
3. Review social media and internet venues (NVBS website, Meetup.com, Facebook, Twitter, etc.) for currency and accuracy, and provide updates to the appropriate facilitator of such venues as they become necessary;
4. Receive and record applications for NVBS membership;
5. Maintain all membership records, both past and present;
6. Notify members by e-mail of their renewal dates;
7. Substitute as needed for vacant Committee Chairs as a non-voting member until position is filled.

SECRETARY'S DUTIES -

1. Record minutes of all Board of Directors meetings as well as those of the general meetings or arrange for alternate if unable to attend;
2. Distribute copies of the minutes of Board of Directors meetings to Board members within 2 weeks of each meeting;
3. Maintain all official records of the NVBS, including but not limited to copies of the current By-Laws, Standing Rules, Minutes, and correspondence not covered elsewhere; Documentation shall be kept in the Secretary's possession for a minimum of 2 years, and available at all meetings;
4. Maintain NVBS general email account, checking daily and responding or forwarding messages as appropriate;
5. Monitor the NVBS Post Office Box, visiting at least once per week and/or at the closing of event deadlines;
6. Scan and forward time sensitive correspondence.

TREASURER'S DUTIES -

1. Receive and record income for NVBS;

2. Pay bills on behalf of NVBS;
3. Distribute the general membership roster to the board of directors once per month;
4. Keep accurate and current records;
5. Notify Programs Chair of registered class participants;
6. Maintain the NVBS petty cash fund;
7. Establish and maintain appropriate bank accounts for all funds of the NVBS;
8. Prepare quarterly financial reports and publish in newsletter;
9. Prepare a summary report annually with distribution with the NVBS newsletter;
10. Serve on the Budget Committee to prepare an annual operating budget;
11. Prepare for an annual audit of all financial records and submit the audit report to the Board of Directors and General Membership;
12. Provide account and membership information as requested by the Board of Directors and Standing Committees;
13. Maintain and preserve all accounting documentation to be kept in the Treasurer's possession for a minimum of 2 years, making the current fiscal year's documentation available at all meetings.

PROVISION IV. STANDING COMMITTEES AND THEIR DUTIES

The Standing Committees of the NVBS shall be the Bead Show Committee, Media Committee, **Volunteer and Hospitality Committee**, Outreach Committee, and Programs Committee. These are voting members of the NVBS Board of Directors. The Board of Directors must approve the policies and procedures of the Standing Committees. The Board of Directors may, at its discretion, add other committees as needed. All Standing Committee Chairpersons may select members to work with them on their assigned tasks. These committee members report to the chairperson who, in turn reports to the Board of Directors. The responsibilities of the Chairpersons of these committees include:

ALL STANDING COMMITTEE CHAIRS

1. Annually prepare and submit a budget request to the Budget Committee;
2. Present a year-end report at the NVBS Annual meeting (November);
3. Maintain an up-to-date Chairperson's Notebook to be given to the succeeding chairperson;

4. Respond to all correspondence within three (3) business days, unless otherwise arranged;
5. Maintain, uphold and enforce the standards of the NVBS Privacy Policy;
6. Create and maintain a policies and procedures document of their respective committees activities and responsibilities, of which a copy is to be filed with the NVBS Secretary;
7. May delegate portions of their duties to any member in good standing with the approval of the Elected Officials.
8. Calls committee meetings as needed with at least 72 hours notice to the Board of Directors for their awareness.
9. Facilitates all aspects of operation related to their respective committee including, but not limited to managing their budget, approving expenses, obtaining invoices and/or documentation, delegating responsibilities to committee volunteers, etc.

MEDIA COMMITTEE:

Encompassing media related aspects of NVBS including publicity, advertising, online marketing, and database information.

1. Media Chair (1) - Responsible for oversight and functions of the following media related aspects of NVBS. Attends Board of Directors meetings, has voting rights on the board, and calls meetings as needed for the administration of the functions outlined below.
2. Newsletter Editor (1) - the quarterly newsletter to be distributed to all members, reporting past, present, and future NVBS activities, Treasurer's Report, and notices of business as required by the By-Laws. The Newsletter Editor is responsible for the publication, soliciting of articles, and managing of advertising copy. The Board of Directors sets and approves advertising rates. Reports directly to the Media Chair.
 - a. Assistant Editor (1) - Responsible for all aspects of newsletter advertising except for setting rates. Reports directly to the Newsletter Editor. Stand in or substitutes for the Newsletter Editor as necessary. May solicit vendors and businesses for advertising in the newsletter.
3. Publicist (1) - Writes and arranges for the placement of all publicity and advertisements for NVBS, including all meetings, activities, and events that are open to the public. This includes but is not limited to working with other websites, magazines and newspapers for publicity for all events other than the annual Bead Show. Reports directly to the Media Chair.
4. Online Marketing - the following report directly to the Media Chair.
 - a. Facebook Marketing(1) - oversee adding and deleting content, accept new members, respond to inquiries, etc. for the NVBS Facebook page.
www.facebook.com/groups/novabeads/

