BY-LAWS - The Bead Society of Orange County

ARTICLE I NAME

1. The name of this organization shall be The Bead Society of Orange County, an *Affiliate* of *The Bowers Museum of Cultural Art (Bowers Museum)* and shall hereinafter be referred to as BSOC.

ARTICLE II PURPOSE

1. The purpose of this organization shall be to
    a. Create an educational interest in beads and personal adornment.
    b. Enrich the knowledge of its members and the public in the artistic, historical, and inter-cultural significance of beads and personal adornment.

ARTICLE III AFFILIATION

1. The BSOC is an independent, autonomous support group of Bowers Museum and understands and accepts the guidelines for Affiliate Groups of Bowers Museum. (addendum 01)

ARTICLE IV MEMBERSHIP

1. All members of the BSOC must be members of Bowers Museum.
2. Members of BSOC shall consist of individuals who are willing to further the purposes of Bowers Museum by supporting the activities of the BSOC.

ARTICLE V MEETINGS

1. General meetings shall be held 6-9 times a year at a time and place designated by the BSOC Board.
2. The exchange of goods or money shall be allowed before and after general meeting hours.
3. Annual Meeting: The last general meeting of the fiscal year shall be considered the ‘Annual Meeting’ at which the election of all Board members shall be conducted. The office term will commence in July.

ARTICLE VI DUES AND FUNDS

1. Members shall pay annual membership dues to BSOC, as determined by the Executive Board, in addition to the preferred membership dues of Bowers Museum.
2. The BSOC shall receive or raise funds in accordance with policies and procedures of Bowers Museum.

ARTICLE VII EXECUTIVE BOARD

1. The BSOC shall be governed by the Executive Board in establishing and approving policies and procedures of the BSOC.
2. The Executive Board shall be composed of the elected Executive Officers.

3. The President of the BSOC shall hold and preside over all meetings of the Executive Board.
4. Regular meetings of the Executive Board shall be held monthly or at the discretion of the President.

ARTICLE VIII EXECUTIVE OFFICERS

1. Each member of the Executive Board is a voting member.
2. Executive Officers shall consist of six members: President, First Vice President (Programs), Second Vice President (Membership), Third Vice President (Workshops), Secretary, and Treasurer.

3. The President shall:
   (a) Preside at all meetings of the Executive Board and General Meetings and shall represent the BSOC in all extra-BSOC activities.
   (b) Choose the appointed officers with the assistance and approval of the elected officers.
   (c) Shall represent the BSOC at any necessary Bowers Museum related functions.
   (d) Prepare and submit annual report when requested by Bowers Museum.

4. The First Vice President (Programs) shall:
   (a) Assume the duties of the President in absentia.
   (b) Assume Chair duties of the Program Committee, that is, provide programs at all meetings and make arrangement for same.
   (c) Obtain speaker's signed agreement.

5. The Second Vice President (Membership) shall:
   a. Collect membership dues and publish the membership roster.
   b. Receive applications for membership and BSOC dues.
   c. Maintain membership records and provide information to the other officers.

6. The Third Vice President (Workshop) shall:
   a. Identify and confirm workshop artists.
   b. Coordinate workshop details.
   c. Conduct artist participation activities one month prior to workshop.
   d. Ensure that contracts and liability waiver forms are completed by the artist and participants.
   e. Initiate the workshop.

7. The Secretary shall:
   a. Record the business proceedings of all Executive Board meetings.
   b. At each Executive Board meeting, provide the minutes of the prior Executive Board meeting for approval.

c. Maintain by-laws, meeting minutes in digital format in a manner that can be accessed by all Board members.

8. The Treasurer shall:
   (a) Collect all receipts and care for the BSOC funds.
   (b) Keep accurate records of receipts and payments.
   (c) Submit all bills promptly to Bowers Museum Finance Department.

ARTICLE IX STANDING COMMITTEES

1. The BSOC shall establish the following Standing Committees:
   (a) Hospitality: Host meetings or party receptions.
   (b) Special Events: Organize special events for the BSOC and Bowers Museum.
   (c) Donation Committee: Receive donations to the Bead Society in person or virtually
   (d) Art of Adorning Committee: Be responsible for all logistics related to Art of Adorning event annually.

ARTICLE X ANNUAL MEETING

1. The Annual Meeting shall be held in the month of June.
2. Meeting announcements shall be distributed to the members prior to the meeting date.

