

Buckeye State Button Society Constitution and By-Laws

Adopted April 30, 2013

This document will supersede all Constitutions from the date Buckeye State Button Society, located in Chagrin Falls, Geauga County, was incorporated; November 23, 1947.

ARTICLE I Name

Section 1

This organization shall be known as the Buckeye State Button Society.

ARTICLE II Object

Section 1

Its objects are:

- a. To create interest in the study-of buttons.
- b. To encourage research and promote educational exhibitions on the art and history of buttons.

ARTICLE III membership

Section 1

Active membership shall be open to persons who are interested In the hobby of button collecting, and residents of the State of Ohio.

Section 2

Junior membership shall be open to persons ages 8 through 17 interested in the hobby of button collecting, who are residents of the State of Ohio. They will not have voting privileges.

Section 3

Honorary life membership may be conferred upon persons who have made outstanding contributions to the hobby of button collecting. Written recommendations for this honor must be signed by three members and submitted to the Officers and Board of Directors for their unanimous approval. The approved recommendation shall then be presented to the membership at their regular meeting for acceptance. Honorary members shall be exempt from dues, but they will not have voting privileges. The Buckeye State Button Society will extend honorary membership to National Presidents during their term of office.

Section 4

Life membership will be conferred upon persons who **have reached the** age of 90, who are residents of the State of Ohio and **have been** members of the Buckeye State Button Society for fifteen (15) years. This status includes exemption from dues with retention of voting privileges.

Section 5

The Buckeye State Button Society includes the support of **local clubs**. Newly formed clubs wishing to be recognized by the State Society **shall** submit their request in writing to the President to be presented at the next scheduled meeting of the Board of Directors. The Board will vote on acceptance of the new club.

Section 6

Recognized local clubs are expected to send representation to a minimum of one Board of Directors meeting per year and participate in State Shows per scheduled rotation. After two years without representation, the club will no longer be recognized by the State Society. Each club will host or act in a designated support manner to assist the host club with state shows.

Section 7

Recognized clubs wishing to withdraw club status are requested to notify the President in writing. The Board and membership will be made aware at the next meeting.

ARTICLE IV Officers and Directors

Section 1

Officers The Officers of this Society shall consist of a President, Vice-President, Secretary and Treasurer, all of whom shall be elected at the fall meeting in the even numbered years, and shall take office immediately. The officers shall be elected for a two year period, and may be re-elected.

Section 2

Board of Directors The Board of Directors shall consist of the Officers of the Society and one member representative from each active local club. The selection of the member representative shall be by local option and shall be a member in good standing of the Society. The representative shall serve until their successors are duly selected.

ARTICLE V Meetings

Section 1

The time and place of the Board and General Business meetings shall be determined by the President and the host club, to be held semi-annually at the spring and fall shows.

Section 2

A special meeting may be called by the President, with the consent of two other officers or by the Board of Directors. Proper notification of each special meeting shall be given the board members, **together with** a brief statement of the purpose of the meeting.

ARTICLE VI Quorum

Section 1

At the general business meeting a quorum **shall consist of the majority of** the voting members present.

Section 2

At the Board of Directors meeting a quorum shall consist of the majority of the Board of Directors present.

ARTICLE VII Amendments

Section 1

The Constitution may be amended at ' any general business meeting by a majority of voting members present provided such changes have been approved by the Board and read to the members at a previous meeting. The proposed amendment must be submitted in writing to the Secretary at least 30 days in advance of the general business meeting, and the Secretary shall submit copies of the proposed amendment forthwith to all Officers and Board of Directors. Proposed changes must be included in the minutes of any meetings at which they are discussed. Voting will occur at the next general meeting.

Section 2

Changes to the Constitution will be printed in the next scheduled printing of the Buckeye State Button Society Bulletin immediately following approval.

BY-LAWS

ARTICLE I Duties of Officers

Section 1

The President shall preside at all meetings, and may vote in case of a tie. The President shall appoint all standing committees as the business of the Society may require. The President or designee shall report all Society activities to the National Bulletin and other bulletin publications on a regular basis.