- b. Meetup Coordinator (1) - oversee adding and deleting content, accept new Meetup members, respond to inquiries, etc. Encourage Meetup members to become NVBS members or gather for non-NVBS beading socials.
- 5. Webmaster (2) - oversee updating, adding and deleting content, creation, maintenance of official NVBS email accounts and respond to inquiries, etc.
- 6. NVBS Photographer (1+) - photographs all events for the newsletter, media venues and advertising. Photograph jewelry for the Etsy store.
 - a. General events - Bead Show, May Auction
 - b. Lorraine Morton Jewelry for Etsy site and other venues
 - c. Meetings & Classes
- 7. Database Manager (1) - gathering and maintaining lists of contact information (public venues, vendors, bead show attendees, etc.) for the use of advertising NVBS events. Provide contact lists to committee members for promotional purposes as needed. Database skills required.

VOLUNTEER & HOSPITALITY COMMITTEE

A committee to find suitable candidates for vacancies in the bead society, as well as elected official positions and chairs that make up the NVBS Board of Directors (Elected Officers and Standing Committees). This committee does not make the final decisions, that is left up to the President for standing committee selections and the membership for elected officials. The nominating committee may also present recommendations for the Budget Committee to the BOD.

1. Volunteer Chair (1) - attends Board of Directors meetings, has voting rights on the board, and calls meetings as needed for the administration and facilitation of the positions outlined below.
2. Nomination Committee Members at large (2+) - support members who work with the Volunteer Coordinator for the purpose of presenting the Chair with candidates for a vacant BOD position. Contact sub-leads of a vacant standing committee to see if they are interested to become the chair. Contact Gold members who have shown leadership potential for upcoming or current vacancies in the elected official positions.
3. Volunteer Coordinator (1+) - call new Gold members of the NVBS and note which volunteer opportunity they will commit to. Communicate this to the appropriate committee chair. Be the go-to person for committee chairs in filling their vacancies. Coordinating volunteers for all events and activities that the NVBS may be invited to by outside organizations (Baltimore Bead Show table, Washington Bead society Bead Show table, etc.). If enough volunteers cannot be arranged, then notify the BOD.

4. Hospitality Coordinator (1+) - coordinate food for NVBS events, by either doing it yourself or working with the volunteer coordinator to get people to commit to dates or activities:
 - a. Meetings (1+) - coordinate snacks for the social portion of the evening - food, drink, paper products, etc. Up to \$45 will be reimbursed when receipts are presented with the reimbursement form
 - b. May Meeting / Auction (1) - coordinate snacks for the social portion of the evening - food, drink, paper products, etc. Up to \$250. will be reimbursed when receipts are presented with the reimbursement form.
 - c. Holiday Party (1) - Coordinate catered food and drinks for the holiday party in December.
 - d. Special events (1) - food and/or reservations for any event that might feature food needs.

OUTREACH COMMITTEE

Responsible for oversight and functions of the following outreach related aspects of NVBS.

1. Outreach Chair (1) - attends Board of Directors meetings, has voting rights on the board, and calls meetings as needed for the administration of the activities and facilitation of the positions outlined below. Coordinates jewelry making sessions at least one meeting a year dedicated to creating jewelry for other non-profit organizations (ex: Dress for Success, Reston Prom Night, etc.). Provide supplies from storage for the event and sees that they are properly cataloged, report what needs replacing, and return to storage.
2. Girl Scout Coordinator (1) - recruiting and coordinating girl scout volunteers for NVBS May Auction and Bead Show support for community credit. Sets date and place for NVBS members to volunteer with activities for the purpose of fulfilling badge requirements.
3. May Auction - fund raiser specifically for the outreach activities
 - a. Auction Coordinator (1) - Prepares (tags) donations for the May Auction with item number, description and starting value for the auctioneer. Decides what donations will be designated for live auction, raffle item, silent auction and door prizes. Coordinates volunteers, display of auction items and room layout. Solicits donations from membership and local bead shops.
 - b. Auctioneer (1) - - must have a clear voice that can be heard without a PA system.
 - c. Raffle ticket seller (1) - Can be the treasurer (handling money) or another NVBS person. This cannot be a Girl Scout.
 - d. Auction Marketing (1) - Works with Publicist to write and arrange for the placement of all publicity and advertisements for this event. This includes but is

not limited to working with other websites, magazines and newspapers for publicity.