ARTICLE XI ELECTION OF THE EXECUTIVE OFFICERS

1. The Executive Officers shall be elected by the members of the BSOC, online or before the Annual Meeting.
2. Candidates for office must be BSOC members in good standing.
3. A slate of nominees shall be presented in the Annual Meeting announcement.
4. The Executive Officers shall hold office for a minimum 2-year term beginning July 1.

ARTICLE XII AMENDMENTS

Once approved by the Board, by-laws shall be presented to members for approval.

(addendum 01) Rules and Regulations for Councils of Bowers Museum Revised November 2007

Policy Statements

1. The Museum Board of Governors encourages the creation and involvement of various support groups for The Charles W. Bowers Museum Corporation, d.b.a. *The* Bowers Museum *of Cultural Art*. All groups affiliated with *The* Bowers Museum of *Cultural Art* shall be approved by the Museum Board of Governors. Guidelines for support groups for Bowers Museum are needed in order to ensure that the purposes and activities of the support groups are consistent with the goals and resources of the museum.

2. Museum Councils are special interest groups of the museum that support *The* Bowers Museum *of Cultural Art* and its programs through fund raising, volunteering and/or providing educational programs. Councils may also act as a vehicle for community outreach by providing festivals and/or family programs. Any other purposes of the groups must be consistent with the museum's purposes and approved by the Board of Governors of the museum. All political activity is prohibited.

3. Groups that are approved for Museum Council status shall receive written notification from the Museum President. All Museum Councils shall be reviewed for affiliate status at the beginning of the calendar year. A list of rules governing meetings held by Museum Councils on museum property shall be provided in the notification letter. Councils shall be granted permission to use the museum's employer identification number and its tax exempt status under section 501 (c)(3) of the Internal Revenue Code. Additionally, events held at museum facilities shall be covered by museum insurance.

4. The group must agree to transfer to the Museum all net revenues raised in excess of those required to be retained for ongoing operations of the support group but in no case less than 25 (twenty-five) percent of net revenues raised during each calendar quarter ending March 31, June 30, September 30 and December 31. Funds shall not be raised for any other group other than the affiliate and *The* Bowers Museum *of Cultural Art*.

5. The following specific guidelines must be met in order for a group to be affiliated and maintain affiliation with *The* Bowers Museum of *Cultural Art*.

    a. All members of the Museum Council must be members of *The* Bowers Museum *of Cultural Art*. A roster of affiliate group members must be provided to the Museum President and appointed staff member no later than January 31 and July 31 of each year, or otherwise requested by the President.

    b. All funds raised by the group shall, at all times, be property of The Charles W. Bowers Museum Corporation and shall be deposited into such accounts as are approved by the Board of Governors. The Museum President or board may direct that an audit be conducted of the council's finances at any time. Original invoices must accompany all purchase orders. Purchase orders must be approved by the council president, the council liaison/Director of Education, and the Museum President or the Chief Financial Officer. Receipts for a council's activities must be turned in within two weeks of any event.

6. Museum Councils shall be organized, constituted, governed and function in accordance with the following guidelines:

   a. The group shall be composed of individuals who wish to further the purposes of *The* Bowers Museum *of Cultural Art* by raising funds, volunteering personal services to the activities of the group and museum or providing educational programs. Each council is expected to support the museum through the hosting of a lecture, family festival or program. The selection may be at the museum's discretion and approval.

   b. The group shall have a written statement of purpose. The purpose statement must be reviewed and approved by the Board of Governors before a group shall be approved as a Museum Council.

   c. The Museum Council shall elect an executive committee and officers, which shall prescribe the purpose and the qualifications for membership of the group, subject to the approval of the President and Board of Governors of the museum. The election of officers will coincide with the fiscal year of the museum, a new executive committee and officers shall be in place by July 1. A list of new officers shall be sent to the President and liaison/Director of Education by July 1. The Executive Committee may wish to consider term limits for officers.

   d. The Museum Council's Executive Committee may adopt standing rules and amendments thereto, subject to the approval of the President and the museum Board of Governors. The standing rules shall not conflict with the laws of the State of California, the Articles of Incorporation, the bylaws, or any resolution of *The* Bowers *Museum of Cultural Art.*

   e. The Museum Council shall secure the approval of the staff liaison/Director of Education for all programs and activities planned by the group. The liaison will secure approval from both the President and the Director of Special Events. When the activity is approved, the date of the event will be filed with the Special Events Office. A Facility Use form will also be filed with the Special Events Office.

   f. The Museum Council shall secure the approval of the staff liaison/Director of Education for all written materials prior to the dissemination by the group. A copy of such materials shall be submitted to the museum President through the staff liaison.

   g. The Museum Council shall secure the approval of the staff liaison/Director of Education and museum President for use of the museum membership roster for any event sponsored by the Council.