Section 2

The Vice-President shall perform the duties of the President in his/her absence and assist the president in manners to benefit the Society.

Section 3

The Secretary shall keep the minutes of the proceedings of the Society and Board of Directors, conduct the correspondence, keep on file an updated copy of the Constitution and By-Laws, update the Policy Book as appropriate, and perform the usual duties required of the Secretary. The Secretary shall maintain a roster of all active local clubs within the State including addresses and telephone numbers of officers and members, this information having been sent to the President, Secretary, and Bulletin Editor by each local club by February 1 of each year. The Secretary shall submit minutes of all Board and General meetings to the Editor of the Buckeye State Button Society Bulletin to be printed in the next scheduled printing of the BSBS Bulletin.

Section

4 The treasurer shall have custody of the funds of the Society, keep an accurate account of all finances, pay all bills approved by the President, and give a full report at each meeting. The Treasurer shall submit a full financial report each year. The treasurer will submit the report with all books and **vouchers to the Auditing Committee** prior to the Fall meeting. He/She shall turn over to his successor all funds, records, and property of the Society at the expiration of his term of office. All financial institution accounts of the Society will include the names of the Treasurer and one other member who is approved by the board.

ARTICLE II Board of Directors

Section 1

The Board Representatives shall act in an advisory capacity to Officers and as liaison to the membership.

Section 2

No Board Representative shall represent more than one club, nor be an elected officer of the Society. Each individual will have only one vote.

Section 3

Representatives are automatically members of the Membership Committee, and as such are responsible to the Membership Chairperson.

ARTICLE III APPOINTMENTS

Section 1

The President will make the following appointments as necessary and appropriate:

- a. Chairman of Membership. This person must be appointed . prior to the printing of the July Bulletin
- b. Bulletin Editor (stipend position)
- c. Chairman of Judges for Competition (stipend position),
- d. Chairman of Auditing

- e. Chairman of National Show Awards
- f. f. Chairman of Nominating Committee and two members
- g. Historian /Archivist
- h. Tray Slip Chairman
- i. Chairman of Educational Exhibits
- j. Vacancies in office occurring during the elected term
- k. Other positions needed as determined by the president

ARTICLE IV Duties of Committee Chairmen

Section 1

Chairman of Membership shall collect the dues from the membership, distribute membership cards and keep the Editor and Treasurer informed of accurate list of paid membership. All dues collected will be forwarded to the Treasurer

Section 2

Bulletin Editor shall be responsible for the editing and publication of the Buckeye State Button Society Bulletin three times a year. The Editor shall have the authority to designate one or more assistants to help in carrying out his/her duties. It is the responsibility of the Editor to approve all vouchers in connection with the publication of the Buckeye State Button Society Bulletin and forwarding the same to the Treasurer for payment. Any significant change from past practice, such as change in publication format, equipment purchase or cost of advertisement, must be brought before the Board of Directors for approval. The Editor will be responsible for obtaining advertisement for the bulletin and assure that appropriate fees for advertisements have been forwarded to the Treasurer. Editor will receive a stipend.

Section 3

Chairman of Judges shall be responsible for the selection of judges, and is in charge of judging at the Spring competitive show. The Chairman of Judges shall select State sponsored awards for Spring competition and **accept and validate** all submitted awards for publication in the Spring Bulletin. He/ She shall maintain a supply of ribbons, prepare awards for presentation following competition, keep track of novice/regular status and publish status change in the BSBS Bulletin. He/ She shall work with the Tray Slip Chairman to assure tracking of competitive trays. Chairman of Judges will receive a stipend.

Section 4

Tray Slip Chairman works closely with the Chairman of Judges. He I She mails out/sells tray slips and maintains records.