- e. Auction Admin (1) - Register bidder's contact information, assign a number, place name in door prize container
- f. Auction item Presenters (2) - person to take the auction item from the auctioneer and walk it slowly past the bidders for closer examination. Usually Girl Scout volunteers, but a NVBS member may be needed towards the end of the event if the girls have to go home.
- g. Auction Recorder (1) - person to sit up front with the auctioneer to listen for the winner and final bid, record on Excel spreadsheet, and provide the runner with this information to be given to the bagger
- h. Auction Bagger (1) - person to take information from runner and mark the winner's bag and auction sheet with the item number and the amount, and place the item in the bag for pick up and payment at the end of the auction.
- i. Auction Runners (2) - Takes the number of the winner and the final bid amount from the tracker and give it to the bagger. Usually Girl Scout volunteers, but a NVBS member may be needed towards the end of the event if the girls have to go home.
- j. roadies (2+) - set-up and clean up - arrange tables and chairs, set out jewelry, beads, and other auction items.
- k. Auction Treasurer - shall be the NVBS treasurer.
- l. Auction Girls Scout Coordinator (1) - recruiting girl scout volunteers for NVBS May Auction for community credit.

PROGRAMS COMMITTEE

Responsible for oversight and functions of program and workshop related aspects of NVBS.

- 1. Programs Chair (1) - calls meetings as needed for the administration and facilitation of the positions outlined below. The Programs Chair is required to submit a program/workshop proposal report to the Board of Directors for approval prior to booking services or signing contracts. The proposal should outline the program/workshop description, benefits, and associated costs, as well as logistical information. Update forms as needed and keep copies on file with the secretary.
- 2. Program Instructor Liaison (1) - responsible for identifying and contacting potential presenters, defining the parameters of their presentations, negotiating speaker's fees, obtaining letter of agreement.

3. Program Logistics (1) - making all physical arrangements for the program/workshop and instructor lodging and transportation as needed.
4. Program Publicity (1) - insuring the advertisement of classes to the NVBS membership and transmission of classes, location, supplies lists, etc. to the class participants the week before a class begins.
5. Audio Visual Administrator (1) - responsible for bringing the projector, extension cord, etc. and its operation during a program presentation.
6. Class Manager (1 per guest instructor) - Sends final class participants the list of supplies, reminder for place and time of class, and any other pertinent information the week before a class is to take place.
7. Class Angel (1 per class) - Person taking the class who acts as the instructor's assistant to the NVBS. Takes care of any last minute room arrangements on site, retrieves items the instructor requests (water, something from the car, etc.), keeps track of students at the lunch break, handles any NVBS questions or paperwork on site, etc.

BEAD SHOW COMMITTEE -

The Bead & Jewelry Show event is designed to raise funds to finance NVBS activities & operations.

1. Bead Show Chair (1) - attends Board of Directors meetings, has voting rights on the board, and calls meetings as needed for the facilitation and administration of the following positions outlined below. Plans, stages, and supervises all aspects of the Bead Show. Arranges for security during the event, table/chair rentals, and reserves the show hall for the following year.
2. Volunteer Coordinator (1+) - Works early on to find committed NVBS members to participate in the activities outlined in this section.
3. Vendor Coordinator (1) - accept/decline and process vendor applications for the bead show and respond to vendor questions, etc. Searches for new vendors during the off season and solicits them to participate in our show.
4. Bead Show Publicist (1) - Writes and arranges for the annual Bead Show magazine/newspaper publicity and advertisements, and the Bead Show section of the NVBS website and newsletter. Supervises the following positions:
5. On-site Show Marketing (1) - creates signage for instructor/class demonstrations, make & take classes, the NVBS activities board to advertise classes/programs for the rest of the year, raffles, admission, placement of directional signage to the show hall, etc.
6. Publications (1+):