7. Activities held by support groups shall be financially self-supporting, although the museum may, from time to time, advance funds to groups for specific activities. Such advances must be repaid by the group at the conclusion of the event or within two weeks.

8. Affiliation with the museum shall not imply permission to hold exhibits in the Museum, nor imply use of the facilities, personnel or grounds. All exhibitions shall be organized and installed by the museum personnel, and all use of facilities, personnel and grounds approved by the staff liaison/Director of Education and museum President.

9. Museum rental fees for council events are waived. However, museum councils must pay actual security and maintenance fees unless the event is jointly sponsored by the council and the museum. Clean-up will be done by regular museum maintenance staff. However, it is expected that the councils will clean the area used other than the taking-down of chairs/sound equipment, etc. Maintenance, security, and audio-visual personnel charges are made for all events including those that occur during museum hours.

10. Museum Councils must secure written permission from the President and the staff liaison/Director of Education to sell anything at a council event. The group will work with the store and pay the overhead charged by the store which will be adjusted by the amount of assistance required but not to exceed 30% of the gross sales. All groups will collect sales taxes, pay this amount to the museum, report gross sales to the museum and comply with the sales policy of the museum. The museum will include such sales on its sales tax return filed with the Franchise Tax Board.

Special Event Rules and Regulations

Set up/Take down; Load in/Load out; Deliveries

1. **Nothing** can be placed or draped on top of or leaned against any exhibit case or artifact. **No exceptions.**

2. The three-foot rule must be followed when placing tables, chairs, jack stand trays, etc. next to exhibit cases or artifacts. The three-foot rule is as follows: three feet of space between the exhibit case or artifact and the item being placed near it.

3. **Nothing** can be taped, stapled, nailed or attached to any part of the museum property. Only freestanding equipment or décor can be used. This equipment must be itemized and a copy presented to museum services. The museum will allow strings of small lights wrapped around the balcony railing. Catering will need to supervise all incoming equipment. No lighting can be installed unless installed by a professional lighting company authorized by the Director of Special Events. Plants and pots or any museum décor may not be moved without special request by catering to Museum Services or Director of Special Events. Notification needs to be given 48 hours prior to the event date.

4. No tables or any equipment can be set up that blocks the main entrance to the museum.

5. No exhibit cases will be moved for an event.

6. No trees will be trimmed for events.

7. **The handicap ramp must be accessible at all times.** Nothing can be placed in front of or within three feet on either side of the ramp, per OSHA regulations.

8. No candles on the ground, per Fire Department regulations.

9. If your event partners with another outside organization, the museum will require a security deposit and/or maintenance fees.

The Galleries

1. No food or beverages in the galleries with the exception of the Fluor Gallery.

2. No flash photography in exhibits.

3. Prior approval from the Director of Special Events and Security is required before musical groups and/or theatrical productions can perform inside the Grand Galleria and/or other galleries.

The Margaret and Cleo Courtyard/Balcony

1. The emergency exit doors located on the balcony are not to be propped open for any reason. Load in and out of event equipment must be performed without propping the doors open to ensure the safety and delicate condition of the artifacts.

2. The Bell Tower entrance may not be closed to the public during museum open hours from 10:00 AM to 4:00 PM, Tuesday through Sunday.

3. Cars/trailers/heavy equipment may not be brought into the Courtyard. Cars in the arcades may only be brought in if they are placed on protective risers/platforms to protect the stone tile.

4. No gas heaters on the balcony.

5. Food, liquor (hot or cold) and ice is *not* to be dumped on the grass or flowerbeds.

Booking and Sales

1. Bowers Museum does not carry a liquor license. Therefore, the renter may not bring alcoholic beverages on property. Alcoholic beverages are the responsibility of Catering/Restaurant and are provided through the Catering/Restaurant liquor license. Alcoholic beverages may not be served on the front lawn, which is City of Santa Ana property.

Event Timelines/Time Extensions/Hours of Operation

1. There will be no time extension of the day or evening event unless approved by the duty supervisor (double time will be charged). Security requires, for scheduling purposes, a 48-hour notice to extend the time of an event.

2. Scheduling of maintenance and deliveries must be coordinated with the Director of Special Events.

Equipment Usage

1. All equipment is to be treated with respect in order to insure longevity of use.

2. Museum equipment is not to be taken off property.