Section 5

The Auditing Committee shall consist of a chairman, appointed by the President, and one other appropriate individual selected by the chairman and approved by the President. (If a Society member is not available, a non-member may be selected.) The auditing committee, each year, shall audit the books of the Treasurer in accordance with recognized good accounting practices, having received all books and vouchers from the Treasurer at or before the Fall meeting. The result of this audit shall be announced by the* chairman at the Fall general membership meeting.

Section 6

Chairman for National Show Awards, working with one appointee of his/her choice, shall select the list of National Show Awards to be given by the State Society. This list shall be mailed to the National Awards chairman by August 1 of each year. He/ She shall request funds for these awards from the Treasurer.

Section 7

The Nominating Committee shall be composed of a chairman and two members. The committee shall be responsible for the presentation of a slate of candidates by not later than the Spring Show of an election year, and report same to the President and general membership. At the Fall business meeting the floor shall be opened for any additional nominations by any active member in good standing. Elections take place at the Fall meeting in even numbered years.

Section 8

Historian /Archivist shall collect and maintain historical records such as programs, favor buttons, photographs of show activities, etc. Appropriate items may be displayed at the fall show or as the president directs. Items will be turned over to the President or next appointed historian. Archivist duties relate to the preparation and deposit of appropriate materials In the archives at the Ohio Historical Society or as the President directs. Archive materials may include membership lists, minute books and memorabilia. A record of archive deposits shall be maintained. A subscription of Buckeye State Button Society Bulletin will be sent to Ohio Historical Society to be included in the archives.

Section 9

Chairman of Educational Exhibits. The Educational Exhibits Committee shall prepare an exhibit for competition in the National Show. This exhibit shall be on display at the Buckeye State Button Society Fall Show.

ARTICLE V Host Club

Section 1

The Board of Directors will determine rotation and host club responsible for state shows. The local club is responsible to act as host in regular rotation. The host club shall select a proper physical facility for the show.

Section 2

The host club shall mail a copy of the program to the Editor in an appropriate time frame to assure inclusion in Buckeye State Button Society Bulletin and other appropriate advertising media.

Section 3

The host club shall be in charge of all moneys in connection with the show. If required, an advance in pre show expense may be requested from the state Treasurer. This money is accountable as part of the show financial statement. The club shall turn over to the Treasurer a financial report and net proceeds no later than 30 days after close of the show. After all show expenses are paid, profits will remain in State treasury except club money making projects, unless the show incurred a deficit.

ARTICLE VI Dues

Section 1

Dues are payable in conjunction with the Fiscal Year which runs January 1 through December 31. Dues must be paid by October 31 of each year to receive the following years bulletins.

Section 2

Dues are set by the Board of Directors with the approval of the general membership. Membership shall be notified in advance of any proposed increase approved by the board. Dues can be adjusted by vote at any General. Membership meeting, changes to be initiated with the following fiscal year. Cost of dues shall be included in each issue of the Buckeye State Button Society.

ARTICLE VII Amendments to By-Laws

Section 1

The By-Laws may be amended at any regular meeting by a majority vote of voting members present, provided such changes have been approved by the executive board and read to members at a previous meeting. The proposed amendment must be submitted in writing to the Secretary at least 30 days in advance of the regular meeting, and the Secretary shall submit copies of the proposed amendment forthwith to all Officers and Board of Directors. Proposed changes must be included in the minutes of any meetings at which they are discussed. Voting will occur at the next general meeting.

Section 2

Changes to by-laws will be printed in the next scheduled printing of the Buckeye State Button Society Bulletin.

ARTICLE VIII Operational Issues

Section 1

Policies, with the exception of membership dues, are determined by the Board. All fees related to running the organization and shows (i.e. Editors stipend, show and table fees) shall be determined by the Board and included in the Policy Book.

Section 2

Policy Book will be updated on a regular basis by the Board. It is the responsibility of the Secretary to make changes and assure publication of appropriate changes. The Policy book will be printed and distributed to each Officer, Board Member, and Club President. Policy Books will be available to the general membership upon request.