- a. Catalog Design (1) - create, edit, and update the bead show catalog of vendors and relevant NVBS information and arrange for printing services and delivery to the Vendor Coordinator for vendor packages.
 - b. Card Design (1) - Design bead show cards and arrange for printing services. Modify cards for newspaper advertising and softcopy distribution to vendors, membership, website, etc.
7. Card Distribution (1+) - distribute printed bead show post cards to area bead stores, members, vendors, etc.
8. Show Layout Designer (1) - Design the layout of the show hall (vendor layout, Designer showcase and other NVBS use table locations, food, demos, etc.)
9. Bead Show Daily Support - the following positions report directly to the Bead Show Chair:
- a. Cashier (8) - Collects money, keeps attendance, redeems discount cards for entrance, and collects contact information for the database (name & email for mailing list) at the bead show for several hours on the show weekend.
 - b. Show Instructor Coordinator (2+) - Artist willing to find instructors for and set up beginner programs (1-2 hours in length) to lead the general public in creating a jewelry/bead related product for their enjoyment. Works with Instructors and Outreach Chair to organize supplies for the event.
 - c. Designer Showcase Manager (1) - Person to solicit NVBS artists to show/sell their work during the bead show. Revise and collect application and inventory forms for DS submissions, coordinate staffing of the booth for the show, etc.
 - i. Designer Showcase Staff (12+) - work the Designer Showcase tables selling, assisting customers, writing receipts, and maintaining inventory during the show.
 - d. Show Floaters (multiple) - walk the show floor, offering vendors, breaks, booth sitting, etc.
10. Roadies (multiple) -
- a. Coordinator for Set up (1) - organizes volunteers who can lift tables, move chairs, set up Designer Showcase displays, etc. Loading dock coordination for vendors at set up on Friday night and Saturday morning. Transport volunteers to bring items from the storage unit to the show hall.
 - b. Coordinator for Tear down (1) - organizes volunteers who can collapse and stack tables, stack chairs, dismantle Designer Showcase displays, etc. Manages or assigns the loading dock coordination for vendors at end of show.
11. Storage Unit Manager (1+) - Arranges volunteers to pick up and return items to the storage unit from the show hall.

12. Show Hospitality Coordinator (1) - volunteer to find a food vendor for the bead show. Handle their contract , menu selections, administration, setup and inquiries. Coordinates donuts and coffee for vendor's breakfast and water supplies for the vendors and other volunteers. Orders pizza for delivery to show hall on the night of setup.
13. Auction Donation Collector (1) - prepares collection packages for soliciting donations from the vendors at the Bead Show. Delivers packets to vendor tables at close of show on the first day. Walks the show floor on the last afternoon to collect donations. Prepares an Excel spreadsheet with items received at the Bead Show with value (if known) and turns over to May Auction Coordinator.
14. Show Treasurer (1) - maintain cash/change funds, provide change and balance the Designer Showcase, Cashier station, and cash bank. Make purchases from bead show vendors for items selected by the Outreach Committee. (this shall be taken care of by the NVBS Treasurer.)

OTHER NVBS VOLUNTEER ROLES AND RESPONSIBILITIES THAT DO NOT FALL UNDER A STANDING COMMITTEE:

1. Venue Research Assistant (1+) - research possible venues for NVBS activities (bead show, May auction, and meetings. Provide cost and date proposals to the Board of Directors. Work with other committee chairs.
 - a. Thursday night meetings - September, October, November, January, February, March, April, May (including extended hours for May Auction), and June.
 - b. Workshops - held on weekends after the Thursday night meetings.
 - c. Holiday party - December.
 - d. Just Beading - any time, but especially nice in July and/or August.
2. Budget Committee (3) - A Budget Committee shall prepare and present an operating budget to the membership for approval at the annual meeting (November) for the forthcoming fiscal year. The Budget Committee shall be appointed by the Board of Directors, and shall be comprised of three NVBS members, one of whom must be the current Treasurer and at least one of whom shall be from the general membership.

3. Etsy Sales Manager (1) - oversee adding and deleting content to the NVBS Etsy site, respond to inquiries, package and mail Lorraine Morton pieces to their new homes, etc.
www.etsy.com/shop/NVBS
4. Gallery Administrator (1+) - investigates local art galleries for NVBS jewelry displays. Creates a committee to organize the collection of submissions, set up of the display, and administration of the volunteers at the gallery, if needed.
5. Storage Unit POC (1) - organize, inventory, and manage the unit, and be available to help others to get inside and check out what they need for the events when they need access to the items in the unit.

PROVISION V. POST OFFICE BOX

The post office box for the NVBS shall be maintained in Vienna. The NVBS post office box address is PO Box 2258, Vienna, VA 22183-2258.

PROVISION VI. BANKING

1. BB&T is the current financial institution with which the NVBS conducts business.
2. NVBS shall maintain a checking account only as a non-profit organization.
3. Any two authorized signatures are required for all checks in excess of \$2,500. The authorized signatories on the NVBS account are the President, Vice President, Secretary, and Treasurer. Additional debit cards can be made available for committee chairs upon request.
4. NVBS maintains an on-line payment account with PayPal. PayPal account access is restricted to the BB&T authorized account signers due to the direct connection to the BB&T Operating Account. PayPal online funds in excess of \$1,000 shall be transferred to the Operating Account at a minimum of once per month.

PROVISION VII. CHANGING THE STANDING RULES

These Standing Rules may be suspended, modified, or rescinded by a majority vote of the General Members present at any regular meeting. No Standing Rule can be adopted which conflicts with NVBS By-Laws.